



Health & Safety Policy

Statutory

Reviewed: March 2025

Next Review Date: March 2026

Role Responsible: Services Manager

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1. HEALTH AND SAFETY POLICY STATEMENT

The aim of the Board is to provide a safe and healthy working and learning environment for staff, pupils and visitors. The Board believes that the prevention of accidents, injury or loss is essential to the effective operation of the school/ and is part of the education of its pupils.

The Board acknowledges the provisions of the Health and Safety at Work etc. Act 1974 and in particular the duty of every 'employer' (see 2) to conduct their business in such a way as to ensure, so far as is reasonably practicable, that persons who are in their employment, and also persons who are not but who may be affected by it, are not exposed to unacceptable risks to their health and/or safety. The Trust Board accepts that it has a responsibility to take all reasonably practicable steps to ensure the health, safety and welfare of staff and others.

The arrangements outlined in this policy statement, and the various other safety provisions made by the Board, cannot in themselves prevent accidents or ensure safe and healthy working conditions. This can only be achieved through the adoption of safe methods of work and good practice by every individual. The Board will take all reasonable steps to identify and reduce hazards to a minimum but all staff and pupils must appreciate that their own safety and that of others also depends upon their individual conduct and vigilance while on the school premises, or whilst taking part in school sponsored activities.

The Board will review this policy statement every 2 years. Updates, modifications or amendments to this document will be made as necessary to ensure the health, safety and welfare of staff and pupils.

Signed:.....(CEO)

Date:.....

2. THE EMPLOYER

The 'Employer': The Board is the employer in Odyssey Educational Trust.

The Health & Safety at Work etc. Act 1974 places duties on employers to safeguard, as far as is reasonably practicable, the health, safety and welfare of their employees and the health and safety of other persons who may be affected by their work activities, such as pupils/ and visitors. Employers also have additional duties under other legislation such as, for example, The Control of Substances Hazardous to Health Regulations and School Teachers Pay and Conditions (work life balance).

The Board of the Odyssey Educational Trust has adopted relevant Leicester City Local Authority safety policies, procedures and practices.

3. RESPONSIBILITIES OF THE BOARD

Trustees are responsible for monitoring compliance with statutory requirements and with this safety policy. As such trustees are required to ensure that the management structure detailed in the diagram (see 7) is documented, implemented and effective.

- Health and safety will feature as a regular agenda item at Board meetings.
- Reports on health and safety will be received from the Chief Executive Officer and any of the following as appropriate:
 - The Local Authority's Health and Safety Adviser (new initiatives/local advice).
 - The Services Manager
 - The Site Team

The Board, through the Chief Executive will, so far as is reasonably practicable, ensure:

- Adequate allocation of resources, including time, for work and activities with implications for health and safety to take place.
- A safe environment for staff, pupils/, contractors, hirers and others to go about their various activities.
- Adequate and appropriate welfare facilities.
- Necessary safety and protective equipment and clothing.
- Safe plant, equipment and systems of work.
- Safe arrangements for the handling, storage and transport of articles and hazardous substances.
- Adequate information, training, instruction and supervision so that all staff, pupils/, contractors, hirers and others, can perform their activities in a safe and healthy manner.

The opportunity for all staff to receive health and safety training appropriate to their duties and responsibilities. This should be given before an employee commences any relevant work. Wherever training is required by statute, or considered necessary for the safety of staff, pupils and others, the Board will ensure that such training is provided. Pupils will receive such training as is considered appropriate to the school-related activities that they carry out. Records will be kept of all training. staff/pupil training will be regularly updated.

The Board, so far as is reasonably practicable and in consultation with the Chief Executive Officer, will:

- Make itself familiar with the requirements of the Health and Safety at Work etc. Act 1974 and any other health and safety legislation and codes of practice that are relevant to the work of the school, in particular the Management of Health and Safety at Work Regulations 1999.
- Adopt and maintain an effective policy, organisation and arrangements for the provision of health and safety throughout the Trust.
- Identify and evaluate risk control measures in order to select the most appropriate means of minimising risks to staff, pupils and others.

- Set standards and ensure responsibility is assigned for:
 - Reporting accidents.
 - Recording and investigating accidents.
 - Undertaking, recording and reviewing risk assessments, especially with regard to: potential accidents/health hazards/school sponsored on and off-site activities/pupils behaviour.
 - Monitoring adherence to health and safety standards.
 - Reviewing documentation and distributing information from the Local Authority etc.
 - Carrying out inspections.
 - Providing health and safety training.
 - Providing first-aid.
 - Dealing with emergencies.
 - Supervising storage facilities.
 - Dealing with waste disposal.
 - Monitoring housekeeping standards.
 - Dealing with complaints on health and safety.
 - Purchasing and maintaining equipment.
 - Testing of plant and equipment to ensure it is safe.
 - Carrying out minor repairs to doors, fences, windows etc.
 - Organising security and fire protection arrangements.
 - Implementing risk control measures.

So far as is reasonably practicable, the Board, through the Chief Executive Officer, will provide all staff, including temporary and voluntary staff and helpers, a copy of this policy and comprehensive information on:

- All other relevant health and safety matters.
- The instruction and training that will be given to all employees so that they may carry out their duties in a safe manner without placing themselves or others at risk.
- Where the trustees delegate responsibility for carrying out a particular health and safety function to an employee, they will ensure that the person is aware of the duty, knows how he/she is expected to perform it, and is provided with any necessary information, instruction, training and supervision and resources (including time). In addition, suitable measures for monitoring performance standards will be put in place.

4. RESPONSIBILITIES OF THE CHIEF EXECUTIVE OFFICER

- As well as having the general responsibilities/duties of all members of staff (see 5 and 6), the Chief Executive Officer also has responsibility for ensuring that the requirements of all relevant legislation, codes of practice and guidelines are met in full at all times.
- The Chief Executive Officer will be responsible for the day to day maintenance and development of safe working practices and conditions for teaching staff, support staff, pupils & visitors and any other person using the premises or engaged in activities sponsored by, or on behalf of the school. She will take reasonable, practicable steps to achieve this and will assign

clear safety functions to other members of staff as appropriate.

- In particular, the Chief Executive Officer will, so far as is reasonably practicable:
 - Be aware of and ensure compliance with the requirements of the Health and Safety at Work etc. Act 1974 and any other health and safety legislation and codes of practice relevant to the work of the school.
 - Implement this policy with regard to themselves and others, including the carrying out and documentation of hazard identification, risk assessments and suitable and sufficient control measures – identified in an appropriate health and safety action plan.
 - Ensure that all staff, including those with delegated health and safety responsibilities, understand and fulfil their obligations for the day-to-day implementation of the safety policy, including the carrying out and documentation of hazard identification, risk assessments and suitable control measures.
 - Ensure that adequate provision is made for employee consultation on matters regarding health, safety and welfare.
 - Ensure that their decisions reflect the health and safety intentions articulated in the health and safety policy.
 - Ensure, at all times, the health, safety and welfare of staff, pupils and others via the provision of safe working conditions, systems of work, practices and procedures.
 - Identify the training needs of staff and pupils and make recommendations to the Trust Board on resource implications of meeting such needs.
 - Ensure that all employees are trained and competent to undertake their work safely, are aware of their own limitations and know they must not undertake any task unless they have been trained, are competent and are confident they can carry out the task safely in the conditions that prevail.
 - Ensure that adequate instruction and supervision are provided for pupils as required.
 - Ensure that sufficient first aid cover and facilities are provided.
 - Collate accident information and, when necessary, carry out accident and incident investigations.
 - Ensure that emergency procedures including those for fire are in place, known, tested regularly and that any necessary revisions are made and disseminated.
 - Encourage staff, pupils and others to promote and achieve high standards of health and safety and suggest improvements and ways and means of reducing risks.
 - Monitor the standard of health and safety throughout the school, including all school-based activities by:
 - Ensuring that frequent inspections of the premises are carried out and any deficiencies identified are rectified promptly.
 - Carrying out periodic audit and review of the safety management systems that are in place.
 - Monitor the effectiveness of the implementation of this policy and submit a regular report to the Trust Board on health and safety matters.

- Ensure staff have access to free eye tests and reimbursement towards glasses specifically for DSE work, if they are habitual users of DSE equipment (see appendix A)

5. RESPONSIBILITIES OF HEADS OF SCHOOL

As well as having the general responsibilities/duties of all members of staff (see 7 below), Heads of School will be directly accountable to the Chief Executive Officer for safety policy in their relevant schools and areas of responsibility.

All managers of staff will, so far as is reasonably practicable:

- Make themselves familiar and ensure compliance with the requirements of the Health and Safety at Work etc. Act 1974 and any other health and safety legislation and codes of practice relevant to the work of the School in general and also that specific to their area(s) of responsibility.
- In particular be familiar with and take a direct interest in this health and safety policy and in helping other members of staff, pupils/ and others to comply with its requirements.

As part of their day to day work all managers will ensure that:

- Safe methods of work exist and are implemented throughout their department/area of responsibility.
- Health and safety regulations, rules, procedures and codes of practice are being applied effectively.
- All health and safety information is communicated to the relevant persons.
- They themselves and others for whom they have direct responsibility take part in health and safety training as appropriate. (including ensuring that new employees receive health and safety induction training).
- Staff, pupils and others under their management are instructed in safe working practices and adequate supervision is provided at all times.
- Regular safety inspections are made of their area of responsibility and recorded and corrective action is taken where necessary to ensure the health and safety of staff, pupils and others.
- They carry out/are aware of hazard identification and risk assessments as appropriate for their area of work.
- All tools, machinery, plant and equipment in the department/area in which they work are adequately guarded and are in good and safe working order.
- All reasonably practicable steps are taken to prevent the unauthorised and improper use of all tools, machinery, plant and equipment in the department/area in which they work.
- Appropriate protective clothing and equipment, first-aid and fire appliances are provided and are readily available.
- Toxic, hazardous and highly flammable substances in the department/area in which they work are the subject of a written risk assessment, and are correctly used, stored and labelled.
- All health and safety signs meet the statutory requirements (e.g. Safety Signs and Signal Regulations) and are clearly displayed in appropriate locations.
- They monitor the standard of health and safety throughout the

department/area in which they work, encourage staff, pupils/ and others to promote and achieve high standards of health and safety and suggest improvements and ways and means of reducing risks.

- They report, as appropriate, any health and safety concerns to their Chief Executive Officer.

6. ADDITIONAL RESPONSIBILITIES OF SERVICES MANAGER

- Undertake the health and safety induction of new members of staff including fire evacuation procedures, relevant risk assessments and the significant hazards, arrangements for reporting accidents and/or defects, etc.
- Ensure suitable procedures are in place for managing visitors, including contractors (e.g. a signing in procedure, assistance in a fire evacuation, etc.);
- Ensure that all the school's machinery, plant and other fixed services and systems are maintained (and also formally inspected as relevant), and that maintenance and inspection records are kept on site;
- Ensure that emergency procedures are in place, including arrangements for 'out of hours' emergencies, that these are communicated to all staff and tested regularly, e.g. regular fire drills, and that relevant information is readily available to the emergency services, e.g. by using a red fire information box;
- Ensure visitors to site (including contractors) are informed of relevant health and safety procedures, e.g. fire evacuation procedures, and any hazards they may encounter e.g. asbestos, fragile roofs, etc whilst on site
- Ensure that statutory health and safety notices are displayed in appropriate locations within the establishment.
- Ensure that all substances provided within the school are handled, stored and used in the manner prescribed by the supplier and in accordance with their own or an appropriate hazard identification and risk assessment.
- Ensure that appropriate protective clothing and equipment is provided and used whenever necessary.
- Ensure that all tools, machinery, plant and equipment receive planned maintenance when required and that maintenance records are kept in accordance with statutory legislation.
- Ensure that defective equipment which constitutes a safety hazard is removed from service immediately and clearly labelled as defective.
- First Aid Box Contents:

There is no mandatory list of items that should be included in a first aid container. The Services Manager should decide what to include in the first-aid containers from information gathered during their assessment of first-aid needs. As a guide, *where no special risk arises in the workplace*, the HSE recommend a **minimum** stock of first-aid items would normally be:

- A leaflet giving general guidance on first aid (for example HSE leaflet 'Basic Advice on First Aid at Work')
- 20 individually wrapped sterile adhesive dressings (assorted sizes) appropriate to the type of work (dressings may need to be of a detectable type for food handlers);
- Two sterile eye pads

- Two individually wrapped triangular bandages (preferably sterile);
- Six safety pins
- Six medium sized individually wrapped sterile unmedicated wound dressings - approximately 12 cm x 12 cm
- Two large sterile individually wrapped unmedicated wound dressings - approximately 18 cm x 18 cm
- At least three pairs of disposable gloves
- One pair blunt ended scissors
- Where mains tap water is not readily available for eye irrigation, at least a litre of sterile water or sterile normal saline (0.9%) in sealed, disposable containers should be provided. *Once the seal has been broken, the containers should not be kept for reuse.*
- The assessment may conclude that there is a need for additional materials and equipment, for example a blanket, adhesive tape, disposable aprons, individually wrapped moist wipes. These should be kept in the first aid container if there is room, but may be stored separately (as long as they are available for use if required).

7. ADDITIONAL RESPONSIBILITIES OF HEAD OF PE/SPORTS

- Ensure suitable and sufficient risk assessments are in place for all activities related to PE and sports, including those not undertaken on school premises and/or not during normal school hours;
- Ensure all equipment related to PE and sports is maintained and inspected at suitable intervals and is safe for staff and pupils to use;
- Ensure that suitable arrangements are in place to prevent the unauthorised use of all equipment related to PE and sports;
- Ensure that all PE and sports staff are suitably trained and competent for the activities undertaken or supervised, that their training is current and that suitable records are kept on site;
- Ensure that suitable arrangements are in place for accidents and emergencies in all areas associated with PE and sports activities;

Where Swimming is Undertaken

- Ensure a suitable and sufficient risk assessment is in place, implemented and reviewed for all activities in the swimming pool and associated areas;
- Ensure a suitable normal operating procedure (NOP) and emergency action plan (EAP) is in place, implemented and reviewed for all activities in the swimming pool and associated areas;
- Ensure all activities in the swimming pool and associated areas are undertaken in accordance with normal operating procedures (NOP) and the emergency action plan (EAP);
- Ensure all staff operating in the swimming pool and associated areas are suitably trained for the roles that they undertake, e.g. lifeguard, that their training is current and that suitable records are kept on site;
- Manage all staff involved in the operation of the swimming pool and ensure they are all aware of the duties and responsibilities associated with their role.
- Odyssey Educational Trust adopts Leicester City Council's guidance on Safe

Swimming Practice in Schools and Other Settings (and associated documentation).

8. ADDITIONAL RESPONSIBILITIES OF ALL STAFF

All staff will make themselves familiar and ensure compliance with the requirements of the Health and Safety at Work etc. Act 1974 and any other health and safety legislation and codes of practice relevant to the work of the School and also the particular area in which they work. They will, so far as is reasonably practicable:

- Be familiar with this health and safety policy and all safety arrangements including those for fire, first aid and other emergencies as laid down by the Body.
- Ensure that health and safety regulations, rules, routines and procedures are being applied effectively.
- Carry out/be aware of hazard identification and risk assessments as appropriate for their area of work.
- Undertake all work in accordance with relevant risk assessments and their control measures, whether that 'assessment' is activity or pupil based;
- Take part in health and safety training as required.
- Inform their manager if there is any reason they are unable to perform any task without undue risk (e.g. illness, incapacity, etc).
- Only undertake any task for which they have been trained and are competent or confident of undertaking safely. If they are in any doubt they must seek further advice.
- Take reasonable care of their own health and safety and that of any other persons (staff, pupils, visitors, etc) who may be affected by their acts or omissions at work.
- Co-operate fully, as a legal duty, with their employer on health and safety matters, including following safe systems of work and not interfering with or misusing anything provided for their health, safety or welfare.
- Ensure that all tools, plant, machinery and equipment are adequately guarded, are in good and safe working order and are not used by unauthorised persons or in an improper manner.
- Ensure that toxic, hazardous and highly flammable substances are correctly used, stored and labelled in accordance with their written risk assessment.
- Use the correct equipment and tools for the job and any protective equipment, protective clothing or safety devices that may be supplied.
- Report any defects that they observe in the premises, plant, equipment and facilities and act to ensure no one is put at risk.
- Report all accidents and near misses immediately, whether injury is sustained or not, using the appropriate procedure, and recording these events on Medical Tracker.
- Report any medical or physical condition which adversely affects their ability to conduct their work in a safe and healthy manner to their line manager.
- Where an imminent and significant risk to a person's health or safety exists, the activity being undertaken should be stopped and the line manager must be contacted immediately (as soon as safe to do so).
- Promote and achieve high standards of health and safety and suggest

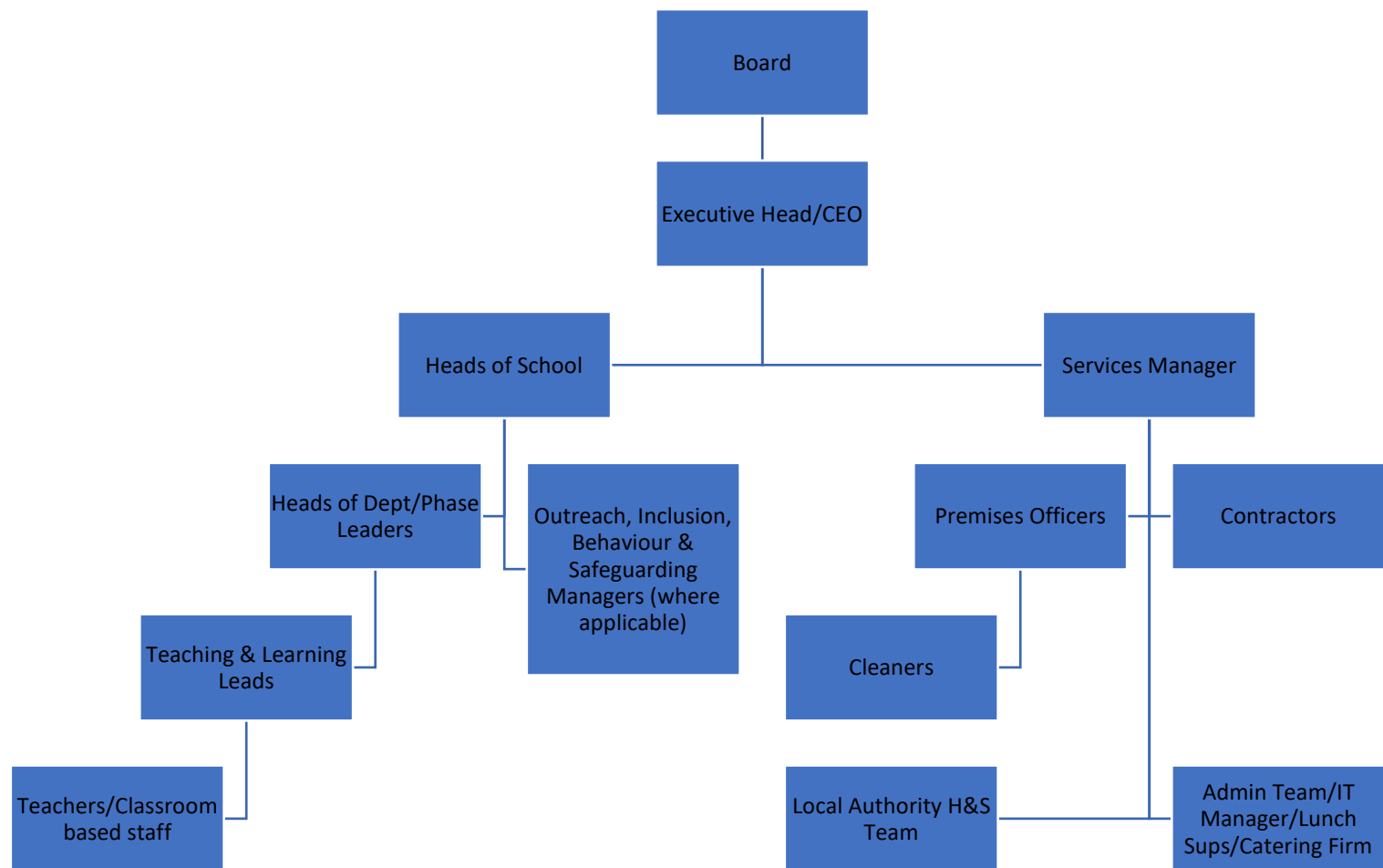
improvements and ways and means of reducing risks.

9. ADDITIONAL RESPONSIBILITIES OF EVC

- Ensure all educational visits are planned and undertaken in accordance with current national and local guidelines;
- Ensure suitable and sufficient risk assessments and other arrangements are in place for all educational visits;
- Ensure all educational visits are adequately supervised and staffed and that suitable arrangements are in place for accidents and emergencies;
- Ensure all staff involved in the planning of educational visits are suitably trained and competent;
- Provide suitable health and safety advice and guidance to staff involved in the planning of educational visits;

10. ADDITIONAL RESPONSIBILITIES OF THE SITE TEAM

- Undertake relevant inspections and monitoring including asbestos and water hygiene monitoring, fire safety checks, ladder inspections, etc;
- Ensure premises records are kept up to date, including records of asbestos and water hygiene monitoring, fire drills, fire safety checks, contractor maintenance, portable appliance testing, swimming pool water treatment checks, etc.
- Ensure contractors are informed of relevant health and safety procedures, e.g. fire evacuation procedures, and any hazards they may encounter on site, e.g. asbestos, fragile roofs, etc. before commencing any work.



12. STAFF CONSULTATIVE ARRANGEMENTS

- Employers have a duty to consult with their employees, or their representatives, on health and safety matters. Consultation involves not just the employer giving information to employees but also listening to them and taking account of what they say before making any health and safety decisions. In practice this will mean allowing employees enough time to consider matters being raised.
- The Head of each school will consult with employees on health and safety matters that may affect them, encourage implementation of health and safety arrangements and bring to light deficiencies in health and safety which arise, with a view to resolving them and to review measures taken to ensure the health & safety of employees.
- The Heads of School will meet the Chief Executive Officer regularly with health and safety as a specific agenda item to report and discuss any issues or actions arising from the above.

13. HIRERS, CONTRACTORS AND OTHERS

- When the premises are used for purposes not under the direction of the Chief Executive Officer then, subject to the explicit agreement of the Board, the principal person in charge of the activities for which the premises are in use will have responsibility for safe practices as indicated in the Responsibilities/Duties of the Chief Executive Officer (See 4).
- The Board notes its residual responsibility for the control of premises and will take all reasonable steps to ensure that such persons detailed above comply with the terms of this policy.
- The Chief Executive Officer/ Board or their designated representative will seek to ensure that hirers, contractors and others who use the school premises conduct themselves and carry out their operation in such a manner that all statutory and advisory safety requirements are met at all times.
- Where the Board award contracts independent of the Local Authority - such as cleaning, catering services and building works etc. - they must consider the health and safety aspects before the tendering of any such contract takes place and they must satisfy themselves that successful contractors comply with all relevant safety legislation.
- When the premises or facilities are being used out of normal school hours for an activity then, for the purposes of this policy, the organiser of that activity, even if an employee, will be treated as a hirer and comply with the requirements of this section.
- When the premises are hired to persons outside the 'employ' of the Board, it will be a condition for all hirers and others using the premises or facilities, that they are familiar with this policy and the separate Lettings Policy, that they comply with all safety directives of the Board.
- All contractors who work on the premises are required to ensure safe working practices by their own employees under the provisions of the Health and Safety at Work etc. Act 1974 and must pay due regard to the safety of all persons using the premises in the accordance with this Act.
- In instances where the contractor creates hazardous conditions and refuses

to eliminate them or to act to make them safe, the Chief Executive Officer or their representative will take such actions as are necessary to prevent persons in his or her care from a risk or injury.

- The Board will draw the attention of all users of the premises (including hirers and contractors) to Section 8 of the Health and Safety at Work etc. Act 1974, which states that no person shall intentionally or recklessly interfere with, or misuse, anything which is provided in the interest of health, safety or welfare in pursuance of any of the relevant statutory provisions.

14. RISK ASSESSMENT

- The Chief Executive Officer will ensure that regular written risk assessments are undertaken of premises, methods of work and all school sponsored activities. These must be reviewed following changes in circumstances or personnel or in accordance with agreed timetables. Risk assessments should be reviewed on an annual basis. Written risk assessments will identify all defects and deficiencies together with the necessary remedial action or risk control measures.
- The results of all risk assessments will be reported to the Board who will prioritise issues and assign resources to undertake remedial/control measures where required.

15 EMERGENCY PLANS

The Chief Executive Officer will ensure that an emergency plan(s) is prepared to cover all foreseeable major incidents that could put the occupants or users of a school at risk.

In undertaking this work the Chief Executive Officer will have regard to the Crisis Line and Snow Line procedures published by the Local Authority.

The school/ plan(s) will indicate the actions to be taken in the event of a major incident so that everything possible is done to:

- Save lives.
- Prevent injury.
- Minimise loss.
- This sequence will determine the priority of local emergency plan responses
- The Trust emergency plan(s) will include arrangements for:
- Contacting emergency services.
- Informing parents/guardians and the Local Authority
- Dealing with the media.

The plans will be agreed by the Board and any necessary actions will be rehearsed regularly by staff and pupils. The result of all such rehearsals will form part of the regular risk assessment review and the outcome will be reported to the Board.

16. FIRST AID

See separate policy

17. ASBESTOS

Odyssey Educational Trust adopts Leicester City Council's Asbestos in LCC Workplaces Safety Management Standard on managing asbestos

18 CHILD PROTECTION/SAFEGUARDING

These details are published on our school and Trust Board websites. (See separate policy)

19. EMERGENCIES

Odyssey Educational Trust adopts Leicester City Council's guide for 'Coping with a School Emergency', Crisis Line for Trips & Visits and other emergency procedures

20. FIRE SAFETY

Odyssey Educational Trust has their own in-house procedure on managing and maintaining firefighting equipment, regular training for all staff on fire awareness and fire risk assessment compliance.

21. HEALTH & SAFETY BULLETINS

Odyssey Educational Trust adopts the range of Health & Safety Bulletins, Directives and Guidance issued by Leicester City Council to help schools and other establishments with the health and safety aspects of running their premises.

Appendix A (H&S Policy – June 2020)

EYES AND EYESIGHT TESTING INFORMATION

The law says employers must arrange an eye test for display screen equipment (DSE) users if they ask for one, and provide glasses if an employee needs them only for DSE use.

DSE work does not cause permanent damage to eyes, but long spells of DSE work can lead to:

- tired eyes
- discomfort
- temporary short-sightedness
- headaches

DSE work is visually demanding, so it can make someone aware of eyesight problems they have not noticed before (including changes in eyesight that happen with age).

Employees can help their eyes by:

- checking the screen is well positioned and properly adjusted
- making sure lighting conditions are suitable
- taking regular breaks from screen work

Employers must assess DSE workstations and take steps to reduce any health risks; we do this by asking you to complete a DSE self-assessment. (If you have not completed one in the last year please speak to the Services Manager)

Eye tests for DSE users: An employer must provide an eyesight test for a DSE user if they request one. The employer must also pay for the test. This should be a full eye and eyesight test by an optometrist or doctor, including a vision test and an eye examination.

Glasses for DSE work: Employers only have to pay for glasses for DSE work if the test shows an employee needs special glasses prescribed for the distance the screen is viewed at. If an ordinary prescription is suitable, employers do not have to pay for glasses.

To request an eye test repayment please complete the section below with just your name, date and optician's and send it to the Services Manager, once approved please book your eye test at an optician of your choice (***Please ensure you obtain a VAT receipt from your Opticians and submit to Finance for the repayment.***)

Appendix B (H&S Policy – June 2020)

REQUEST FOR AN EYE TEST REPAYMENT

Name	
Date of request	
Opticians	
Approved by	
Date	
<i>Finance use only</i>	
Cost	
Date of repayment	