



THE ORCHARD SCHOOL

Health & Safety Policy

Draft: December 2025

Ratified: December 2025

Review: December 2026

Chair of Governors:

A handwritten signature in black ink, appearing to be 'A. Smith', written over a faint circular stamp or watermark.

Headteacher:

A handwritten signature in black ink, appearing to be 'A. Smith', written in a cursive style.

Ethos of The Orchard School

At The Orchard School, Everyone Matters, Everyone Cares. Our ethos is rooted in the belief that every child has the potential to grow, thrive, and succeed when provided with the right environment, relationships, and support. The Orchard Way guides everything we do, ensuring that our approach is therapeutic, inclusive, and centred on understanding behaviour as communication. We are committed to nurturing the social, emotional, and mental health (SEMH) needs of our pupils, recognising their unique challenges while celebrating their individuality. Through strong relationships and a culture of care, we create a school where every pupil feels safe, valued, and empowered to reach their full potential.

Principles of Our Ethos:

1. **Respect for the Individual:** Every pupil deserves respect, dignity, and the opportunity to be heard.
2. **Relationships at the Heart of Learning:** Positive, trusting relationships form the foundation of our work.
3. **Equity and Inclusion:** We ensure all pupils have access to the support they need to succeed.
4. **Therapeutic and Nurturing Approaches:** We integrate therapeutic strategies to promote resilience.
5. **High Expectations with Compassion:** Balancing aspirations with understanding and personalisation.
6. **Collaboration with Stakeholders:** Families, carers, and agencies work together to support pupils.
7. **A Safe and Predictable Environment:** Structure and boundaries foster trust and confidence.
8. **Restorative Practices:** Addressing conflicts through understanding, accountability, and growth.

Mission Statement

At The Orchard School, Everyone Matters, Everyone Cares. Our ethos is rooted in the belief that every child has the potential to grow, thrive, and succeed when provided with the right environment, relationships, and support. The Orchard Way guides everything we do, ensuring that our approach is therapeutic, inclusive, and centred on understanding behaviour as communication. We are committed to nurturing the social, emotional, and mental health (SEMH) needs of our pupils, recognising their unique challenges while celebrating their individuality. Through strong relationships and a culture of care, we create a school where every pupil feels safe, valued, and empowered to reach their full potential.

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SECTION A – INTRODUCTION

A1 – A note to the Headteacher

1. The Headteacher must keep this policy up to date to show how health and safety is managed within The Orchard School.
2. The employer (the local authority, governing body, or proprietor) is responsible for health and safety. Tasks may be delegated, but the legal responsibility cannot.
3. Staff and governors should be consulted when devising or revising this policy. All staff should have an opportunity to contribute so that they understand what the policy means for their role.
4. The policy may cross-reference to other documents held in school (for example, First Aid Policy, Fire Risk Assessment, Educational Visits Policy, Behaviour and Relationships Policy).
5. The policy must be signed and dated by the Headteacher and Chair of Governors. It should be reviewed at least annually, and sooner if there is any reason to suspect that it is no longer valid (for example, changes in legislation, staffing, the site, or following a serious incident).
6. As this policy is a key management tool, it is likely to be one of the first documents requested by an HSE Inspector, LA auditor, or other regulatory body.

A2 – Legal requirements for health and safety policies

1. A written Health and Safety Policy is a statutory requirement where an employer employs five or more people.
2. The policy must:
 - Be consulted on with employees and recognised trade unions where applicable.
 - Be made available to staff and, on request, to visitors, contractors and regulators.
 - Be available for inspection by an HSE Inspector or Kent County Council (KCC) auditor if requested.
3. A robust Health and Safety Policy demonstrates to staff, pupils and visitors that The Orchard School values their health, safety and welfare.
4. Clear allocation of responsibilities and recording of arrangements promotes a systematic approach to the management of health and safety.
5. When developing or revising this policy:
 - Draft proposals should be shared with staff for consultation and input.
 - Appropriate time should be given for feedback.

- A final draft should be agreed by the Senior Leadership Team (SLT) and then adopted by the Governing Body.
6. Information derived from the policy and associated procedures should be shared with visitors, contractors and other stakeholders as necessary (for example, fire procedures, asbestos information, lone working arrangements).

Review cycle:

This policy will be reviewed annually. The formal review point is September each year (next due: September 2026), but the policy will be amended earlier if required by new legislation, updated guidance, significant incidents, or changes in circumstance.

A3 – Health and Safety Policy Statement

Kent County Council
Children, Young People and Education

Health and Safety at Work etc. Act 1974

Health and Safety Policy Statement
of

THE ORCHARD SCHOOL

Statement of intent

The Headteacher and Governing Body of The Orchard School are committed to establishing and implementing arrangements that will:

- Safeguard staff, pupils and others when on school premises or engaged in off-site activities organised by the school (for example, trips, visits, alternative provision, sports events).
- Ensure that the premises have safe access and egress for all staff, pupils, contractors and visitors, including those with disabilities.
- Provide adequate facilities and arrangements for welfare, including sanitary facilities, rest areas, drinking water, and suitable medical/first aid provision.
- Provide and maintain safe plant, equipment and systems of work, so far as is reasonably practicable, without risks to health.
- Ensure the safe use, handling, storage and transport of articles and substances.
- Provide suitable information, training, instruction and supervision to enable all staff, pupils and visitors to act safely and responsibly.
- Integrate health and safety considerations into the planning and delivery of the curriculum, including practical subjects and off-site learning.
- Promote a positive health and safety culture in line with the ethos and Mission Statement of The Orchard School, where everyone understands that “Everyone Matters, Everyone Cares”.

Signed:

Date:

Headteacher

Signed:

Date:

Chair of Governors

SECTION B – ORGANISATION

B1 – Employer responsibilities

- The Governing Body of The Orchard School is the legal employer of staff and has overall responsibility for health and safety in the school.
- The Governing Body delegates day-to-day management of health and safety to the Headteacher as “officer in charge” of the premises, but retains ultimate accountability.
- As a maintained foundation special school within Kent, the Governing Body works in partnership with Kent County Council, which provides advice, support and certain statutory property and compliance functions.

B2 – Headteacher responsibilities

The Headteacher will:

- Ensure this policy is reviewed annually or earlier if there are changes in circumstance.
- Ensure that health and safety responsibilities are clearly included in job descriptions and that staff understand these responsibilities.
- Include health and safety objectives and actions within the School Improvement Plan where appropriate.
- Ensure that risk assessments are undertaken for all relevant school activities, recorded, shared with relevant staff and reviewed at least annually or when circumstances change.
- Carry out, or delegate, regular health and safety inspections (at least three times per year) and ensure remedial actions are prioritised and completed.
- Receive and deal promptly with any concerns or complaints about unsafe premises, equipment or work practices.
- Liaise with KCC Property and Infrastructure Support, building maintenance consultants and contractors to resolve property and compliance issues.
- Ensure that recommendations or requirements from enforcement officers (for example, HSE Inspectors, Environmental Health Officers, Fire Safety Officers, Environment Agency) are properly addressed.
- Ensure that emergency evacuation procedures are in place, practised regularly, and reviewed following drills or incidents.
- Ensure that adequate and appropriate first aid provision is in place at all times.
- Provide regular reports on health and safety to the Governing Body.
- Monitor and review health and safety performance, policies and procedures, making improvements where required.
- Seek advice from appropriate professionals or agencies where additional expertise is required.

Note: Tasks may be delegated to other members of staff, but the responsibility remains with the Headteacher.

B3 – Governors’ responsibilities

The Governing Body will:

- Maintain strategic oversight of health and safety at The Orchard School.
- Take reasonable measures to ensure that the premises, equipment and systems of work do not put staff, pupils, visitors or contractors at risk.
- Ensure compliance with any directions issued by the Local Authority relating to health and safety.
- Make adequate provision within the school’s delegated budget (and through schemes such as Classcare where applicable) to maintain the premises and equipment in a safe condition.
- Support and monitor the implementation of this policy and associated procedures.
- Receive regular reports on health and safety from the Headteacher, including updates on accidents, incidents, risk assessments and compliance checks.
- Review the effectiveness of this policy and associated arrangements at least annually.
- Consider appointing a named governor with a lead role for health and safety to support strategic oversight.

B4 – Staff responsibilities

All staff at The Orchard School will:

- Read and co-operate fully with this policy and all associated procedures.
- Take reasonable care of their own health and safety and that of others who may be affected by their acts or omissions.
- Co-operate with the employer and Headteacher on all health and safety matters.
- Not intentionally interfere with or misuse anything provided in the interests of health, safety or welfare.
- Follow agreed safe working practices, use equipment correctly, and report defects or hazards promptly.
- Report any health and safety concerns, accidents, near misses or unsafe conditions to their line manager or the Headteacher without delay.

B5 – Site Manager responsibilities

The Site Manager (or equivalent role) has responsibility for the day-to-day maintenance of the buildings and grounds. They will:

- Ensure that any work with health and safety implications is prioritised and, where necessary, areas or equipment are taken out of use.
- Report concerns regarding unresolved hazards to the Senior Leadership Team immediately.
- Ensure that work undertaken by in-house staff or contractors is carried out safely and in line with risk assessments.

- Carry out daily checks of the site to identify hazards such as damage, broken glass and unsafe areas, and ensure these are addressed.
- Ensure that cleaning staff are aware of safe working practices, including manual handling and the use and storage of hazardous substances.
- Carry out weekly testing of the fire alarm and ensure records of tests are kept.
- Ensure all contractors are inducted on arrival, made aware of relevant risk assessments and the asbestos register, and sign to confirm they have seen the information.
- Co-operate fully with health and safety requirements during any capital works or larger building projects.

B6 – Kent County Council Infrastructure and property maintenance

KCC Infrastructure and related services will:

- Arrange statutory inspections and servicing of fixed installations for which the Local Authority has responsibility (for example, fixed electrical wiring, gas appliances, water hygiene, passenger lifts) where these are within corporate schemes.
- Advise the school on property-related health and safety matters.

for

The Headteacher is responsible for liaising with KCC Infrastructure, building consultants and approved contractors to ensure property maintenance and compliance issues are resolved.

B7 – Safety representatives

- The Orchard School does not currently have any recognised Trade Union Safety Representatives.
- Where no TU representatives are in place, the school will use alternative consultation arrangements in line with the Safety Representatives and Safety Committees Regulations 1977 and the Health and Safety (Consultation with Employees) Regulations 1996.
- The school's agreed consultation method is:
 - health and safety as a standing item in staff meetings, and
 - a nominated employee representative for staff who wish to raise health and safety matters formally.

Name of nominated Employee Representative:

Contact details:

B8 – Consultation with employees

1. It is a legal requirement to consult with employees on health and safety matters.
2. Formal consultation will take place through any established Health and Safety Committee.
3. Health and safety is also a standing item on staff meeting agendas so that issues can be raised and information shared.
4. Briefings, notices, emails and training sessions will be used as appropriate to keep staff informed.

B9 – Information, instruction and supervision

1. Under health and safety law, the Health and Safety Law Poster (or equivalent leaflet) must be displayed or provided.
 - Location of Health and Safety Law Poster: Staff Room and Main Office
2. Supervision of pupils, young workers and trainees will be arranged and monitored by the Headteacher and delegated staff in line with risk assessments.
3. The Headteacher will ensure that staff, pupils, contractors and visitors receive adequate information, instruction and supervision to work safely on the premises.

B10 – Staff competency, training and development

The Headteacher will:

- Ensure all new staff receive a health and safety induction, including key procedures (fire, first aid, accident reporting, safeguarding, site security).
- Identify role-specific health and safety training needs and ensure appropriate training is sourced and completed (for example, first aid, manual handling, working at height, educational visits, use of machinery, safeguarding).
- Maintain up-to-date training records for audit and review purposes.

Staff are responsible for:

- Engaging with training provided.
- Informing the Headteacher or line manager where they believe further training or support is needed to work safely.

B11 – Monitoring and compliance

- The Headteacher will monitor working conditions and safe working practices, undertaking or commissioning regular inspections of the premises, plant and equipment (at least three times per year).
- A nominated person will be responsible for investigating accidents and near misses, although accountability rests with the Headteacher.

- A nominated person will be responsible for monitoring work-related sickness and absence data that may indicate health and safety issues.
- The Headteacher is responsible and accountable for ensuring that findings from investigations, inspections and audits are acted on to prevent recurrence.

SECTION C – ARRANGEMENTS

C1 – School activities and risk assessment procedures

- Risk assessments will be undertaken for all relevant school activities, including curriculum activities, off-site visits, high-risk practical work, lone working, and specific pupil needs where appropriate.
- Significant findings will be recorded and shared with staff, governors, contractors and others who may be affected.
- Actions required to control risks will be approved and prioritised by the Headteacher or delegated responsible person.
- The Headteacher or delegated person will check that control measures remain effective.
- Risk assessments will be reviewed at least annually, or sooner if:
 - there is a significant change (for example, new equipment, change of room, new information), or
 - there has been an accident, incident or near miss.

C2 – Visitor management

- All visitors must report to reception and sign in and out as required.
- Visitors will be issued with an identification badge and must wear it visibly at all times.
- Visitors will be provided with key safety information, including:
 - fire and emergency evacuation procedures
 - safeguarding expectations and reporting routes
 - any relevant site-specific rules (for example, use of mobile phones, restricted areas).
- Visitors must follow staff instructions in the event of an emergency and always comply with school procedures.

C3 – Fire and emergency procedures

- The Headteacher is responsible for ensuring that a suitable and sufficient Fire Risk Assessment is in place, implemented and reviewed annually (or sooner if circumstances change).
- Emergency exits, escape routes and assembly points will be clearly signed and kept free from obstruction.
- Fire evacuation instructions will be displayed prominently throughout the school.
- Fire evacuation drills will be carried out regularly to ensure staff and pupils understand the procedure and can respond safely. As a cross-phase SEMH special school, The Orchard School will take a proportionate and sensitive approach to minimise distress to vulnerable pupils.

- A minimum of two full evacuations will take place each year, supported by additional partial drills, staff walk-throughs and scenario training as required. The frequency and format of drills will be reviewed annually within the Fire Risk Assessment.
- The fire alarm system will be tested weekly by the Site Manager (or named person) and recorded in the fire logbook.
- Staff will receive induction and periodic refresher training on fire safety and evacuation procedures.

C4 – Firefighting and fire safety equipment

- Staff should only use fire extinguishers if they have been trained and feel confident to do so. They must not put themselves or others at risk and must always ensure there is a clear escape route.
- The priority in all cases is to raise the alarm, ensure safe evacuation, and contact the Fire and Rescue Service.
- Fire extinguishers, fire blankets and other firefighting equipment will be provided where identified in the Fire Risk Assessment and will be subject to regular servicing by a competent contractor.

C5 – Maintenance of fire precautions

The Headteacher will ensure that arrangements are in place for the regular inspection, testing and maintenance of:

- Fire alarm systems.
- Manual call points.
- Emergency lighting.
- Smoke and heat detectors.
- Fire doors and door closers.
- Fire safety signage and escape route markings.

Records of all tests, servicing and remedial works will be kept in the fire logbook.

C6 – Bomb/suspect package alerts

- Bomb threats, suspicious devices or suspect packages will be managed in line with the school's emergency planning arrangements and relevant national guidance.
- The Headteacher is responsible for ensuring procedures are in place, known to staff and practised where appropriate.
- Guidance on recognising and responding to suspicious devices or packages will be shared with staff at least annually.
- Evacuation or lockdown procedures will be followed as directed by the emergency services.

C7 – First aid arrangements

- The Headteacher will ensure that a suitable number of trained first aiders are available at all times when the school is in operation, taking into account pupil needs, off-site activities and extended provision.
- Adequate first aid equipment and facilities will be provided and maintained. Locations of first aid kits will be clearly marked.
- The school's First Aid Policy sets out detailed procedures for responding to accidents and medical needs, including administration of medication and care plans.
- All accidents and incidents will be recorded using the appropriate KCC electronic systems, as applicable.
- Reportable incidents under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) will be notified to the HSE. Advice will be sought if there is uncertainty regarding whether an incident is reportable.
- Parents and carers will be asked to provide consent for emergency medical treatment, in line with school policy and current DfE guidance.

C8 – Safe use of ICT and display screen equipment

- The Headteacher will ensure that ICT equipment is installed and used safely, including appropriate electrical safety, ventilation for server rooms, and consideration of other hazards (for example, working at height, asbestos).
- Safe systems of work will be in place for the charging, movement and use of laptops, trolleys, tablets and similar equipment.
- Display Screen Equipment (DSE) assessments will be carried out for staff who habitually use computers as a significant part of their normal work.
- Reasonable adjustments will be made where DSE assessments identify additional needs.

C9 – Legal requirements for premises and premises compliance

The school will:

- Comply with the Workplace (Health, Safety and Welfare) Regulations 1992, including requirements for lighting, heating, ventilation, space standards, cleanliness and staff welfare facilities.
- Comply with the Education (School Premises) Regulations 1999 (and any subsequent regulations), including requirements for washrooms, medical accommodation and indoor temperatures.
- Arrange regular inspections of the building fabric, boundaries, play areas, plant rooms and services, and record any defects and remedial actions.

C10 – Safe handling and use of substances (COSHH)

- The Headteacher is responsible for ensuring that all substances which may be hazardous to health are identified and assessed in accordance with the Control of Substances Hazardous to Health (COSHH) Regulations.
- COSHH assessments will be undertaken by a competent person and kept available for staff who use the substances.

- Staff will be informed about the risks associated with the substances they use, the control measures in place, and any personal protective equipment (PPE) required.
- The Headteacher will ensure that only suitable and approved products are purchased and used on site.
- COSHH assessments will be reviewed at least annually, or sooner if products or working methods change.

C11 – Inspection of premises, plant and equipment

- Formal inspections of the premises, plant and equipment will take place at least three times per year, led by the Headteacher and/or Site Manager, and including governors where appropriate.
- A maintenance and improvement plan will be drawn up from these inspections and actions tracked to completion.
- Routine checks may be carried out by teachers, support staff, Site Manager and other designated staff using agreed checklists.
- Storage areas, boiler rooms, plant rooms and electrical intake cupboards will be checked to ensure safe access, appropriate storage and housekeeping.
- Where damaged asbestos is encountered or suspected, procedures in the KCC Asbestos Policy will be followed and the area made safe.

C12 – Asbestos management

- KCC Property and Infrastructure Support will arrange for an asbestos management survey to be carried out in line with KCC policy.
- An asbestos register and management plan will be kept on site, normally at reception, and made available to all contractors and others who may disturb the fabric of the building.
- Contractors must sign to confirm that they have consulted the asbestos information before starting work.
- The Headteacher or designated competent person will monitor areas where asbestos-containing materials are present, record findings and arrange remedial works as required.
- Following any works that may affect asbestos, the asbestos register will be updated.

C13 – Legionella management

- A water hygiene risk assessment will be arranged in line with statutory requirements (usually at least every two years), identifying any conditions that could support legionella growth and outlining necessary control measures.
- All identified remedial works will be built into the school's maintenance programme.
- Ongoing monitoring, including temperature checks and routine flushing where required, will be carried out and recorded in the water hygiene logbook.
- Shower heads and spray outlets will be descaled and cleaned as required by the risk assessment.

C14 – Liquid petroleum gas (LPG) management (where applicable)

- Where LPG is present, the Headteacher will ensure that a suitable and sufficient risk assessment and emergency plan are in place for LPG storage and use.
- Delivery and storage arrangements will be agreed with the supplier, and any supplier risk assessments will be taken into account.
- Procedures will be in line with relevant sections of the KCC Emergency Planning Guidance for Schools.

C15 – Oil-fired boilers, heating oil storage and management (where applicable)

- Where heating oil is stored on site, the Headteacher will ensure that risk assessments and spillage action plans are in place.
- Staff will know how to respond to leaks or spills, including immediate actions and who to contact (for example, Local Authority, Environment Agency, supplier).
- The integrity of tanks, pipework and bunds will be checked and maintained, and any defects addressed promptly.

C16 – Radon management (where applicable)

- The Headteacher has a duty to safeguard the health and safety of staff and pupils so far as reasonably practicable.
- Where required, radon monitoring will be carried out in accordance with KCC and UK Health Security Agency (formerly HPA) guidance.
- Risk assessments will be updated in the light of monitoring results, and any necessary mitigation will be implemented.
- Staff will be informed of any radon-related risks and the control measures in place.

C17 – List of risk assessments, policies and procedures to complement this policy

This Health and Safety Policy is supported by a suite of risk assessments, policies and procedures, including (but not limited to):

- Asbestos management
- Bomb alerts and emergency planning
- Control of Substances Hazardous to Health (COSHH)
- Display Screen Equipment (DSE)
- Drugs and alcohol
- Electricity at work (including Portable Appliance Testing – PAT)
- Fire safety, including responsibilities of fire wardens
- First aid policy and procedures
- Infection control
- Legionella and water hygiene
- Lone working
- Managing contractors
- Manual handling
- Off-site visits and educational visits
- Pedestrian and vehicle movement on site
- Playground supervision
- School events and lettings

- School facilities (for example, swimming pools, specialist rooms) where applicable
- Slips, trips and falls
- Stress management and staff wellbeing
- Violence, aggression and challenging behaviour
- Working at height

SECTION D – ASSOCIATED RISK ASSESSMENTS, POLICIES AND PROCEDURES

The following Orchard School documents are associated with this Health and Safety Policy and should be read alongside it (school to adapt and complete):

- First Aid Policy
- Fire Risk Assessment and Fire Evacuation Plan
- Educational Visits Policy and risk assessments
- Relational and Therapeutic Behaviour Policy (including physical intervention and exclusions)
- Child Protection and Safeguarding Policy
- Online Safety Policy
- SEND Information Report
- Safe Code of Conduct / Staff Behaviour Policy
- Complaints Policy
- Safer Recruitment Policy
- Site Security Policy
- Lone Working Procedure
- Business Continuity and Emergency Plan
- Any other site-specific risk assessments and procedures.

SECTION E – USEFUL CONTACTS

Kent County Council Health and Safety Unit

Email: healthandsafety@kent.gov.uk

Health and Safety Advice Line: 03000 418456

Location: Room 1.04, Sessions House, Maidstone, ME14 1XQ

Outdoor Education Unit

Tel: 03000 410901

Email: Outdoor.Education@theeducationpeople.org

Location: The Swattenden Outdoor Centre, Swattenden Lane, Cranbrook, TN17 3PS

Insurance and Risk Management

Insurance Manager: Lee Manser

Tel: 03000 416428

Email: lee.manser@kent.gov.uk

Location: Room 2.53, Sessions House, Maidstone, ME14 1XQ

Staff Care Services

Occupational Health, Mediation Services, Support Line

Tel: 03000 411411

Email: occupational.health@kent.gov.uk

Location: Park House, 110–112 Mill Street, East Malling, ME19 6BU

Classcare

Email: classcare.enquiries@kent.gov.uk

Location: Room 1.44, Sessions House, County Hall, Maidstone, ME14 1XQ

Health and Safety Executive (HSE) and RIDDOR Reporting

Website: www.riddor.gov.uk

Tel: 0845 345 0055 (for reporting fatal/specified and major incidents only)

Online reporting: <https://www.hse.gov.uk/riddor/report.htm>

Kent Fire & Rescue Service

The Godlands, Straw Mill Hill, Tovil, Maidstone, ME15 6XB

Tel: 01622 692121

Employment Medical Advisory Service (EMAS)

Tel: 0208 995 8503

Location: PO Box 3087, London, W4 4ZP

Association for Physical Education (afPE)

Tel: 01905 855584

Email: enquiries@afpe.org.uk

Website: <http://www.afpe.org.uk/>

Location: 117 Bredon, University of Worcester, Henwick Grove, Worcester, WR2 6AJ

Sustainability and Climate Change Team

Sustainable Estates Programme Manager: Deborah Kapaj

Tel: 03000 410237

Location: 2nd Floor, Invicta House, County Hall, Maidstone, ME14 1XX