



Health & Safety Policy Statement

Motivate • Educate • Achieve

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Health & Safety Policy Statement

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Statement of General Policy

The Governing Body of Woodcock Hill Primary School recognises that the health, safety and welfare of all staff and pupils, whether on the school's premises or carrying out the school's business elsewhere, is primarily the duty of Birmingham City Council (BCC).

We acknowledge and accept that for practical purposes that this responsibility is to a great extent delegated in the first instance to the Schools Governing Body. These responsibilities also extend to ensuring that other agencies or contractors on the school premises have adequate safety policies and procedures in place.

On behalf of the Governing Body, I accept the duties and obligations imposed upon us under the Health and Safety at Work etc. Act 1974, The Occupiers Liability Acts 1957-84 and will through this Policy ensure, so far as is reasonably practicable, the Health and Safety of:

- All persons employed at Woodcock Hill Primary School whilst they are at work
- Persons other than Woodcock Hill Primary School employees who may be exposed to risks arising out of, or in connection with, the activities of employees of Woodcock Hill Primary School whilst they are at work.

To effectively achieve this, Woodcock Hill Primary School will provide, so far as is reasonably practicable:

- Safe premises, plant and systems of work
- Safe methods of using, handling, storing and transporting of articles and substances
- Information, instruction, training and supervision
- A safe working environment
- Safe access to, and egress from, a place of work and procedures for evacuation in an emergency.

The Governing Body for Woodcock Hill Primary School will follow best practice policies, guidance and advice provided by Education Safety Services under a Service Level Agreement (SLA). The Governing Body for Woodcock Hill Primary School will further provide, so far as is reasonably practicable, any additional codes of practice and safe systems to effectively cover all aspects of health, safety and welfare.

While this policy is written to comply with the Health & Safety at Work Act 1974, we consider the matters of pupil and staff safety and welfare to be of equal importance. Where necessary this will be expressed in specific arrangements, otherwise it is implicit in all actions and arrangements within this policy.

It is an offence under the Health & Safety at Work Act 1974 to intentionally or recklessly interfere with, or misuse, anything provided in the interests of Health and Safety

All members of staff must co-operate fully with measures the school will be taking to comply with the relevant statutory provisions and in implementing this Health & Safety Policy, in order to ensure that their working environment, together with those of their colleagues and pupils, are as safe and healthy as possible.

Organisation and Responsibilities

Governing Body

Governors are responsible for the strategic overview of health and safety including that of ensuring full implementation of the Schools Health and Safety at Work Policy. **This will be achieved by ensuring there is an effective plan for safety that sets clear areas of responsibility and achievable standards for all school staff.**

The Governors consider the best means of developing and progressing this policy, thus providing effective management of health & safety, is to establish a Safety Advisory Group. The role of the group will be to act as a communication link between the Governing Body, Head Teacher, Trade Union appointed safety representatives and members of staff generally. Its terms of reference are to:

- Identify and develop practicable arrangements for health & safety
- Develop strategies/arrangements to actively monitor their enforcement
- Consider/assess any safety issues for new equipment or in anticipation of organisational change
- Ensure effective remedial action has been considered and implemented to comply with Birmingham City Council's accident reporting system.
- Identify opportunities for further improvement to safety arrangements
- Carry out a review of the policy and its arrangements annually and recommend necessary improvements on general strategic matters of health & safety
- Draft a brief status report to the full Governing body each year
- Meet once a term with the Building Services Supervisor to complete a site walk-around
- Bring any matter of concern relating to health and safety, that cannot be resolved through the school's management structures or by the Head Teacher, to the immediate attention of the Chair of Governors

A clear intention is to seek continual improvement through the development of a safety culture built on a common understanding of safety and a commitment by all staff to meet their challenging goals.

Members of the Group shall include the following:

Mr J Dakin	Governor Representative / Chair of Governors
Mrs S Mills	School Business Manager
Mr R Niblett	Building Services Supervisor
Mrs G Attwood	Senior Office Manager

Supervisory School Staff

Members of staff who manage, or supervise other staff/trainees, or are responsible for pupils/members of the public, who may be affected by work activities, have a particular responsibility for the health and safety of those under their charge. **They will carry out and/or assist in the process of undertaking a suitable assessment of the risks to health and safety arising out of or, in connection with their undertakings. These assessments shall be reviewed periodically, following accidents and in light of improved knowledge or technical change. This is the principal cornerstone of Woodcock Hill Primary School health and safety management.**

Supervisory staff will instruct those under their charge/control precisely and clearly on their duties with regard to the health and safety of themselves and others, and will inspect their designated area of responsibility at periodic intervals.

Head Teacher

The Governors charge Head Teacher (Mr D Higgins) with the day-to-day responsibility of managing and enforcing Woodcock Hill Primary School's Health and Safety at Work Policy.

Where necessary the Head Teacher will initiate, support and assist all staff in the risk assessment process and, take appropriate steps and make the final decision on any safety question where matters are unable to be resolved satisfactorily through delegated responsibility arrangements within this safety policy.

The Assistant Head Teachers (Miss H Saunders & Mrs S Nash) will assume these responsibilities in the absence of the Head Teacher.

Health and Safety Co-ordinator

The School Business Manager (Mrs S Mills) is appointed by the Head Teacher to assist in the day-to-day implementation of the School safety plan. Her role is to ensure that other members of staff are familiar and clear as to their duties and responsibilities stated in this Health and Safety Policy.

She will also be responsible for convening meetings of the Safety Advisory Group, ensuring that minutes are taken and stored in a place accessible to all interested parties. The Safety Co-ordinator will also arrange assistance and support to relevant staff to ensure that risk assessments are actually carried out.

He will endeavour to keep up-to-date with safety regulations and through the Safety Advisory Group initiate steps that ensure arrangements for health and safety at Woodcock Hill Primary School conform to both current regulations and best-known practice.

Phase Leader and the Senior Leadership Team

The nature of the school's activities can be diverse from an operational point of view and essential activities and priorities may vary between key stages and subjects. Leaders will be responsible for undertaking/assisting in the risk assessment process in areas and for tasks relating to pupils, members of staff and others in their sphere of operation.

They will ensure their designated Zones are inspected regularly to identify hazards and bring any concerns to the attention of the Head Teacher. Where significant hazards are identified a formal risk assessment process will be undertaken to determine the risk factor and what measures, if any, are needed to either eliminate or adequately control the risk. Relevant staff will be informed of any findings that will also be recorded and filed in the school office for audit inspection.

In the event of a hazard presenting a significant risk to anyone in school, steps will be taken immediately to ensure health & safety is not compromised. This may require immediate intervention actions - such as restricting exposure to the hazard before reporting the matter to the Head Teacher or Safety Coordinator.

Leaders will also assist in the implementation of other safety arrangements considered necessary to comply with health & safety regulations and codes of practice as may be determined from time to time and approved by the Head Teacher.

Classroom Teachers / Senior Office Manager

Will be responsible for undertaking in the risk assessment process in areas and for tasks relating to pupils, members of staff and others in their sphere of operation.

They will inspect their designated areas regularly to identify hazards and raise any concerns with their line manager or a member of the Safety Advisory Group. Where significant hazards are identified a formal risk assessment process will be undertaken to determine the risk factor and what measures, if any, are needed to either eliminate or adequately control the risk. Staff members under their charge will be informed of any findings that will also be recorded and filed in the school office for audit inspection.

In the event of a hazard presenting a significant risk to anyone in school, steps will be taken immediately to ensure health & safety is not compromised. This may require immediate intervention actions - such as restricting exposure to the hazard before reporting the matter to their designated Senior Leadership Team member/Head Teacher.

Classroom Teachers / Senior Office Manager (Mrs G Attwood) will also assist in the implementation of other safety arrangements considered necessary to comply with health & safety regulations and codes of practice as may be determined from time to time and approved by the Governing Body/Head Teacher.

Building Services Manager

The Building Services Supervisor (Mr R Niblett) has a key role to ensure that the school premises are kept clean, secure and maintained in a safe condition. This is achieved by undertaking tasks as defined in the job description or additional tasks as determined by arrangement with the School Business Manager and Head Teacher.

The Building Services Supervisor is also responsible for the supervision of cleaning staff, materials and any equipment they use. He will be responsible for undertaking/assisting in the risk assessment process in matters relating to his work and that of other members of staff within the sphere of his work. This will include responsibility as first point of call and active liaison with contractors who are at the school premises, ensuring they comply with and are aware of Health and Safety Policy and arrangements.

It is expected that particular work undertaken by the Building Services Supervisor will identify quickly areas that threaten the safety of himself, pupils or other members of staff. The Building Services Supervisor will inspect specified designated areas regularly to identify hazards and will raise any concerns with the Head Teacher and the School Business Manager.

Where necessary a formal risk assessment process will be undertaken to determine the risk factor and what measures, if any, are needed to either eliminate or adequately control the hazard. Relevant staff will be informed of any findings that will also be recorded and filed in the School Office for audit inspection.

In the event of a hazard presenting a significant risk to anyone in school, steps will be taken immediately to ensure health & safety is not compromised. This may require immediate intervention actions - such as restricting exposure to the hazard before reporting the matter to the Head Teacher or Safety Co-ordinator.

The Building Services Supervisor will also assist in the implementation of other safety arrangements as considered necessary to comply with health & safety regulations and codes of practice, as may be determined from time to time and approved by the Governing Body/Head Teacher.

All Other Staff (Non-Supervisory)

A vital role and responsibility for implementing Woodcock Hill Primary School safety plan is that of the individual member of staff who has a statutory duty to co-operate with the school's managers and comply with all arrangements considered necessary for the health, safety and welfare of pupils, themselves and their work colleagues.

They will assist in the process of undertaking a suitable assessment of the risks to health and safety arising out of or, in connection with their work.

In the event of a hazard presenting a significant risk to anyone in school, steps will be taken immediately to ensure health & safety is not compromised. This may require immediate intervention actions - such as restricting exposure to the hazard before reporting the matter to their line manager.

Arrangements

The Governing Body of Woodcock Hill Primary School will ensure that those appointed and charged with responsibility for implementing Woodcock Hill Primary School's Health and Safety at Work Policy and its arrangements will be adequately trained to fulfil their delegated responsibilities.

Where specialist knowledge is required under a Service Level Agreement (SLA) advice and support can be sought from Education Safety Services to advise/assist directly or where appropriate identify other competent persons to provide support.

Staff will be made aware and encouraged to consult the safety policy and/or Children's Services Safety web site for guidance on specific safety topics.

The arrangements for managing health and safety within Woodcock Hill Primary School are designed to eliminate hazards or adequately control risks to staff and pupils are as follows:

Education Safety Services Policies for Safety

Useful information, guidance and policies can be viewed on the School's internal network for staff. Additional information may be found the **Schools HR System**. **Rob Whiskens** is the schools designated Safety Advisor who can be contacted directly for support and advice on 07500 125378, or call Safety Services on 0121 675 0364, or email schoolsafety@birmingham.gov.uk

Staff Induction

All Teachers, new Teaching Assistants, Lunchtime Supervisors and students are assigned a mentor who guides them through the induction process; details of this process are within the Staff Induction Policy.

Fire Safety

A Fire Risk Assessment will be carried out every 2 years by a qualified, registered fire risk assessor, which complies with the Regulatory Reform (Fire Safety) Order 2005. This assessment also sets out detailed arrangements for staff training and on procedures to be followed in the event of a fire emergency.

The Head Teacher will review this annually or in the event of change and significant findings will be processed onto a priority action plan of remedial steps needed to be taken.

All documentation including records of fire drills and equipment test will be retained in a Fire Safety Log in School Business Manager's office.

Safeguarding / Security

The school will undertake a review of security annually. Findings will be recorded and progressed onto action plan of remedial measures Staff and pupils will be urged to bring any concerns they may have to the immediate attention of the Head Teacher.

Supporting Pupils at School with Medical Needs

The Governing Body will ensure that a policy is drafted that complies fully with the Statutory Guidance that is required to be implemented from September 2014 (Updated December 2015). This policy will incorporate arrangements requiring that steps are taken to identify any consequential health & safety risk to staff or pupils in the support provided for pupils with medical needs.

Where necessary, in consultation with relevant staff a specific risk assessment will be undertaken that will also identify relevant staff training needs.

Safety Training

Training needs for staff will be identified through the induction process. Future training needs will be identified through the staff development review process or in light of changed responsibilities.

Dynamic Risk Assessment

The school has opted for the Safety Advisory Group members to undertake dynamic risk assessments who will act as a 'permit to proceed' with hazardous tasks.

Following consultation with school staff, the Safety Advisory Group will identify and list specific work tasks where a significant risk of harm could arise. The staff consultation process and list of jobs/tasks identified will be reviewed annually.

In order to ensure compliance with the requirement to undertake risk assessment a team of school staff have been trained in the risk assessment process and they will approve any plan for carrying out any of the listed tasks before work begins.

All risk assessments can be located on the 'staff common drive' for reference and implementation. A copy of these can also be found in the School Business manager's office.

Premises Safety Sweeps

These will be carried out on a daily basis so that physical type hazards are identified as soon as possible. This will be achieved by the Building Services Supervisor sweeping the site and findings will be recorded in the site safety log book.

Any issues raised will be collated into a 'job list' and actioned accordingly. Completed checklists along with 'job list' documentation of any remedial action taken will be retained in the site maintenance folder, which is located in the School Business manager's office.

These arrangements will be closely monitored and checklists inspected regularly by the Head Teacher or School Business manager. Any failure to comply with these arrangements must be brought to immediate attention of the Head Teacher and Governing Body.

Play Area and Grounds Safety Sweeps

Will be carried out on a daily basis so that physical type hazards are identified as soon as possible. This will be achieved by the Building Services Supervisor sweeping the playground or grounds and will record findings in the site maintenance folder.

Staff are reminded to report any issues immediately to a member of the Safety Advisory Group.

Working at Height

The Head Teacher, Leaders, Managers and Teachers must not instruct staff under their charge to undertake any work at height task unless a suitable and sufficient risk assessment has been carried out and approved/recorded. A number of kick stools are located around the school site for staff to use appropriately.

Closer supervision must be exercised at all times when asking vulnerable persons to undertake work at height tasks. These will include young persons, student placements and new or expectant mothers.

All staff are not to undertake any work at height task unless they have been authorised to do so and have been informed of the risk assessment findings, trained and instructed as appropriate.

While not an exhaustive list, such work at height tasks may include the following:

- Storing and/or retrieving materials
- Placing and/or removing displays at height
- Cleaning windows and light fittings
- Maintenance tasks

The School Business Manager will be informed and will approve a plan for working at height before the task is carried out. Recorded approval/risk assessments will be passed onto her for signature before commencing the task then filed for future staff reference and audit inspection.

All relevant staff will be informed formally of the risk assessment findings.

Arrangements must be made to ensure new or temporary employees are informed of risk assessment findings before being asked to undertake any work at height task.

All access equipment will be fully inspected every 6 months and a record of this retained (where applicable). Authorised staff will also be instructed on procedures of how to visually check access equipment before use. This arrangement will be monitored by the Safety Advisory Group every 12 months.

External Educational Visits

Mrs G Harris (Class Teacher) has been appointed and trained as Educational Visit Co-ordinator, She will ensure all external visits are planned and detailed arrangements are recorded. This will include ensuring additional risk assessments are undertaken where necessary. As part of the planning process for external educational visits the Educational Visits Coordinator will consider whether there are any opportunities to involve the pupils in understanding how they could be harmed during the visit in order to underpin their understanding and cooperation in control measures.

Stress/Well-being

The School will endeavour to support any member of staff experiencing anxiety or stress even though this may not be work related and a **strict 'need to know' confidence will be observed at all times**. The School adopts the Mental Health & Well-Being Policy Guidance as recommended by Education Safety Services.

Support for staff is provided through the 'Help' Employee Assistance and Staff Care.

Any member of staff who considers their well-being is being compromised due to work related pressures are to be encouraged to raise concerns with their line manager who will if necessary seek external advice from Schools Employee Relations Service or Health and Well-being Service on 0121 303 3358.

First Aid

The following staff have been appointed and trained as first-aiders.

- **Mr D Higgins**, Head Teacher (First Aid Outdoors inc. Paediatrics, Quallsafe Level 3 Award in Emergency First Aid at Work)
- **Mrs G Harris**, Class Teacher (First Aid Outdoors inc. Paediatrics, Quallsafe Level 3 Award in Emergency First Aid at Work)

The following staff have first-aid training.

- **All Teachers and Teaching Assistants** (Quallsafe Level 3 Award in Emergency First Aid at Work)
- **Office Staff** (Quallsafe Level 3 Award in Emergency First Aid at Work)
- **Lunchtime Supervisors** (Emergency First Aid)

The School Business manager is responsible for ensuring that the appropriate number of appointed persons and facilities provided for first aid are maintained. The school periodically provides first aid plan training for all staff.

Accident Reporting and Investigation

Accidents involving pupils will be recorded and copies kept in the main office, foundation stage and kitchen and will include an entry into a first aid treatment books.

Serious accidents involving pupils will also be recorded in line with Birmingham City Council's accident reporting system.

All accidents involving staff must be reported and recorded in line with Birmingham City Council's accident reporting system.

All reportable accidents will be investigated by a member of the Safety Advisory Group in order to establish facts. Where necessary the risk assessment and procedures will be reviewed and where appropriate recommendations made to prevent any reoccurrence.

Key Building Duty Holders

The building duty holders for our school are:

- **Fire, Asbestos, Legionella and Statutory Testing – Head Teacher**

The School Business Manager & Building Services Supervisor have undertaken the Passport to Safety course. The Head teacher and Building Services Manager have both undertaken Asbestos Awareness training.

Statutory Testing

As a result of delegated responsibilities, schools and other establishments are responsible for managing significant elements of building maintenance to include statutory testing on various items of plant and equipment at appropriate frequencies.

This is not an option as failure to comply will contravene health & safety legislation and may result in fine or even imprisonment of the offender.

Further information on statutory testing can be obtained from Infrastructure and Development, Asset Management, Education & Skills Infrastructure Tel: 0121 303 3767

This arrangement will be closely monitored by the Building Services Supervisor to ensure tests results are entered into the statutory testing folder.

Asbestos Management

Recognising the absolute duty to **manage** asbestos containing materials (ACMs) effectively in the premises there will be strict compliance of the policy issued by Education Safety Services Health & Safety.

The Asbestos Management Survey has been consulted and a management plan has been developed to determine the likelihood of exposure during normal day-to-day activities or maintenance.

To reinforce this policy members of staff are instructed not to undertake any work that may disturb the fabric/surface finish of the building unless specifically authorised to do so by the Duty Holder who will take regard of the Asbestos Survey Management Plan and Guidance.

Contractors will be made aware of the Asbestos Management Survey and this policy and instructed that any work they undertake has considered the possibility of disturbing asbestos. Where necessary an Intrusive Survey will be undertaken in areas to be disturbed before any work begins.

In order to prevent an unplanned disturbance of asbestos and before the fabric/surface finish of the building is disturbed a 'Permit to Work' system will be employed.

The asbestos management arrangement will be reviewed annually by the SAG.

The Duty Holder responsible for strict enforcement of this arrangement is the Head Teacher and in his absence the Assistant HTs.

Substances Hazardous to Health

Where small quantities of harmful substances are used in classrooms, such as aerosols, these will be used in accordance with manufactures safety advice and stored away from pupils.

All cleaning chemicals will be used and stored to comply with suppliers Safety Data Sheets and subjected to a detailed assessment to meet the requirements of the Control of Substances Hazardous to Health Regulations 2000 (COSHH 2000).

Electrical Equipment

All electrical equipment used in school must be authorised for use. In addition to the Statutory Portable Appliance Testing (3.16 above), staff are reminded to regularly carry out a visual inspections of electrical equipment and should any defects be identified they **must** stop using the equipment and bring concerns to the immediate attention of the Building Services Supervisor, School Business Manager & Head Teacher.

Tools and Equipment

The school will have a central record of all tools and equipment; such as paper cutters, used in classrooms. Where required, this log will record an inspection regime. All equipment will be properly stored to ensure no unauthorised or unsupervised use where there is a risk of harm. Only rounded blunt scissors will be used by pupils.

As part of the planning process for curriculum activities that involve tools and equipment, teachers will consider whether there are any opportunities to actively involve the pupils in order that they understand better how they could be harmed using such tools or equipment. This will underpin their understanding, cooperation and ownership in control measures.

Visitors and Contractors

All visitors to the school must sign in and be supervised by a member of the school staff at all times. Contractors must report to the school office who will contact either the Building Services Supervisor or School Business Manager who will ensure appropriate contractor safeguards and/or for the contractor risk assessment to be completed for larger jobs.

Co-operation/Liaison with ther Site Tenants and Users

The school will cooperate with external agencies that use our site and facilities (such as Extended Schools' provision).

Vehicle/Pedestrian Traffic

Vehicle traffic will be restricted at busy times (mainly before school and ah tome time). Any vehicles will not be permitted from 8.45 – 9.05am and 3.00 – 3.20pm. Contractors and visitors are asked to respect

this. The nature of our site is such that Pupils and Parents are asked not to use the main driveway whenever possible.

Holiday Shut Down

The school is usually shut up over holidays, although on occasion it is opened for Staff to come in. Most works are scheduled over holiday periods so it is likely that contractors will come and go over these periods. Our resident Building Services Supervisor and Business Manager oversee these works.

Safety Audit Arrangements

The Safety Advisory Group will carry out periodic risk assessments which will be presented to Governors annually. The Buildings Services Supervisor will provide the Head Teacher with a Buildings and Site Risk assessment for presentation to the Governors at a termly Full Governing Body meeting.

Policy Review Date

A review of this policy will be undertaken annually. Should any changes be made to conditions, arrangements or designated staff with responsibilities, this policy will be amended immediately. Such changes will be brought to attention of staff at the earliest possible opportunity.

Matrix of delegated H&S responsibilities

Key Staff

HT – Head Teacher

SBM – School Business Manager

BSS - Building Services Supervisor

OM – Snr Office Manager

CLASS – Class Teacher

Area of Responsibility	Line Manager/s responsible to ensure compliance	Staff responsible for implementing arrangement/task
3.1 Safety Guidance	SBM	BSS
3.2 Staff Safety Induction	HT/SBM	BSS
3.3 Fire Safety	HT/SBM	BSS
3.4 Security Assessment	SBM	BSS
3.5 Supporting Pupils at School with Medical Needs	SENDCO	SENDCO / OM / CT
3.6 Safety Training	SBM	BSS
3.7 Dynamic Risk Ass	SBM	BSS
3.8 Good House Keeping Safety Sweeps	SBM	BSS
3.9 Grounds Safety Sweeps	SBM	BSS
3.10 Working at Height	SBM	BSS
3.11 External Education Visits	HT	CT
3.12 Stress/wellbeing	SBM	OM
3.13 First Aid	SBM	OM
3.14 Accident Reporting	SBM	OM
3.15 Accident Investigation	SBM	OM
3.16 Key Building Duty Holders	HT	SBM
3.15 Statutory Testing	SBM	BSS
3.17 Asbestos Management	SBM	BSS
3.18 Substances Hazardous to Health	SBM	BSS
3.19 Electrical Equipment	SBM	BSS
3.20 Tools & Equipment	SBM	BSS
3.21 Visitors & Contractors	SBM	OM / BSS
3.22 Liaison with Other Site Users	HT	BSS
3.23 Vehicle Pedestrian Traffic	SBM	OM / SBM / BSS
3.24 Holiday Shut Down Arrangements	SBM	BSS
3.25 Safety Auditing	Governing Body	Safety Advisory Group
3.26 Safety Policy Review	Governing Body	Safety Advisory Group