



Health and Safety Policy - Addendum

Centre Academy London

Implementation date: March 2018

Next review date: May 2019

Signed:

Dr Duncan Rollo
Principal

Date:

Signed:

Miss Rachel Maddison
Head of School

Date:



1. Introduction

Due to a necessary extended absence by the Site Manager, the Health and Safety Policy was reviewed in March and the following addendum has been made. This will be reviewed regularly and removed on the return of the Site Manager.

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1.2 Changes to section 1.2 Key Staff

During the extended absence of the Site Manager, there will be the following changes to the Roles and Responsibilities:

Role/Responsibility	Staff Name	School Title
Health & Safety	Miss R Maddison	Head of School
Fire Safety	Miss R Maddison	Head of School

1.3 Changes to section 2.3 Site Manager

The Head of School, together with the School Office staff, will assume responsibilities of the Site Manager during the absence. The Head of School will do daily checks of the school and the School Office staff will perform weekly fire checks. The maintenance log will be monitored by the School Office and a local Handyman will be brought in on a regular basis to rectify any issues. Any Health and Safety issues will be flagged as priority and the Handyman brought in on an emergency same-day basis.

1.4 Other Changes

Annual, periodic and ongoing maintenance or checking work will be tracked by the School Office and actioned by the Head of School.