

# HEALTH & SAFETY POLICY

## VERSION CONTROL

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## STATEMENT OF INTENT

At The Hive College we are committed to the health and safety of our staff, students and visitors. Ensuring the safety of our community is of paramount importance and this policy reflects our dedication to creating a safe learning environment.

We are committed to:

- Providing a productive and safe learning environment.
- Preventing accidents and any work-related illnesses.
- Compliance with all statutory requirements.
- Minimising risks via assessment and policy.
- Providing safe working equipment and ensuring safe working methods.
- Including all staff and representatives in health and safety decisions.
- Monitoring and reviewing our policies to ensure effectiveness.
- Setting high targets and objectives to develop the college's culture of continuous improvement.
- Ensuring adequate welfare facilities are available throughout our college.
- Ensuring adequate resources are available to address health and safety issues, so far as is reasonably practicable.

## LEGAL FRAMEWORK

This policy has due regard to statutory legislation including, but not limited to, the following:

- Health and Safety at Work etc. Act 1974
- Workplace (Health, Safety and Welfare) Regulations 1992
- Management of Health and Safety at Work Regulations 1999
- Control of Substances Hazardous to Health Regulations 2002
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013
- The Construction (Design and Management) Regulations 2015

This policy has due regard to national guidance including, but not limited to, the following:

- DfE (2014) 'Health and safety: advice on legal duties and powers'
- DfE (2015) 'Health and safety for college students'
- DfE (2016) 'Keeping students safe in education'
- DfE (2017) 'Safe storage and disposal of hazardous materials and chemicals'
- HSE (2014) 'Sensible health and safety management in colleges'

## 1. DUTIES OF THE (BOARD OF TRUSTEES'S)

The Board of Trustees, in consultation with the Executive Principal and in line with the Scheme of Delegation Compliance, will:

- Ensure familiarity with the requirements of the appropriate legislation and codes of practice.
- Create and monitor a management structure responsible for health and safety in the college.
- Ensure there is a detailed and enforceable policy for health and safety that is implemented by all.
- Periodically assess the effectiveness of the policy and make recommendations to the Trust Board for any necessary changes required at college level.
- Identify risks relating to possible accidents and injuries, and make reasonable adjustments to prevent them occurring.

The Board of Trustees endeavours to provide:

- A safe place for all users of the site including staff, students and visitors.
- Safe means of entry and exit for all site users.
- Equipment, grounds and systems of work which are safe.
- Safe arrangements for the handling, storage and transportation of any articles and substances.
- Safe and healthy working conditions that comply with statutory requirements, codes of practice and guidance.
- Supervision, training and instruction so that all staff can perform their duties in a healthy and safe manner.
- Where necessary, protective equipment and clothing, along with any necessary guidance and instruction.

## 2. DUTIES OF THE CEO AND EXECUTIVE PRINCIPAL

- The CEO will oversee Health and Safety ensuring the Executive Principal comply with the policy.
- The Executive Principal has the overall responsibility for the day-to-day development and implementation of safe working practices and conditions for all staff, students and visitors.
- The Executive Principal will take all reasonably practicable steps to ensure the Health and Safety Policy is implemented by the Principals of college and other members of staff.
- The Executive Principal will designate the Principals of College as Health and Safety Officers to be responsible for the day-to-day implementation of the Health and Safety Policy. These people will also be the designated contacts with the LA and the HSE where necessary.

## 3. DUTIES OF EXECUTIVE PRINCIPAL AND ASSISTANT PRINCIPALS

- Executive Principle and Assistant Principals will be familiar with the requirements of health and safety legislation.
- In addition to general duties, the Executive Principal and Assistant Principals will be responsible for the implementation and operation of the college's Health and Safety Policy in their department, and for areas of responsibility delegated by the Executive Principal.
- Executive Principal and Assistant Principals are responsible for adhering to the aspects of health and safety that are outlined in their job descriptions.
- Executive Principal and Assistant Principals will take a keen interest in the Health and Safety Policy and assist in ensuring all staff, students and visitors comply with its requirements.

#### 4. DUTIES OF ALL MEMBERS OF STAFF

**All members of staff will:**

- Take reasonable care of their own health and safety, and that of others who may be affected by what they do at work.
- Cooperate with their employers on health and safety matters.
- Carry out their work in accordance with training and instructions.
- Inform the employer of any work situation representing a serious and immediate danger, so that remedial action can be taken.
- Familiarise themselves with the Health and Safety Policy and aspects of their work related to health and safety.
- Avoid any conduct which puts themselves or others at risk.
- Be familiar with all requirements laid down by the Board of Trustees.
- Ensure that all staff, students and visitors are applying health and safety regulations and adhering to any rules, routines and procedures in place.
- Ensure all machinery and equipment is in good working order and safe to use, including adequate guards. They will also not allow improper use of such equipment.
- Check if equipment is found to have any defects and then this will be reported immediately and the item will be labelled as out of use.
- Use the correct equipment and tools for the job and any protective clothing supplied.
- Ensure any toxic, hazardous or flammable substances are used correctly, and stored and labelled as appropriate.
- Report any defects in equipment or facilities to the designated Health and Safety Officer.
- Take an interest in health and safety matters, and suggest any changes that they feel are appropriate.
- Make suggestions as to how the college can reduce the risk of injuries, illnesses and accidents.
- Exercise good standards of housekeeping and cleanliness.
- Adhere to their common law duty to act as a prudent parent would when in charge of students.

#### 5. CONSTRUCTION/MAINTENANCE OF THE PREMISES

When undertaking construction or maintenance work, the college will do so in accordance with The Construction (Design and Management) (CDM) Regulations 2015.

Construction work means:

- The carrying out of any building, civil engineering or engineering construction work and includes:
  - The construction, alteration, conversion, fitting out, commission, renovation, repair, upkeep, redecoration or other maintenance, decommissioning, demolition or dismantling of a structure;
  - The preparation for an intended structure, including site clearance, exploration, investigation (but not site survey) and excavation (but not pre-construction archaeological investigations), and the clearance or preparation of the site or structure for use or occupation at its conclusion;
  - The installation, commission, maintenance, repair or removal of mechanical, electrical, gas, compressed, air, hydraulic, telecommunications, computer or similar services which are normally fixed within or to a structure;
  - The assembly on site of prefabricated elements to form a structure or the disassembly on site of the prefabricated elements which, immediately before such disassembly, formed a structure;
  - The removal of a structure, or of any product or waste resulting from such

The Health and Safety Officer will ensure that all construction and maintenance projects have a formally appointed principal designer and principal contractor.

The Health and Safety Officer will liaise with the principal contractor to identify if the scope of the project means that it should be notified to the HSE.

The Health and Safety Officer will ensure that:

- The principal designer and principal contractor are provided with a 'client brief/CDM pre-construction information' at the earliest opportunity, to contain relevant information which should, as a minimum, include the following:
  - What the college wants built or maintained
  - The site and existing structures
  - Hazards such as asbestos
  - Timescales and budget for the build
  - How the college expects the project to be managed
  - CDM appointments of principal contractor/principal designer
  - Welfare arrangements
  - Details of nearest A&E department
- The principal contractor draws up a [Construction Phase Plan](#) that explains how health and safety risks will be managed – permission will not be given for construction or maintenance work to begin until this is in place.
- The principal designer prepares a health and safety file containing information that will help the college manage risks associated with any future maintenance, repair, construction or demolition work.
- The roles, functions and responsibilities of the project team are clearly defined in writing, e.g. in the project plan.
- Sufficient time and resources are allocated and effective mechanisms are in place to ensure good communication, cooperation and coordination between all members of the project team.
- The principal contractor has made arrangements for adequate welfare facilities for their workers before the construction or maintenance work starts.
- Following completion of the project, the health and safety file is handed over to the Executive Principal, kept up-to-date by the Health and Safety Officer, and is made available to anyone who needs to alter or maintain the building.

The Health and Safety Officer will hold weekly progress meetings with the project team to ensure that all members are carrying out their roles as required.

Where the project is for a new workplace or alterations to an existing workplace, it must also meet the standards set out in The Workplace (Health, Safety and Welfare) Regulations 1992.

## 6. STUDENTS

**Students will:**

- Exercise personal responsibility for the health and safety of themselves and others or will be fully supervised if they cannot take personal responsibility due to their individual learning needs.
- Dress in a manner that is consistent with safety and hygiene standards.
- Respond to the instruction of staff given in an emergency.
- Observe the health and safety rules of the college.
- Not misuse, neglect or interfere with items supplied for their, and other students', health and safety.

## 7. TRAINING

- The college will ensure that staff members are provided with the health and safety training they need for their job. This may not mean attendance at training courses; it may simply involve providing staff with basic instructions and information about health and safety in the college.
- The Health and Safety Officer will ensure that at least two staff members are suitably trained in the handling of hazardous chemicals and materials.
- The Health and Safety Officer will ensure that there are an appropriate number of first-aid trained staff members working within in each department.
- Staff members will be provided with regular training opportunities and have access to support where needed.
- Staff members are expected to undertake appropriate CPD in order to further contribute to the running and success of the college.

## 8. FIRST AID

- The college will act in accordance with the First Aid Policy at all times.
- The college will ensure ample provision is made for both trained personnel and first-aid equipment on-site.
- First aid boxes are located around college and replenished on a regular basis.
- A record will be kept of all staff members who hold the required first aid qualification.

## 9. CONTACTING THE EMERGENCY SERVICES

- Following an accident/injury, the first-aider will contact the emergency services as necessary, or direct a staff member to do so while they tend to the victim.
- If there is no first-aider immediately available, a common-sense judgement will be made by those attending the injured party regarding whether to contact the emergency services.

## 10. FIRE SAFETY

- All staff members fully understand and effectively implement the Fire Evacuation Plan and it forms part of all staff induction.
- The Health and Safety Officer is responsible for certifying that procedures for ensuring that safety precautions are properly managed will be discussed, formulated and effectively disseminated to all staff.
- The procedure for fire drills and the use of fire extinguishers will be clear and understood by all staff.
- The college will test evacuation procedures on a termly basis.
- The evacuation of visitors and contractors will be the responsibility of the person they are visiting or working for.
- Site staff will ensure that firefighting equipment will be checked on an annual basis by an approved contractor.
- Fire alarms will be tested weekly from different fire points around the college, and records will be maintained and held in the Site Staff Office.

## 11. ACCIDENT REPORTING

- All accidents and incidents, including near-misses or dangerous occurrences, will be reported as soon as possible to the nominated SLT member who has responsibility for accidents and risk assessments using the Accident Report Form.
- The Health and Safety Officer will be responsible for informing the Executive Principal if the accident is fatal or a “major injury”, as outlined by the HSE.

## 12. SIGNIFICANT ACCIDENTS

- Significant accidents, as defined in the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013, will be reported to the HSE at the earliest opportunity.

## 13. REPORTING PROCEDURE

- Should an incident require reporting to the Incident Control Centre (ICC) (part of the HSE), the Health and Safety Officer, or a person appointed on their behalf, will file a report as soon as is reasonably possible.
- The person will complete the relevant report on the HSE website:  
<http://www.hse.gov.uk/riddor/report.htm>

## 14. REPORTING HAZARDS

- Staff, students, contractors and visitors have a legal duty to report any condition or practice they deem to be a hazard.
- In the main, reporting of hazards should be forwarded verbally and by email to the site staff as soon as possible, Site staff will then inform the Executive Principal as appropriate.

## 15. ACCIDENT INVESTIGATION

- All accidents will be investigated by a member of the Senior Leadership Team and the outcomes recorded on the relevant accident forms.
- The length of time dedicated to each investigation will vary on the seriousness of the accident.
- After an investigation takes place, a risk assessment will be carried out, or the existing assessment amended, to avoid reoccurrence of the accident.
- The Health and Safety Officer will undertake monthly evaluations of all reported incidents. They will then identify patterns and trends in order to take corrective action and minimise the reoccurrence of any incident/illness.

## 16. OUR ACTIVE MONITORING SYSTEM

It is good practice to actively monitor systems prior to accidents, ill health or incidents taking place; this involves regularly checking compliance procedures and the achievement of objectives. Our procedure for actively monitoring our system includes:

- Annual audits, including fire risk assessments and health and safety audits.
- Regular examination of documents to ensure compliance with standards.
- Regular inspection of premises, plants and equipment.
- Monthly reports and updates to the Executive Principal.
- External measures, such as surveys by contractors and service providers, along with visits from Environmental Health and Ofsted.



## 17. CRISIS INCIDENTS

- Upon receipt of information regarding serious threat to either college site, either evacuation or lockdown procedures will be engaged. These will be agreed with co-located partners and will be reviewed annually.
- The Executive Principal will communicate such an event to the relevant people.

## 18. EVACUATION

In the event of a fire, the Fire Evacuation Plan will be implemented.

If an evacuation is deemed necessary for reasons other than fire, the following procedure will take place:

- All senior staff will be informed of the situation either in person or via the internal computer system, not using mobile phones. The evacuation will then take place as per fire drill procedures.
- Staff and students will be asked to make their way to the normal fire assembly area (the area should be moved if seen as at risk in the specific situation).
- Staff will be positioned at all gates leading into the college and nobody will be allowed in or out except for emergency personnel.
- Once the police have arrived, staff will await further instruction from the emergency services.

## 19. VISITORS TO THE COLLEGE.

- All visitors will sign in at reception.
- Once signed in, visitors will be collected from reception by the member of staff they are visiting, or escorted to the area of the college concerned.
- No contractor will carry out work on the college site without the express permission of the College Business Manager / Executive Principal, other than in an emergency or to make the site safe following theft or vandalism.
- Contractors will be responsible for the health and safety of their employees and for ensuring safe working practices. They will not constitute a hazard to staff, students or visitors to the college.
- Anyone hiring the premises will be made aware of their health and safety obligations when making the booking.
- Visitors and contractors will always wear a visitor's badge while on college grounds.
- Temporary teaching staff and assistants will inform reception of their presence by reporting to reception on arrival and signing the visitors' log.
- Staff members who encounter an unidentifiable visitor will enquire if they require assistance and direct them to reception or off site.
- Staff members who encounter uncooperative visitors threatening violence, refusing to leave the site, or carrying out physical or verbal abuse will seek immediate help via a 999 phone call.

## 20. MAINTAINING EQUIPMENT

The Health & Safety Officer will ensure the inspection of the following equipment for health and safety issues annually:

- Portable Appliance Test (PAT) all electrical appliances
- All PE equipment

It is the responsibility of the Principals of College to ensure new equipment meets the appropriate standards and conforms to all health and safety requirements.

## 21. HAZARDOUS MATERIALS

- No chemicals or other hazardous materials will be used without the permission of the Health and Safety Officer
- The college will only order supplies of hazardous materials when existing stocks are no longer adequate, and in quantities that are no larger than necessary.
- Control measures will be checked and reviewed by the site staff on a termly basis to ensure continued effectiveness, even when they are known to be reliable.
- All equipment, materials and chemicals will be held in appropriate containers and areas conforming to health and safety regulations.
- Hazardous substances will be labelled with the correct hazard sign and contents label.
- Storage life will be considered by the Health and Safety Officer. All Control of Substances Hazardous to Health (COSHH) regulations will be adhered to.
- The Health and Safety Officer will keep an up-to-date inventory of all the hazardous chemicals and materials held at the college.
- A termly audit of hazardous materials will be undertaken by the Health and Safety Officer with routine surveillance to ensure that they remain safe to store. Unwanted or surplus chemicals and materials, including those that have become unsafe, will be disposed of by a registered waste carrier, in accordance with college procedures.
- The asbestos management plan is updated each time construction works are carried out.
- As a result of the asbestos management survey, identified risks are dealt with on a priority basis.
- Further details concerning the management of asbestos can be found in the The Hive College Asbestos Management Plan.

## 22. MEDICINE AND DRUGS

- The college's Supporting Students with Medical Conditions Policy will be read, understood and adhered to by all staff.

## 23. SMOKING

- The college is a non-smoking premises and no smoking will be permitted on the grounds.

## 24. HOUSEKEEPING AND CLEANLINESS

- Cleaning standards will be monitored by the site manager and special consideration will be given to hygiene areas.
- Waste collection services will be monitored by the site staff.
- Special consideration will be given to the disposal of laboratory materials and clinical waste.
- Site staff are responsible for ensuring that the college is at a safe temperature for staff and students to work in.

## 25. INFECTION CONTROL

The Hive College actively prevents the spread of infection through the following measures:

- Routine immunisation
- Maintaining high standards of personal hygiene and practice
- Maintaining a clean environment

The Hive College employs good hygiene practice in the following ways:

- Displaying posters throughout the college, encouraging all students, staff members and visitors to wash their hands after using the toilet, before eating or handling food, and following any other actions that increase the risk of the spread of infection, such as coughing or sneezing
- Ensuring there is a sufficient supply of soap, warm water and paper towels available
- Employing cleaners to carry out thorough and frequent cleaning that follows national guidance
- Providing Personal Protective Equipment (PPE) where necessary
- Immediately cleaning any spillages of bodily fluids with a combination of detergent and disinfectant, and always wearing PPE. Mops will not be used to clean up body fluid spillages; instead, paper towels will be used and discarded properly, following the procedures for clinical waste
- Washing all laundry in a separate dedicated facility and washing any soiled linens separately
- Hygienically bagging any students' soiled clothing to go home and never rinsing it by hand
- Storing all clinical waste in clinical waste bags and in a secure, dedicated area, before it is removed by a registered waste contractor
- Providing a secure sharps bin, out of reach of students, for the disposal of sharps
- Discouraging students, staff members and visitors from touching any stray animals that may come onto the college premises
- Staff and students displaying signs of infection, such as rashes, vomiting, diarrhoea, etc., will be sent home and recommended to see a doctor.
- All staff are subject to a full occupational health check before starting employment at the college.
- The Hive College keeps up-to-date with national and local immunisation scheduling and advice. All students' immunisation status is checked at college entry and at the time of any vaccination.
- The Hive College encourages parents to have their children immunised.
- All cuts and abrasions should be covered with waterproof dressings.
- Wall-mounted hand sanitiser is available around the college.

## 26. RISK ASSESSMENT

- The Health and Safety Officer has overall responsibility for ensuring potential hazards are identified and risk assessments are completed for all areas of risk in the college.
- Annual risk assessments will be conducted for all areas of the college to identify all defects and potential risks along with the necessary solutions or control measures.
- The Board of Trustees will be informed of risk assessments, allowing issues to be prioritised and actions to be authorised, along with funds and resources.
- The person with responsibility for Educational Visits will ensure risk assessments are completed by staff leading day trips or residential stays.

## 27. SECURITY AND THEFT

- Closed circuit television (CCTV) systems will be used in some areas of college to monitor events and identify incidents taking place.
- CCTV systems may be used as evidence when investigating reports of incidents.
- Money will be held in a safe and banked on a weekly basis to ensure large amounts are not held on-site.
- Money will be counted in an appropriate location so staff are not placed at risk of robbery.
- Staff and students are responsible for their personal belongings and the college accepts no responsibility for loss or damage.
- Thefts may be reported to the police and staff members are expected to assist police with their investigation.

- All members of staff are expected to take reasonable measures to ensure the security of college equipment being used.
- Missing or believed stolen equipment will be reported immediately to a senior staff member.

## 28. SEVERE WEATHER

- The Executive Principal, in liaison with the Board of Trustees, makes a decision on college closure on the grounds of health and safety.
- If a closure takes place, the Chair of the Board of Trustees will be promptly informed.

## 29. SAFE USE OF MINIBUSES

- The Health and Safety Officer is responsible for arranging the annual maintenance of the minibuses, including MOTs and road tax.
- If the vehicle is under 3.25 tonnes, the driver will need to have a current license, be aged 21 years or over and hold a full licence in Group A or passenger carrying vehicles. Over 3.25 tonnes, the driver must have a D1 category displayed on their license. All drivers must undertake minibus driver training.
- Drivers will complete the relevant form and supply a photocopy of their driving licence.
- The minibus will carry strictly one person per seat and seat belts will be worn at all times.
- Fines accrued will be paid by the driver at the time the offence was committed.
- Starting and closing mileage, along with any potential risks or defects identified, will be reported in the minibus log record upon return to the college.
- A record will be kept of all staff members who hold the required licence and have completed specific training allowing them to drive the minibus which must be checked when nominating a driver for an educational visit.

## • COLLEGE TRIPS AND VISITS

- Health and safety policy and procedures concerning college trips and visits, including trips abroad, are contained in the college's Educational Visits Policy.

## 31. MANUAL HANDLING

- Manual handling can prove hazardous when it has the potential to cause a musculoskeletal disorder. This can be due to repetition of the action, the force and/or posture involved in the completion of a handling task, and/or a person's ability to hold/grasp the particular item in a safe and balanced manner.
- In order to manage these risks, we have adopted policies and procedures. Further information concerning the safe management of manual handling can be found in the Manual Handling Policy.

## 32. WORKING AT HEIGHTS

Guidance concerning employees working at heights are as follows:

Control measures

First assess the risks. Factors to weigh up include the height of the task, the duration and frequency, and the condition of the surface being worked on.

Before working at height work through these simple steps:

- avoid work at height where it is reasonably practicable to do so
- where work at height cannot be easily avoided, prevent falls using either an existing place of work that is already safe or the right type of equipment

- minimise the distance and consequences of a fall, by using the right type of equipment where the risk cannot be eliminated

For each step, always consider measures that protect everyone at risk (collective protection) before measures that only protect the individual (personal protection).

Collective protection is equipment that does not require the person working at height to act for it to be effective. Examples are permanent or temporary guardrails, scissor lifts and tower scaffolds.

Personal protection is equipment that requires the individual to act for it to be effective. An example is putting on a safety harness correctly and connecting it, with an energy-absorbing lanyard, to a suitable anchor point.

Dos and don'ts of working at height

Do....

- as much work as possible from the ground
- ensure workers can get safely to and from where they work at height
- ensure equipment is suitable, stable and strong enough for the job, maintained and checked regularly
- take precautions when working on or near fragile surfaces
- provide protection from falling objects
- consider emergency evacuation and rescue procedures

Don't...

- overload ladders – consider the equipment or materials workers are carrying before working at height. Check the pictogram or label on the ladder for information
- overreach on ladders or stepladders
- rest a ladder against weak upper surfaces, eg glazing or plastic gutters
- use ladders or stepladders for strenuous or heavy tasks, only use them for light work of short duration (a maximum of 30 minutes at a time)
- let anyone who is not competent (who does not have the skills, knowledge and experience to do the job) work at height
- Staff members are required to sign statements confirming that they have received, read and understood the guidance, prior to being allowed to work at heights.

### 33. LONE WORKING

- Anyone working on site during quiet periods need to report their presence on site to the site staff together with a likely finish time.
- Anyone doing home visits need to follow the buddy system procedure to report their whereabouts.

### 34. WORKPLACE HEALTH AND SAFETY: STRESS MANAGEMENT

- Staff will be aware of the symptoms of stress, including sleeping problems, dietary problems, mood swings, feeling lethargic, fatigue, emotional problems, chest pains and elevated heart rate, lack of focus, inability to concentrate and increased sweating. Staff members who suffer from any of these symptoms can gain support from the college's Mental Health First Aiders but are also advised to consult their GP as soon as possible.

### 35. WORKPLACE HEALTH AND SAFETY: DISPLAY EQUIPMENT

- Display screen assessments will be carried out by the Education Impact Trust IT Team for teaching staff and administrative staff who regularly use laptops or desktops computers.