



HEALTH AND SAFETY POLICY

Purpose of this statement	To detail the health and safety policy for Buttershaw Business and Enterprise College
Dated	February 2024
Contact	P Eastwood/S Haigh

THE ETHOS OF BUTTERSHAW BUSINESS AND ENTERPRISE COLLEGE



AMBITION



RESILIENCE



COURTESY



KINDNESS

At Buttershaw Business and Enterprise our values are:

- **Ambition** – We set ourselves challenging goals
- **Resilience** - We give it a go
- **Courtesy** – We are polite to everyone
- **Kindness** – We show we care about those around us

(Health and Safety at Work Act 1974)

General Statement of Policy

It is the policy of Buttershaw Business & Enterprise College to comply with the terms of the Health and Safety at Work Act 1974 (HASAWA) and subsequent legislation to provide and maintain a **Comfortable** healthy and safe working environment for both staff and students. The schools' health and safety objective are to minimise the number of instances of occupational accidents illnesses and ultimately to achieve an accident-free school environment.

The school recognise and accept their duty to protect the health and safety of all visitors to the school, including contractors and temporary workers, as well as any members of the public who might be affected by its operations and funds will be made available for health and safety requirements.

Buttershaw School will do all that is within its power to ensure the health and safety of its employees, it is recognised that health and safety at work is the responsibility of each and every individual associated with the school.

Buttershaw School will provide every employee with the training necessary to carry out their tasks safely. However, if an employee is unsure how to perform a certain task or feels it would be dangerous to perform a specific job then it is the employee's duty to report this to their head of department or to the Head teacher. An effective health and safety program requires continuous communication between staff at all levels. It is therefore every employee's responsibility to report immediately any situation that could jeopardise the well-being of themselves or any other person.

All injuries, however small, sustained by a person at work must be reported. Accident records are crucial to the effective monitoring and revision of the Policy and must be accurate and comprehensive.

Buttershaw School health and safety policy will be continually monitored and updated particularly when changes in the scale and nature of our operations occur. The policy will be updated at least every 12 months.

This is not an isolated policy and should be read in conjunction with other policies and related procedures.

The specific arrangements for the implementation of the policy and the personnel responsible are detailed below.

Organisation Staff with Specific Roles

The person with the overall and final responsibility for health and safety at Buttershaw School is the Headteacher.

The person responsible for overseeing, implementing, and monitoring the policy is the head teacher's responsibility supported by the school's business manager and Premises and facilities manager.

Associate Head teacher is responsible in the absence of Headteacher.

The following personnel will be responsible for the supervision of health and safety in particular areas:

Name	Area of Responsibility
School Headteacher	Local school process and procedures
School Business Manager	Buildings, Community use, FFE, General day to day H&S issues
Premises & Facilities Manager	Buildings, Community use, FFE, General day to day H&S issues
HOD/ Subject Leaders	Departmental process and procedures
BDAT H&S Estates Manager	Oversees self-audit processes, monitoring compliance, reviews and audits.

Line managers/ HOD (Teaching and Support Staff) have a particular responsibility for the health and safety of those they manage.

HOD will ensure that the topic of health and safety is added to the departmental meetings and any health and safety concerns will be reported to the school Business Manager and Premises manager to deal with accordingly.

Duties of All Employees at Work

If employees are in any doubt about health and safety at work, they should seek advice from people identified in the above section who will involve others as necessary.

It is the duty of each employee to take reasonable care of their own and other People's welfare in accordance with the (Health and Safety at Work Act 1974).

Employees should comply with safety rules and procedures at all times whilst at work and conduct themselves in such a manner so that they, or other people, are not put at risk by their activities.

Employees are required to report any situation, hazard (something that has the potential to cause harm) or defect which may pose a threat to the wellbeing of themselves or any other person or which represents a shortcoming in the protection arrangements for health and safety.

Employees are to stop any activity immediately and seek advice if they become concerned about a situation, hazard or defect which may pose a threat to the wellbeing of themselves or any other person.

Employees shall use or wear protective clothing and equipment whilst at work, where these are

provided, in accordance with legal standards. Consideration will be given to instances where cultural reasons and disability need to be taken into account.

Employees are reminded that it is an offence to misuse or recklessly interfere with anything provided in the interests of health and safety.

Duties of Students

Students have a responsibility to comply with safety rules and must treat safety equipment including fire doors with care. Any students not doing so, should be sanctioned using the school's behavior policy.

Accident, Injury and Dangerous Occurrence Reporting (RIDDOR)

It is the policy of Buttershaw School to comply with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013.

All accidents must be reported in line with the Schools Accident Reporting Procedure.

In some cases, an investigation will be necessary. Buttershaw School sees accident investigation as a valuable tool in the prevention of future incidents.

All eyewitness accounts will be collected as near to the time of the accident as is reasonably practicable.

Any person required to give an official statement has the right to have a lawyer or trade union representative present.

The completed report will then be submitted to Bradford Metropolitan Council for onward submission to the HSE if necessary. The CBMDC occupational Safety Team will work with the school to investigate serious accidents to establish the causes and advise on necessary remedial action.

Local Schools are responsible for reporting all cases of accident and disease to the local authority.

Accident records are compiled and stored confidentially.

Any serious accidents/incidents to BDAT H&S Estates Manager

First Aid/Accident Procedure

First aid should be administered by the school qualified first aiders. The emergency services should be called where doubt exists as to how to deal with an incident.

The first aider present at the scene is responsible for managing the response to the injury and other staff arriving are asked to work at the direction of the first aider.

A list of emergency telephone numbers of hospitals available to the school is available at

Reception. The calling of an emergency ambulance will normally be done by the reception staff on the request of the school qualified first aider or someone with specialist knowledge.

A list of qualified first aiders is held at the schools Reception and on the staff notice board in the staffroom.

First aid boxes are situated around the schools in locations known to first aiders. All first aid boxes are clearly marked and are easily accessible by all staff during all working hours.

First aid boxes have also been provided in both school's **motor vehicles** containing sufficient supplies and are maintained to required standards by the school principal first aider.

The school designated qualified first aiders are responsible for the proper use and maintenance of the school first aid facilities. They will ensure that the first aid boxes are maintained to required standards.

All Incidents/accidents should be logged on SIMS and appropriate records held on the system. Staff, visitors and contractor incidents/accidents will be reported to the school designated qualified first aiders who will manage the situation and record all details of the event onto the online Rivo System.

A Rivo form should be completed for any accidents requiring hospital treatment and submitted to the Occupational Unit at Bradford Council as soon as possible after the accident.

A termly accident summary and annual accident summary are to be completed by school to provide an ongoing record of accident occurrence at each school and site.

The school has three defibrillators, which can be found on admin level zero, staff kitchen by reception, circulation area in the PE/Fitness suite corridor and in the blue staff room, level one. These are monitored and checked by the schools qualified principal first aider.

Administration of Medication in school

Medications of any sort are not allowed in school unless authorisation has been given by parents/carers and arrangements have been agreed to keep medicines in a safe place (see administration of medication policy).

For staff medication in school please refer to the BDAT policy for Substance Misuse.

Risk Management

Under the management of health, safety and welfare regulations 1992 activities described as constituting various levels of risk to the health, safety and welfare of people using any premises or carrying out their work. The college is required to risk assess activities, work practices, safe systems of work and premises and to record these assessments and the control measures as necessary to minimize hazards and reduce risks. These assessments and control measures must be monitored, reviewed annually or if circumstances change or a new risk is identified.

Line managers / HOD are responsible for carrying out risk assessments in their departments, ensuring that safe systems of work are implemented and adhered to and are part of the teaching and learning curriculum. These must be documented records which are retained for inspection under the management of health and safety regulation 1992.

Asbestos/RAAC (Reinforced Autoclaved Aerated Concrete)

There is no asbestos or RAAC in the new Building Buttershaw Business & Enterprise College. The school was built in the year of 2008.

Consultation

Buttershaw School sees communication between staff at all levels as an essential part of effective health and safety management. Consultation will be facilitated by means of raising health and safety matters at departmental meetings or directly with line managers. Line managers should then refer issues to Head teachers, or a member of the Health and Safety Team.

Control of Hazardous Substances (COSHH)

It is the policy of Buttershaw School to comply with the law as set out in the Control of Substances Hazardous to Health Regulations.

A COSHH assessment will be conducted of all work involving exposure to hazardous substances. The assessment will be based on manufacturers and suppliers' health and safety guidance and our own knowledge of the work process.

Buttershaw School will ensure that exposure of staff and students to hazardous substances is minimised and adequately controlled in all cases.

All staff and students who will come into contact with hazardous substances will receive comprehensive and adequate training and information on the health and safety issues relating to that type of work.

Assessments will be reviewed periodically, whenever there is a substantial modification to the work process and if there is any reason to suspect that the assessment may no longer be valid.

Communication

Buttershaw School will endeavor to communicate to employees their commitment to safety and to ensure that employees are familiar with the contents of the school health and safety policy. Buttershaw School communicates with its staff orally, in the form of announcements and consultations in staff meetings, in writing, in the form of directives and this policy statement, and by example.

Display Screen Equipment

It is the policy of Buttershaw School to comply with the law as set out in the Health and Safety (Display Screen Equipment) Regulations 1992.

Buttershaw School will conduct health and safety risk assessment of all workstations staffed by employees who use Display Screen Equipment (previously referred to as Visual Display Screens (VDU) as a significant part of their job on an annual self-assessment basis.

The risks to users of Display Screen Equipment will be reduced to the lowest extent Reasonably practicable.

Display Screen Equipment users will be allowed periodic breaks in their work.

All Display Screen Equipment users will be given appropriate and adequate training on the health and safety aspects of this type of work and will be given further training and information whenever the organisation of the workstation is substantially modified.

Electrical Equipment

All electrical equipment must be used only for its intended purpose.

Buttershaw School adopts a routine of testing portable equipment (PAT testing) on an annual basis.

Users of portable equipment should undertake a visual check before each use. This includes Laptop trolleys and in particular an inspection of their mains power cables for damage.

Portable equipment brought into school by members of staff should not be used until it has been PAT tested.

Users of portable electrical equipment are responsible for the safe management of any trailing cables.

Evacuation Procedure

In the event of the fire alarm being activated (Refer to the schools Fire Evacuation plan), or in any other emergency situation (such as a bomb scare), all persons must leave the building by the nearest available exit and assemble at the designated fire assembly point. (Refer to the school's lockdown plan).

Wheelchair Users on the Second Floor

Specific procedures are in place to ensure the safe evacuation of wheelchair users from the second floor. The lifts must not be used when the fire alarm is sounding or until the all-clear is provided by the Head teacher. (The principal first aider will complete an individual Risk Assessment Peep's for all students and staff as required, the documentation will be saved on SIMS)

Fire Safety

All members of staff must ensure they have read and understand the school's Fire Evacuation Procedure (refer to school's fire evacuation plan).

Fire Risk Assessments for each site take account of special fire hazards in specific areas of the school.

The local fire service inspection staff may undertake visits and/or take action to ensure compliance with relevant fire safety guidance documents. They are not responsible for compliance – their role is confined to enforcement rather than advice and guidance.

Schools hold the responsibility for ensuring the maintenance and testing of fire alarms and firefighting equipment. This responsibility forms part of the FM Service and will be completed by Amey FM.

Everyone within the school has a duty to report immediately any fire, smoke or potential fire hazards by using a fire alarm or reporting to a senior member of staff.

All staff have a duty to conduct their operations in such a way as to minimise the risk of fire. This involves keeping combustible materials separate from sources of ignition and avoiding unnecessary accumulation of combustible materials.

Smoking including the smoking of e-cigarettes is not permitted on any part of the school site.

Line Managers and supports staff are responsible for keeping teaching and working areas safe from Fire, ensuring that staff have knowledge and understanding of fire prevention and emergency procedures.

Fire Detection Equipment

Manually operated fire alarm (red call points) activation points are located at strategic points throughout the school.

Buttershaw Business & Enterprise College operates a 'double knock' fire alarm activation system, providing a few minutes for an investigation to confirm the fire exists before the alarm fully activates. To override this, any second detector activation will immediately sound the full alarm. If a smoke or heat sensor is activated this will send the system into full alarm.

Fire Fighting Equipment

Fire extinguishers are located at strategic points throughout the school. Staff are not expected to tackle a fire themselves unless trained to do so. If the situation is dangerous or potentially dangerous the employee should activate the alarm and evacuate the building immediately.

Fire Doors

Fire doors designed to slow spread of fire and smoke throughout the school have been installed at strategic points. Fire doors are designed to close automatically and must never be blocked, jammed or tied open. Nothing must be stuck to the surface of a fire door other than designated fire signage.

Fire Exits

Fire exits are located at strategic points throughout the school. Exit doors and corridors must never be locked, blocked or used as storage space. In the event of the fire alarm sounding staff and students must exit the building by the nearest exterior door.

Emergency lighting for use in the event of power failure has been installed in exit corridors, above emergency exit doors and throughout areas used when members of the public are admitted. Lifts should not be used in the case of an emergency evacuation.

Practice Fire Drills

Practice fire drills will be conducted every term to ensure staff and student familiarity with emergency evacuation procedures.

Gas Safety

There is a significant risk to everyone in the building in the event of a gas leak. Staff using gas appliances should take special care to check the equipment before during and after use.

Ladders and Stepladders and Working at Height

The school own and maintain sets of stepladders and these are the only ones to be used in school. Ladders are checked and inspected on a six-monthly basis and appropriate records held on file.

Ladders will also be checked before use and if defective will be taken out of use and reported to the facilities manager. Adequate training will be given to staff who require the use of ladders as part of their job role.

Ladders should only be used once a member of staff has read and understood the Risk Assessment for Working at Heights and signed the annual training register.

Working above Floor Level

Chairs, window ledges or other items of furniture or fixtures must not be used to climb on. Step ladders, ladders and proper access equipment are available and must be used in the correct manner. Training is always available, and staff should consult with the Premises and Facilities Manager before using step ladders/ladders.

Lone Working

Under normal circumstances Buttershaw School staff do not engage in lone working. A lone worker is someone who works alone or alone with service users; either away from or in a remote part of the workplace where the workplace is empty of other workers.

Staff concerned about lone working should discuss their concerns with their line manager. Where lone working is absolutely necessary, a risk assessment should be completed to minimise potential

Manual Handling Operations

It is the policy of Buttershaw School to comply with the law as set out in the Manual Handling Operations Regulations 1992.

Manual handling operations will be avoided as far as is reasonably practicable where there is a risk of injury.

Where it is not possible to avoid manual handling operations a risk assessment of the operation will be made taking into account the task, the load, the working environment and the capability of the individual concerned. An assessment will be reviewed if there is any reason to suspect that it is no longer valid.

All possible steps will be taken to reduce the risk of injury to the lowest level possible:

1. Lifting and moving of objects should always be done by mechanical devices rather than manual handling wherever reasonably practicable. The equipment used should be appropriate for the task at hand.
2. Members of staff should not attempt to lift or move a load which is too heavy to manage comfortably.

3. When lifting an object off the ground staff should assume a squatting position, keeping the back straight. The load should be lifted by straightening the knees, not the back. These steps should be reversed for lowering an object.

New and Expectant Mothers at Work

Buttershaw School confirms that pregnancy is a natural condition, and it will not be equated with ill health. Staff that are pregnant should inform their line manager who will complete a New and Expectant Mothers risk assessment form. This form should be reviewed if the circumstances of the pregnancy change.

Office and Workplace Safety

Offices, though generally regarded as low risk areas, still present their own risks to health and safety.

Staff concerned about the working environment (temperature, lighting etc.), facilities (toilets, eating, washing, changing etc.) cleaning or general safety should advise their line manager of their concerns. Line managers should then designate school health and safety Lead or Head teachers, to arrange for a specific risk assessment to be completed and resulting action to be taken.

Outdoor Adventure Activities

Those who wish to lead groups participating in adventurous activities, such as caving, climbing, canoeing, mountaineering, sailing and related activities, must be recognised as an approved Leader at the appropriate level.

Other Outdoor Activities and Offsite Visits and events involving students and adults hold potential health and safety hazards. Any Outdoor Activities and Offsite Visits must be planned in accordance with the school's procedure and relevant risk assessments should be completed.

All events must be approved by the Head Teacher (who may delegate this task) and have a properly completed risk assessment prior to approval.

Personal Protective Equipment (PPE)

Personal protective equipment will always be made available to staff if a task requires such equipment.

Protective equipment must be worn by staff if the task they are carrying out requires the use of such equipment and it has been issued.

If protective equipment is not available for a task that requires it, the task must not be performed.

Educational Trips and Visits

Risk Assessments are completed using the Local Authority Evolve system for all trips including overseas and residentials.

If an incident/ accident occurs the priorities are to:

- Assess the situation
- Safeguard the rest of the party
- Attend to casualties
- Inform the emergency services

Safety Training

Safety training is regarded as an indispensable ingredient of an effective health and safety program. It is essential that every member of staff in the organisation is trained to perform his or her job effectively and safely. It is the opinion of Buttershaw School that if a job is not done safely then it is not done effectively.

All staff will be trained in safe working practices and procedures prior to being allocated any new role. Training will include advice on the use and maintenance of personal protective equipment appropriate to the task concerned and the formulation of emergency contingency plans.

Training needs will be identified at individual reviews or at departmental meetings where changing curriculum needs are discussed. Training will take place on or off site according to the methods and content required.

Working Environment

1. Working areas must be kept clean and tidy.
2. Any spillage must be cleaned up immediately.
3. Waste materials and rubbish must be removed routinely.
4. All combustible waste materials must be discarded in sealed metal containers.

Circulation Areas

- Circulation areas must be kept clear from obstructions at all times.
- If a circulation area becomes wet, it should be clearly marked with warning signs and/or covered with non-slip material.
- Trailing cables are a trip hazard and should not be left in any circulation area or classroom

Smoking/Vaping

Smoking including the smoking of e-cigarettes (vaping) are prohibited in all areas of the school and school grounds.

Stress at Work

Refer to the BDAT Stress Management Policy

Snow and Ice Clearance

In the event of snow fall or icy conditions at the beginning of the school day Amey will clear the carpark and paths as necessary to access the site safely. Every possible effort must be made to maintain the clear paths in a safe condition throughout the day.

Violence and Aggression

Violence can include physical, verbal, sexual, racial or threatening behavior by a

Colleague, student, parent/guardian or member of the public. Strict guidelines apply to these sorts of incidents and they must be reported to the Headteacher or a member of the

Senior Team immediately.

If a student carries out a physical assault on a member of staff, the student will be removed from the class or school until the matter is resolved. A serious incident report form should be completed. If a member of staff suffers actual bodily harm, they should secure a medical statement about the injuries. Trade Unions should be informed where appropriate.

Visitors and Intruders

During core school hours (term time only) all visitors will have restricted access to the school and should report to the main reception, where they will be issued with a visitor's badge and be asked to sign in. Visitor badges are issued and should be displayed by visitors at all times to indicate their lawful presence at the school. **Any person in school without a visitors' badge will be questioned.**

Outside of these hours and in school holidays school staff must sign in on the inventory system. Contractors working in the building will sign in at the FM office.

Leaders of community groups using the school out of school hours must register at the lettings office and they are responsible for the number of people in their group. It is the leader's responsibility to keep a register of their group (see Letting's procedures).

Staff should be aware of the schools' procedures and actively question all persons on site if they are unbadged/unknown.

Visitors must sign out on their departure.

All visitors will be made aware of the Fire Evacuation Procedure when signing in.

Intruders

Section 40 of the Local Government (Miscellaneous Provisions) Act 1982 confirms that a person lawfully on school premises as a visitor ceases to be so where s/he refuses to comply with a request to leave or his/her behavior is such as to terminate that implied permission to be on the premises.

Section 40 applies to school premises including the school playground, school playing fields, and other school premises for outdoor recreation.

Removal of persons suspected of committing an offence

Where school staff consider Section 40 to apply, the member of staff should first ask the offender to leave the premises. Where the intruder refuses to leave or where is any risk of violence the police should be called without delay.

A Police Constable may remove from the school premises any person who they have reasonable cause to suspect is committing or has committed an offence under Section 40.

Workplace Transport

There are procedures in place for use of the minibus and **motor vehicle (see motor vehicle policy)**. If students are transported in private cars, they are accompanied by two adults and the driver has insurance which includes cover for Business purposes.

Where taxis are used the school will use the local taxi company and copies of their safeguarding policies and procedures are held within school.

Food Safety

All documentation in relation to Catering provision for the staff and students is held by the Catering Chef Manager.

In Food Technology cooking equipment including ovens and hobs will only be used if fire precautions and appropriate risk assessments are in place.

- Staff must be satisfied that the tasks undertaken are appropriate for the students concerned.
- Close supervision will be appropriate for riskier parts of the practical cooking lessons, eg taking food in or out of hot ovens.

Access to Roof Areas

Any contractors requiring to access roof areas in the pursuance of their work need to obtain permission from the schools FM Provider AMEY and will be required to comply with their processes and procedures.

Legionella

The Schools Facilities Management Company are responsible for the ACOPL8 control of Legionella in water systems and undertakes the relevant assessments and holds the relevant records.

Machinery and Equipment

- **School Machinery and tools are only used by qualified and authorized personnel. It is the responsibility of the head of department to determine who is authorized to use specific tools and equipment.**
- **It is the responsibility of all members of staff to ensure that any tools or equipment they use are in a good and safe condition. Any tools or equipment which are in any way defective must be repaired or replaced.**
- **All tools must be properly and safely stored when not in use.**
- **No tool should be used without the manufacturers recommended shields, guards, or attachments.**
- **Approved personal protective equipment must be properly used where appropriate.**
- **Persons using the machines or tools must not wear clothing, jewelry, or long hair in such a way as might pose a risk to their or anyone else's safety.**
- **Members of staff, students, visitors, and contractors are prohibited from using any tool or piece of equipment for any purpose other than its intended too.**

Work Equipment

It is the policy of Buttershaw Trust to comply with the law as set out in the Provision and Use of Work Equipment Regulations 1998 (puwer).

Buttershaw School will endeavor to ensure that all equipment used in the school is safe and suitable for the purpose for which it is used.

All staff will be provided with adequate information and training to enable them to use work

equipment safely.

The use of any work equipment which could pose a risk to the wellbeing of persons in or around the school will be restricted to authorised persons and a suitable notice exhibited.

All work equipment will be maintained in good working order and repair.

All staff will be provided with such protection as is adequate to protect them from dangers occasioned by the use of work equipment.

All work equipment will be clearly marked with health and safety warnings where appropriate.

Safety Rules

1. All staff should be aware of, respect and adhere to the rules and procedures contained in this policy statement.
2. All staff shall immediately report any unsafe practices or conditions to the relevant authority if necessary, stopping any activity until the hazard is risk assessed.
3. Any person under the influence of alcohol or any other intoxicating drug which might impair motor skills or judgement, whether prescribed or otherwise, shall not be allowed on the premises.
4. Students with long hair must not operate machinery without their hair being tied back. Ties should not be worn unless tucked in.
5. Earrings larger than 10mm in diameter must not be worn in any part of the school.
6. Any person whose level of alertness and/or ability are reduced due to illness or fatigue will not be allowed in the school if this might jeopardise the health and safety of that person or any other person.
7. Any person shall not adjust, move or otherwise tamper with any electrical equipment, machinery or air or water lines in a manner not within the scope of their duties, unless instructed to do so by an authorised member of staff.
8. All waste materials must be disposed of carefully and in such a way that they do not constitute a hazard or other staff or students.
9. No member of staff should undertake an activity that appears to be unsafe.
10. No member of staff should undertake an activity until he or she has received adequate safety instruction and is authorised to carry out the task.
11. All injuries must be reported to the school first aider or a delegated representative.
12. Members of staff should take care to ensure that all protective guards and other safety devices are properly fitted and in good working order and shall immediately report any deficiencies to their Line Manager or the Headteacher.
13. Work shall be well planned and supervised to avoid injuries in the handling of heavy materials and while using equipment.
14. No member of staff or student should use chemicals without the knowledge required to work with those chemicals safely.
15. Suitable clothing and footwear will be worn at all times. Personal protective equipment shall be worn wherever appropriate.
16. All members of staff are expected to participate in departmental meetings where matters of safety are being discussed.

Named Governor	Simon Hume
Reviewed by Governors	February 2024
Next Review Date	February 2025

<i>Links to other risk assessments and or safe working instructions - please state</i>		Fire evacuation Plan, Lockdown Plan, First aid policy and Risk Assessments, COSHH, Department Risk Assessments, Critical Incident Plan	
<i>Name / Sign When the assessment is complete it should be signed to say that is the case and all identified actions have been implemented</i>		Paula Eastwood	Date
		Steve Haigh	23/01/24
Please record any changes required and or action taken, then date and sign			
Reviewer Name & Date	Paula Eastwood and Steve Haigh 2024	Notes	Updated various sections, legislation references, updated staff responsibilities, additional new sections added.
	Paula Eastwood and Steve Haigh 2024		Updated various sections - Cooking safety/vaping/motor vehicle/defibrillators/RAAC