



Cedars Academy

HEALTH AND SAFETY POLICY

*Adopted by Health and Safety Committee: November 2023
Review: October 2024*

Health & Safety Policy Statement

It is the policy of Cedars Academy Trust to provide a safe and healthy working environment for all employees, pupils and any other persons who may be affected by its operations as outlined in this document and in accordance with legislation. The Board of Trustees, and those in control of the school recognise, take responsibility for compliance with the statutory duties under the Health and Safety at Work etc Act 1974, The Management of Health and Safety at Work Regulations 1999, and other health and safety legislation. Details of how this will be achieved are given within this policy.

The Trustees and Headteachers will ensure so far as is reasonably practicable that:

- All places of work and premises will be provided and maintained as safe and free from risk to health and safety.
- All plant and equipment will be safe to use and that arrangements exist for the safe use, handling and storage of articles and substances at work.
- Appropriate safe systems of work exist and are maintained.
- All necessary information, training and supervision will be provided to ensure implementation of this policy, staff are competent to do their tasks and pupils can avoid hazards, and that staff and pupils contribute in a positive manner towards their own health and safety and others.
- A healthy working environment is maintained including adequate welfare facilities.
- Employees are involved in managing safety, and consultation on health and safety issues
- The health and safety of non-employees is not adversely affected by its' activities.
- Where necessary, specialist advice will be sought to determine the risks to health and safety and the precautions required to deal with them.

The policy will be reviewed and revised as necessary at regular intervals. This policy statement and the accompanying organisational arrangements supersede any previously included.

Andrew Thompson, Chair of Trustees

16th November 2023

Keith Vincent, Head of Services

16th November 2023

Michelle O'Reilly, Headteacher (School)

16th November 2023

Julie Vincent, Headteacher (College)

16th November 2023

Overall Responsibility

As the employer of staff, Cedars Academy Trust has overall responsibility for the health, safety and welfare of staff and pupils in the academy.

Cedars Academy Trust will support its academy in putting in place clear policies that focus on the key risks and in checking that control measures have been implemented and remain appropriate and effective.

Roles and Responsibilities

The Governing Body will:

- Establish and maintain a positive health and safety culture.
- Ensure the Senior Leadership Team prepares a health and safety policy for the approval and adoption by the Board of Trustees. Review and monitor the effectiveness of the policy.
- Ensure that suitable and sufficient risk assessments of work activities are undertaken, and a written record is kept.
- Allocate sufficient funding for health and safety, e.g. in respect of training, personal protective equipment, and adequate resources are available.
- Ensure regular termly safety inspections are undertaken.
- Review and act upon health and safety reports from the Senior Leadership Team and Site Manager.
- Monitor and review health and safety issues.
- Take steps to ensure plant, equipment and systems of work are safe.
- Ensure that the school provides adequate training, information, instruction, induction and supervision to enable everyone in the school to be safe.
- Maintain the premises in a condition that is safe and without significant risk.
- Provide a working environment that is safe and healthy.
- Provide adequate welfare facilities for staff and pupils.
- Publish an annual health and safety report.

The Head of Services will:

- Promote a positive, open health and safety culture in school.
- Prepare a health and safety policy for approval by the Board of Trustees, revise as necessary and review on a regular basis, at least every two years.
- Ensure that all staff co-operate with the policy.
- Ensure that suitable and sufficient risk assessments are undertaken, that a written record is kept, and that the assessments are reviewed on an annual basis, or upon changes to circumstances.
- Devise and implement safety procedures.
- Identify safe systems of work for high risk activities.
- Ensure regular inspections are carried out, and meet with the Site Manager/Caretaker and Facilities Manager every week to ensure any building/grounds issues are dealt with in a timely manner.
- Report to Trustees on key health and safety issues.
- Provide an annual report to the Board of Trustees.
- Seek advice from other organisations or professionals, such as the Health and Safety Executive, safety advisers etc. as and when necessary.
- Information and advice on health and safety is acted upon and circulated to staff and governors.
- Ensure that staff are competent to undertake the tasks required of them and have been provided with appropriate training.
- Provide staff with equipment and resources to enable their work to be undertaken safely.

- Ensure that those who have delegated responsibilities are competent, their responsibilities are clearly defined, and they have received appropriate training.
- Co-operate with and provide necessary facilities for trade union and health and safety representatives.
- Appropriate tasks are delegated to the Caretaker and other premises staff.

The Senior Management Team will:

- Undertake any of the Head of Services' duties that have been reasonably delegated to them, which may include responsibility for health and safety management.
- Ensure risk assessments are accurate, suitable and reviewed annually.
- Deal with any hazardous practices, equipment or building issues and report to the head teacher if they remain unresolved.
- Provide a good example, guidance and support to staff on health and safety issues.
- Carry out a health and safety induction for all staff and keep records of that induction.
- Keep up to date with new developments in Health and Safety issues for schools.
- Carry out investigations into accidents and produce reports / statements for any civil or criminal action which may arise.
- Ensure any contractors on site are competent in health and safety matters.

The Caretaker and Facilities Manager will:

- Ensure that safe means of access and egress are maintained.
- Provide adequate welfare facilities and keep the premises clean.
- Ensure adequate security and fire safety arrangements are implemented and maintained.
- Carry out a daily check of the grounds and building to spot any disrepair or other hazards such as broken glass etc. in the play areas.
- Report any concerns regarding unresolved hazards in school to the senior management team immediately.
- Ensure regular testing and maintenance of electrical equipment, including portable equipment takes place.
- Implement adequate systems for the management of asbestos and the control of legionella.
- Ensure that any work that has health and safety implications is prioritised.
- Ensure that all work under their control is undertaken in a safe manner.
- Ensure that safe working arrangements are in place when contractors are working on the premises.
- Ensure that all cleaning staff are aware of safe working practices, especially regarding reporting of hazards, the use of hazardous substances and manual handling.
- Fully co-operate with health and safety arrangements during larger building projects.
- Ensure all premises-related accidents / incidents are recorded and investigated.
- Carry out regular inspections of the premises, in cooperation with union and committee safety representatives.
- Ensure a copy of the Health and Safety Law poster is displayed in an easily accessible location.

The School and College Staff will:

- Familiarise themselves and comply with the Health and Safety Policy.
- Comply with the School's health and safety arrangements.
- Take reasonable care of their own and other people's health and safety.
- Leave their workplace in a reasonably tidy and safe condition.
- Follow safety instructions when using equipment.
- Supervise pupils and advise them on how to use equipment safely.
- Report practices, equipment or physical conditions that may be hazardous to their line manager and/or the appropriate member of staff immediately.
- Follow the accident reporting procedure.
- Contribute to and highlight any gaps in the school's risk assessments.

The Pupils will:

- Follow safety and hygiene rules intended to protect the health and safety of themselves and others.
- Follow safety instructions of teaching and support staff, especially in an emergency.
- Ensure they do not recklessly or intentionally interfere with safety equipment, for example fire extinguishers and fire alarms.
- Inform a member of staff of any situation that may affect their safety or that of other pupils or staff.

Specific Responsibilities

Name:	Responsibility:
Keith Vincent: Head of Services	To fulfil the health and safety roles and responsibilities of the Senior Appointed Leader.
Keith Vincent: Head of Services	Educational Visits, H&S Policies, Training, Manual Handling Operations, hydro pool management, Risk Assessments, COSHH Assessments, CLEAPPS, First Aid, Medication (in and out of Academy) Infection Control and Communicable Disease Guidelines
Michelle Gray (Business Administrator) and Gareth Kyle (Academy Business Manager)	Playground Safety, Asbestos Management, DBS, Fire and Emergency Procedures, Contractors to Site, Maintenance and testing, premises hire, site access/egress, Stress (staff absence), Mini bus and transport
Michelle Gray and Michelle Klitze: Business Administrators	Accident Reporting
Joanne Carr: Deputy Head of School	School Work Experience/Student Placements, School Staff Wellbeing (stress)
Dan Hearne: Deputy Head of College	College Work Experience/Student Placements, College Staff Wellbeing (stress)
Finance & Staffing Committee	Ensure implementation and monitoring of Health & Safety Policy and Procedures & Child protection

Health and Safety Representatives

Under the Safety Representatives and Safety Committees Regulations 1977, a recognised independent trade union has the right to appoint safety representatives. Recognised trade unions will inform the school in writing when a health and safety representative has been appointed, and where this is the case, the academy will consult with that representative on health and safety matters.

Trade union health and safety representatives are entitled to raise any issue of health and safety as it affects employees. The Head of Services will consult in good time with health and safety representatives on any measures that may affect the employees represented. The Academy Business Manager will ensure that paid time off is provided for the inspections that the health and safety representative is entitled to undertake, as well as training necessary to enable them to carry out their functions effectively.

Detailed Arrangements & Procedures

1. Accident Reporting
2. Administration of Medicines
3. Infection Control and Communicable Disease Guidelines for Schools
4. DBS
5. Asbestos
6. Contractors and Visitors on Site
7. Control of Substances Hazardous to Health Regulations (COSHH)
8. Educational Visits and Outdoor Activities
9. Statutory Maintenance and Testing
10. Fire and Emergency Procedures
11. First Aid
12. Hiring of Premises
13. Major Incidents Procedure/School Closures
14. Manual Handling Operations
15. Minibuses
16. Playground Safety
17. Risk Assessment
18. Safe Access and Egress
19. Academy Security
20. Stress
21. Training
22. Use of Portable Scaffolding/Ladders/Step-Ladders (Access Equipment)
23. Vehicle Access
24. Violence at Work
25. Visual Display Units (VDUs)
26. Work Experience

1. Accident Reporting

MK/MG

All accidents and cases of work-related ill health are to be recorded in the Academy accident book which is located in School and College main offices.

MG is responsible for reporting accidents, diseases and dangerous occurrences to the LA. These must be reported within 5 working days of the incident/accident occurring, and sent to CSGhealthandsafety@gateshead.gov.uk

Copies of incident/accident forms are held in the Health & Safety file in the Academy office.

Health and safety risks arising from work activities:

- Risk assessments will be undertaken by KV.
- The findings of the risk assessment will be reported to the Chief Executive.
- Action required to remove/control risks will be approved by Chief Executive.
- The Premises Sub Committee will be responsible for ensuring the action required is implemented.
- The Premises, Health & Safety Committee will check that the implemented actions have removed/reduced the risks.
- Assessments will be reviewed every year or when the work activity changes, whichever is the soonest.

2. Administration of Medicines

RA

In order to ensure the safety of all children we do not store or administer medicines to children unless they are prescribed by a doctor. It is also important to keep the administering of medication to a minimum and parents are requested to consider the possibility of administering the daily doses out of Academy hours. Medicines that need to be given three times a day should be administered by parents before and after Academy and at bed time.

In the case of children with long term medical conditions, which require medication to be stored and administered on the premises, we are able to do so.

The need for medication to be administered to pupils during Academy hours must be supported by a parent's written request by completing a 'Parental Request for Medicine to be Administered' form which is available from the Academy office or can be requested via email from Michelle Gray - michelle.gray@cedarstrust.org.uk

Trained First Aiders (as listed in section 11) are able to administer medicine in Academy.

See also: **ADMINISTRATION OF MEDICATION/PERSONAL CARE POLICY**

3. Infection Control and Communicable Disease Guidelines

HJ

Our Public Health School Nurse is located at **Low Fell Clinic**, Beacon Lough Road in Gateshead, Phone 0191 443 6900

For Guidance on infection control in schools and other childcare settings:

The info below provides guidance for schools and other childcare settings (such as nurseries) on infection control issues. It is routinely updated and gives guidance on preventing the spread of infections by ensuring high standards of personal hygiene and practice, particularly handwashing and respiratory and cough hygiene:

<https://www.gov.uk/government/publications/health-protection-in-schools-and-other-childcare-facilities/preventing-and-controlling-infections>

4. DBS

MK

All staff are required to hold an Enhanced Certificate through the Disclosure and Barring Service.

Volunteers, contractors, visitors etc who are going to be left unsupervised with children are required to provide details of their certificate to the Academy office where information is checked and recorded. An identity check will also be conducted by Office Staff before access to the Academy site is permitted.

See also: **Premises Management Policy**

5. Asbestos

MG

The Control of Asbestos at Work Regulations (CAR) 2006 places the responsibility to manage asbestos in non domestic premises on the 'duty holder'.

The following staff members have an overview of Asbestos at Cedars Academy: Michelle Gray

All staff, visitors and contractors are made aware of the location of any asbestos as per the Site Specific Asbestos Management Survey prior to commencing any duties on site.

See also: **Premises Management Policy**

And: **Management of Asbestos Policy**

6. Contractors and Visitors on Site

MK/MG

All contractors and visitors on site are required to report to the School or College office on arrival where they are requested to sign in and will be issued with an identification badge. Contractors and visitors will be asked to provide photographic ID, and an assessment will be made about whether they will be left unsupervised with children – if this is the case, details of their Enhanced DBS certificate will be requested and recorded.

All contractors and visitors are issued with key health and safety information and informed of their conduct whilst on Academy sites. Whenever possible, this will be conducted prior to the first visit, with the company.

Michelle Gray, Business Administrator, is responsible for assessing contractor health and safety competency prior to appointment and for ensuring suitable management arrangements are in place whilst contractors are carrying out work on site for example ensuring risk assessments and method statements are received.

Vehicles on Academy Premises

- Contractors' vehicles should not enter Academy at the start or finish of the Academy day when pupils are arriving or departing on home/school transport.
- Grass cutting machinery must not be used by contractors without prior contact at School or College office. The machinery is not to be used during pupil break times, arrival and departure times.

See also: [Premises Management Policy](#)

7. Control of Substances Hazardous to Health Regulations (COSHH)

MG

The cleaning cupboards located in the Academy are kept locked – key holders MG and MK.

The Safety Rep will be responsible for identifying all substances which need COSHH assessment.

The Safety Rep will be responsible for ensuring that all actions identified in the assessments are implemented. The Safety Rep will be responsible for ensuring that all relevant employees are informed about the COSHH assessments.

The Safety Rep will check that new substances can be used safely before they are purchased.

Assessments will be reviewed once per year or when the work activity changes, whichever is soonest.

8. Educational Visits and Outdoor Activities

KV

Keith Vincent is the Educational Visits Co-ordinator.

Risk Assessments for Educational Visits are carried out on Evolve by the Visit Leader. Risk Assessments are checked by the EVC and authorised by the SLG before a visit can take place.

A named First Aider will always attend educational visits.

Community mini buses are often used to transport children on educational visits.

[Please see also section 15 – Minibuses.](#)

9. Statutory Maintenance and Testing

MG

Michelle Gray, Business Administrator will be responsible for identifying all equipment/plant needing maintenance.

The Business Administrator will be responsible for ensuring effective maintenance procedures are drawn up.

The Business Administrator will be responsible for ensuring that all identified maintenance is implemented.

Any problems found with plant/equipment should be reported immediately to Keith Vincent who has been designated as the responsible person for preparing and maintaining an accurate up-to-date electrical maintenance register for portable appliances used.

A cyclical maintenance schedule is drawn up each April to include all of the statutory testing for the year ahead.

The Academy Maintenance and Testing Team consists of the following staff: MG, MK, GK

See also: [Premises Management Policy](#)

And: [Asset Management Plan](#)

10. Fire and Emergency Procedures

KV/MG

The Head of Services is responsible for ensuring the fire risk assessment is undertaken and implemented.

The SLT/Safety Rep organises regular fire drills on a termly basis. These fire drills are recorded in the Fire Safety File.

Escape routes are checked by the Facilities Team and Head Cleaner every week

Fire extinguishers are checked visually by the Facilities Team and Head Cleaner once per month to check that they are in place and have not been tampered with – confirmation can be found in the red file in the main office.

Fire extinguishers are maintained and checked by FM4U through a SLA.

Alarms are tested by the Facilities Manager and Head Cleaner every week

1 to activate a call point

1 to operate and record the alarm panel details

See also: [Emergency Evacuation Plan \(MG\)](#)

And [Emergency Evacuation Procedures during Examinations \(DH\)](#)

11. First Aid

RA

There is a designated first aid station in the main corridor.

The following members of staff are trained to administer first aid within Academy:

First Aiders

R. Everitt L. Richardson

E. Moffitt E. Hodgson

E. Liddle L. Forster

J. MacCabe L. Ray

T. Leverett R. Connolly

G. Arbon C. Guest

A. Meek J. Joyce

R. Aitken V. Toward

K. Vincent S. Moore

R. Innes E. Downing

Where children have received first aid throughout the day, a record must be written in the first aid file, and a first aid slip detailing the occurrence of events and what first aid was administered, is sent home for parents.

A bumped head slip is sent home with the child if they have suffered a bump to the head.

See also: [ADMINISTRATION OF MEDICATION/PERSONAL CARE POLICY](#)

12. Hiring of Premises

MG

Academy premises are often used after Academy for clubs and during the evening for Trustees meetings, open evenings for parents and other occasional events. In addition, there are sometimes evening and weekend bookings. The fixing of annual lettings charges is reviewed and agreed annually by the Board of Trustees.

An application form is completed for each letting, authorised by the Chief Executive and held in the Premises & Lettings file in the Academy office. The Academy Governing Body issue 'Local Hiring Conditions' in line with directions and advice given by the Local Authority and the Health and Safety Executive.

See also: [Academy Premises/Letting Policy and Charging and Remissions Policy](#)

13. Major Incident Procedure / Academy Closures

MF

Please see [Emergency Plan](#) **and** [Critical Incident Kit](#) which outlines procedures for Major Incidents.

Please see [Bad Weather Policy](#) which outlines procedures for Academy closures.

14. Manual Handling Operations

KV

All staff are trained in Manual handling. All staff, visitors, students etc are advised not to attempt to move/carry heavy and/or awkward pieces of equipment.

Our aim is to promote and maintain the health and wellbeing of staff, students and visitors, and to minimise the risks of manual handling injuries by implementing a systematic approach based on a **Risk Management Model** –

The Head of Services to nominate a management team member to manage the manual handling risk assessment process and set up a small risk assessment team. The staff health and safety representative will be consulted during this and the following process:

- Identify the hazardous manual handling tasks.
- Assess the risks
- Control the risks
- Monitor the controls

Timelines will be developed for completion of the risk assessment process and reports provided to staff and Academy council on progress.

A system will be developed to ensure that any new manual handling hazards are identified, assessed and controlled as they occur.

Please see:

Manual Handling Policy

15. Mini Buses and Transport

MG

Cedars Academy recognise that in order to run and maintain the Academy mini buses in an appropriate and safe manner we need a Academy mini bus policy.

It is the responsibility of the Academy Management, who has delegated the day to day running of the mini bus, to ensure the mini bus is:

- Correctly Licensed
- Displays a valid tax disc
- Is adequately insured
- Be well maintained
- Have a valid M.O.T. certificate (if more than one year old)

Risk assessment for the mini buses will be carried out at the start of each term, this should identify:

- Hazards
- The likelihood of a hazard occurring
- The likely severity of any injury or property damage resulting
- Who might be affected
- Existing safety measures
- New safety measures that might be needed
- How safety measures are implemented
- Emergency procedure

This risk assessment is quite adequate for all regular journeys. Regular journeys are defined as set journeys which take place as a daily or weekly basis on the same day.

For non-regular journeys a separate risk assessment on the Gateshead Evolve system will need to be carried out before each journey commences, this is in line with our Out of Academy Activity Policy.

Please see: [MINI-BUS POLICY STATEMENT March 2016](#)

16. Playground Safety

MG

Records of inspections of playground equipment are held in the School office, and any issues concerning playground safety are raised immediately with the Facilities Manager and Senior Leadership Team.

Children are not permitted on to the School playground and playground equipment unaccompanied. Academy staff are present on the School yard during breaktimes. The SLG regularly review supervision arrangements to ensure appropriate child safety on the playground and playground equipment.

17. Risk Assessments

KV

Risk assessments will be undertaken by Safety Rep except in the instances of contractors on site or lettings where they will be requested to provide their own via Facilities Manager

The findings of the risk assessment will be reported to the SLT and Trustees.

Action required to remove/control risks will be approved by the SLT and Trustees.

The Safety Rep will be responsible for ensuring the action required is implemented.

The Safety Rep will check that the implemented actions have removed/reduced the risks.

Assessments will be reviewed every year or when the work activity changes, whichever is the soonest.

18. Safe Access and Egress

MK/MG

Access to Academy buildings is sealed and strictly monitored. Visitors are requested to state their name and reason for visit at the Academy reception office, and access can only be granted by office staff.

Vehicles on Academy Premises

- Contractors' vehicles should not enter Academy at the start or finish of the Academy day when pupils are arriving or departing on home/Academy transport.
- Grass cutting machinery must not be used by contractors without prior contact at School office. The machinery is not to be used during pupil break times, arrival and departure times.

19. Academy Security

MG

CCTV cameras are installed to ensure security of the Academy sites.

The School site is fully secured at 7.00pm each night by the Site Manager, and opened each morning at 6.30am.

The College site is fully secured at 7.00pm each night by the Site Manager, and opened each morning at 6.00am.

If the alarm is activated, Amulet Security attend the site, and the following member of staff are informed of the activation: Michelle Gray

The Academy Business Manager is responsible for monitoring staff sickness absence.

The following staff members have been trained in Stress Awareness: JC/DH

Cedars Trustees have a legal duty to ensure the health, safety and welfare of its employees whilst they are at work. Undue stress can adversely affect employees' health and well being and, as such, it is the Board of Trustee's responsibility to take reasonably practicable steps to avoid and reduce unnecessary workplace stress.

Back to work interviews are conducted after every period of absence.

Staff are made aware of the availability of therapies/counselling services to them through the staff absence insurance policy.

The Senior Leadership Team is responsible for investigating work-related causes of sickness absences and for acting on investigation findings to prevent a recurrence.

The aim of the **Stress At Work Policy** is to outline the Governing Body's responsibilities towards its staff and to identify ways of managing stress by:

- identifying causes of stress
- taking action to reduce staff stress
- managing the working environment

See also: **Stress at Work Policy**

Induction training will be provided for all employees by JC/DH/KV

Specific jobs requiring special training are:

Job	Training	Person Responsible
All staff	Safeguarding, fire, security, risk assessment.	KV
Site Manager	As above, with specific induction relevant to post e.g. COSHH, water hygiene, asbestos management	MG

Training records are kept on Academy records by KV.

Training will be identified, arranged and monitored by the SLG.

MG will receive training on the safe use of portable equipment. All staff, students and visitors are advised not to use such equipment.

Competent professionals are bought in to use larger pieces of equipment for use in larger construction projects.

Vehicular access to the Academy sites is controlled for the safety of all children and staff.

Vehicles on Academy Premises

- Contractors' vehicles should not enter Academy at the start or finish of the Academy day when pupils are arriving or departing on home/school transport.
- Grass cutting machinery must not be used by contractors without prior contact at School office. The machinery is not to be used during pupil break times, arrival and departure times.

See also: [Car Park Access Policy \(MF\)](#)

Violence at Work will be addressed through the Risk Assessment process – see section 17.

See also:

- [DEALING WITH ALLEGATIONS OF ABUSE AGAINST TEACHERS AND OTHER STAFF;](#)
- [FAIR TREATMENT POLICY;](#)
- [USE OF REASONABLE FORCE POLICY;](#)
- [GRIEVANCE AND DISCIPLINE PROCEDURES;](#)
- [WHISTLEBLOWING POLICY](#)
- [BEHAVIOUR POLICY INCORPORATING THE CODE OF CONDUCT](#)

Display Screen Equipment (DSE) is sometimes referred to as Visual Display Units (VDU) or Computer Workstations and includes laptops, touch-screens and other similar devices that incorporate a display screen.

Any item of computer-related equipment including the computer, display, keyboard, mouse, desk and chair can be considered part of the DSE work station.

Other important definitions:

User: an employee who habitually uses DSE as a significant part of their normal work. If someone uses DSE continuously for periods of an hour or more on most days worked, they are likely to be classified as a user.

Operator: a self-employed worker who habitually uses DSE for a significant part of their work.

The risks of using display screen equipment:

Many employers and employees are completely unaware of the impact on health that a poorly arranged work station can have.

A poorly equipped and arranged work station is a major contributing factor in the development of many work-related upper limb disorders (WRULDs). Conditions can be both short and long term but in most cases cause a lot of avoidable pain, discomfort and stress. Other associated symptoms include temporary eyestrain and headaches, and fatigue/stress.

The hazards associated with DSE work stations must therefore be properly assessed so that they are adequately equipped and adjustable to suit the user's needs.

Some workers may experience fatigue, eye strain, upper limb problems and backache from overuse or improper use of VDUs. These problems can also be experienced from poorly designed workstations or work environments.

The following members of staff have been trained to ensure Visual Display Units are used correctly in Academy by all users: JR, DH, JC

See also:

HSE Guidance; <https://www.hse.gov.uk/msd/dse/>

26. Work Experience/Student Placements

JC/DH

We welcome students in to Academy to conduct periods of work experience.

All students receive an induction prior to their placement commencing. This induction is the responsibility of JC and covers health and safety and conduct required in Academy. Induction records are held in the Academy office for reference.