



Health and Safety Policy

12.10.23

The Health and Safety at Work Act 1974 introduced a concept of self-regulation in the management of Health and Safety. Self-regulation means that employers must examine their own organisation, in order to identify health and safety risks and to introduce arrangements and procedures to remove or reduce those risks, as far as is reasonably practicable. Over and above this, all employees should contribute towards making work areas as safe as possible and all work methods should be periodically appraised to ensure that the safest methods are adopted.

In order to achieve this, the Company has established the following policy, which has been fully endorsed by both the Management Committee and the Proprietor.

1. The Proprietor of Broadstones School Ltd regards the promotion of Health Safety and Wellbeing measures as a mutual objective for management and employees at all levels;
2. It is therefore, this Company's policy to do all that is reasonable to prevent personal injury and damage to property, and to protect everyone from foreseeable work hazards, including the public, in so far as they come into contact with the Company and its procedures;
3. Certain individuals within the Company have specific duties in order to ensure that this happens, and the structure for this allocation of responsibility is set out on page 3. All employees with specific responsibilities for health and safety must ensure that they are adequately delegated in their absence;
4. The Company has particular responsibilities and will make arrangements to:
 - 4.1. Provide and maintain safe and healthy working conditions, safe plant and equipment and safe systems of work that comply with, or improve upon, legal requirements;
 - 4.2. Continuously re-state and maintain standards of safe behaviour, insisting upon a high standard of "housekeeping" in the work area (i.e. cleanliness, tidiness, and unobstructed access to fire escape routes and fire fighting equipment);
 - 4.3. Inform all personnel of their legal obligations and rights in connection with Health and Safety at work;
 - 4.4. Provide training, information and instruction to enable employees to perform their work safely and competently, without risk to the health and safety of themselves or

other people;

- 4.5. Make available all necessary safety devices and protective equipment/clothing, and to encourage and supervise their use;
- 4.6. Provide and maintain First Aid facilities in accordance with legal requirements;
- 4.7. Ensure that where necessary more detailed safety precautions are issued to cover complex or dangerous industrial processes;
- 4.8. Provide safe access and egress to and from the workplace;
- 4.9. Make arrangements for ensuring, so far as is reasonably practicable, safety, and absence of risks to health in connection with the use, handling, storage and transport of articles and substances;
- 4.10. Provide details of any substance that may be considered hazardous to health;
- 4.11. Ensure that personnel are aware of the areas within the Company that are designated "noise hazard", and that ear protection is available and worn;
- 4.12. Regularly re-appraise safe systems of work and update relevant policies, taking into consideration any changes in work activities, and any impending new legislation including any EC directives;
- 4.13. Ensure that the Company meets the requirements of the Environmental Protection Act 1990;
- 4.14. Assess risks to health, safety, well being and the environment and implement appropriate precautions, operating and enforcing safe working procedures at all times;
- 4.15. Comply with all statutory instruments applicable to the schools work activities and co-operate with all enforcing authorities;
- 4.16. Maintain a constant and continuing interest in health and safety matters applicable to the Company's activities, in particular, by consulting and involving employees or their representatives wherever possible;
- 4.17. Ensure that all employees observe safety rules and regulations when working on other people's premises.

5. Specific policies and guidelines to address particular risks and areas of work will be held in the Company's Health & Safety Reference File, containing all relevant information, departmental policies, report forms, and statutory requirements necessary to implement the schools health and safety policy and procedures. All employees should ensure that they are familiar with those specific policies and procedures that are relevant to their work.

6. It is also the responsibility of the Company to ensure the health and safety of all Visitors and Contractors. Employees must therefore ensure that the procedures set out on page 4 are followed in respect of visitors and contractors.

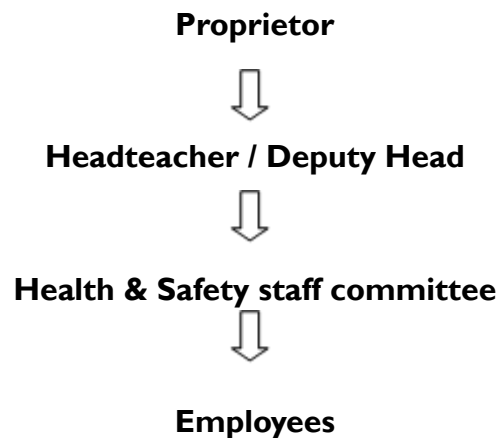
RESPONSIBILITIES FOR HEALTH AND SAFETY IMPLEMENTATION

The Health and Safety at Work Act 1974 requires that the ultimate responsibility for Health and Safety in each workplace lies with the Senior Management, but in practice duties have to be delegated, and it is the delegation that forms the administration and control of the Policy.

All members of management and supervisory staff are responsible for Health, Safety and Welfare matters within their areas of responsibility. In addition, they are required to set the highest personal example of compliance with Company directives and procedures.

Certain individuals have been allocated specific responsibilities and are required to maintain both their areas of control and the performance and activities of members of staff to ensure that acceptable standards are maintained. These responsibilities are identified in Appendix I.

The following Management Organisation Chart indicates the line of responsibility for Health and Safety matters within the Company.



The Company requires every employee to co-operate in the implementation and development of this policy, and reminds its employees that they are responsible for their own behaviour to ensure they do not endanger themselves or others. They must therefore:

- Adhere to all rules and regulations for safety working, and report to their supervisor or HOD any hazard that they themselves cannot correct;
- To take reasonable care of the health and safety of both themselves and other persons who may be affected by his/her acts or omissions at work;
- As regards any duty imposed on his/her employer, to cooperate with him/her so far as is necessary to enable that duty to be performed;
- To refrain from intentionally or recklessly interfering with or misusing anything provided by the Company in the interests of health and safety or welfare;

All employees are reminded that they may be prosecuted by Local Authority Inspectors for breaches of their statutory duties under the Act. Any action so arising will be without prejudice to any further action the School may take.

Any employee involved in an accident or dangerous occurrence is requested to ensure that the facts are reported to their immediate manager and recorded appropriately on IRIS for investigation.

VISITORS TO THE COMPANY

1. All visitors should report to Reception and await the member of staff they wish to see; sign in visitors book: and wear visitors badge at all times

Sign in visitor sheet at the various sites e.g. The Vale sign in book at entry
2. Visitors should NOT proceed into the offices or workshops unaccompanied;
3. Whilst visitors are on the premises they must comply with any request by their host, or any other member of the schools staff concerning their health and safety, in particular the wearing of protective clothing, if so required;
4. In the event of any visitor being so unfortunate as to sustain personal injury whilst on the premises this must be reported immediately to management, and recorded on IRIS;
5. Contractors working on the premises must be aware of the schools procedures and Regulations before commencing any work.

HEALTH AND SAFETY POLICY

APPENDIX I - DELEGATED RESPONSIBILITIES

Proprietor

1. Shall ensure that there is an effective Health, Safety and Environmental Policy.
2. Shall periodically appraise the effectiveness of the Policy, and ensure that any necessary changes are made;
3. Shall provide adequate resources to meet the health and safety requirements;
4. Shall assume full responsibility for health and safety within the Company;
5. Ensure he receives regular reports from the management on matters relative to Health and Safety;
6. Shall ensure the schools Health and Safety programme is understood at all levels;
7. Will, from time to time, evaluate all risks in the School relating to accidents at work, loss or damage to School property and risk to the public through its activity;
8. Shall periodically ensure that Heads of Department make assessments of risks in their place of work;
9. Ensure that the School is aware of new and impending Regulations. e.g. COVID guidance
10. Shall ensure that the School meets the legal requirements of all existing legislation.
11. Shall keep up to date with any relevant legislation or training requirements including well being and IOSH membership requirements. Attend appropriate events/seminars

APPENDIX I – DELEGATED RESPONSIBILITIES

Headteacher/Deputy Head

1. Must familiarise themselves with the schools Health, Safety and Environmental Policy;

2. Shall ensure that the requirements of the safety programme are met;
3. In conjunction with the Proprietor, shall assist in ensuring that all employees receive safety induction on joining the Company following the guidelines in the relevant Company Handbook and assist staff as appropriate in the retraining of employees who have been transferred to new jobs within the school;
4. Shall ensure that adequate records and registers are kept, i.e. COSHH, noise etc.
5. Shall maintain site procedures including fire Risk assessment/evacuation procedures
6. Shall ensure the maintenance of the necessary and up to date knowledge of legislation, Codes of Practice, and other technical guidance notes relating to activities of the School
7. Shall keep all relevant Statutory Testing Certificates, i.e. electrical/ asbestos
8. To advise senior management of any safety training needs identified in the school;
9. To evaluate costing and finance for legal statutory testing of equipment; including fire extinguishers and PAT testing existing and new equipment.
10. Shall ensure that all maintenance work necessary to ensure safety and good health is carried out promptly and efficiently;
11. Shall accompany any Enforcing Officer through the building as appropriate;
12. Shall ensure Contractors whilst working for the School follow the Company's Rules and Regulations;
13. Shall act as one of the Senior Controllers in the event of an incident where evacuation procedures may be called for (e.g. Fire Alarms, Bomb Alerts, Gas Escapes);
14. Shall act as senior controllers in the event of a serious incident e.g. pandemic outbreak which will trigger the "Business Continuity Plan" (see policy)
15. Shall ensure safe systems of work are in place and including risk assessments for individual areas and tasks. Ensuring these are reviewed on a regular basis.(minimum two years)

16. Shall familiarise themselves with any specific areas of responsibility outlined in the accompanying Company Health & Safety policy and ensure that the requirements of those responsibilities are met.
17. Keep up to date with any relevant legislation or training requirements including well being including IOSH membership requirements. Attend appropriate events/seminars

APPENDIX I – DELEGATED RESPONSIBILITIES

School Health & Safety Committee

1. Must familiarise themselves with the schools Health, Safety and Environmental Policy;
2. In conjunction with the Proprietor Head Teacher and Deputy Headteacher, shall assist managers in ensuring that all employees receive safety induction on joining the Company following the guidelines in the Company Health and Safety Policy; shall assist Managers, as appropriate in the safety, retraining of employees transferred to new positions in the Company.
3. In respect of the First Aid requirements for the Company, shall ensure that:
 - 3.1 Adequate First Aid facilities are provided and maintained;
 - 3.2 Adequate numbers of First Aid personnel and mental Health first aiders are appointed and trained;
 - 3.3 The guidelines for First Aid Procedures as indicated in the Company Health & Safety Reference File are adhered to;
 - 3.4 Copies of Certificates are obtained and records maintained for the appointment and qualifications of all First Aid personnel.
4. Shall act as one of the Senior Controllers in the event of an incident where evacuation procedures may be called for (e.g. Fire Alarms, Bomb alerts, Gas escapes);
5. Shall examine before every performance the exits, staircases and fire fighting apparatus and enter and sign a report of such examination in the H&S file, as soon as is practicable after the examination has been made;
6. Shall instruct in conjunction with managers and train all performance personnel to ensure that they understand the fire precautions and actions to be taken in case of fire;

7. Shall ensure all performance personnel are given exercise of the fire routines and evacuation procedures at least every calendar month and ensure that the holding of this event is recorded on IRIS
8. Shall be familiar with any specific areas of responsibility outlined in the Health & Safety policy and ensure that the requirements of those responsibilities are met.

APPENDIX I – DELEGATED RESPONSIBILITIES

Managers

1. Must familiarise themselves with the schools Health, Safety and Environmental Policy;
2. Shall ensure that all staff are fully acquainted with the Policy, and are involved in all safety matters within their department;
3. Shall ensure that all employees receive safety induction on joining the Company following the the Health & safety policy with assistance from the Proprietor/Headteacher/Deputy Head and H&S rep and ensure that employees transferred to new jobs are safety retrained, as appropriate;
4. Must ensure that all employees in their departments know the whereabouts of First Aid facilities, how to log accidents on IRIS, and the procedures to follow in the event of an accident, near-miss or Dangerous Occurrence;
5. Shall review all “Accident or Near-Miss Reports”, ensuring that a satisfactory investigation is carried out in conjunction with the proprietor/H&S reps and put in any corrective measures required to prevent recurrence;
6. Shall review all “Accident and Dangerous Occurrence Reports”, ensure that a full and satisfactory investigation is carried out and put in any corrective measures required in conjunction with the proprietor/H&S reps where appropriate
7. Must ensure that all employees in the department know what to do in case of fire, and know the location of, and how to use, fire fighting equipment, and are fully conversant with all other emergency procedures;
8. In the case of new processes/operations/machines shall ensure that all potential hazards are identified and all proper safety precautions are observed and have been taken;
9. Ensure that COSHH assessments are carried out for any hazardous substances used in their Department; following annual review ensure safe disposal of outdated/unwanted chemicals
10. Ensure that Hazard data sheets are up to date and available to any member of staff;

11. Shall carry out Risk Assessments in their Department and ensure that these are reviewed at regular intervals in conjunction with your line manager ;
12. Will ensure that all members of their department are made aware of the results of all Risk and COSHH Assessments;
13. Shall give personal leadership and carefully integrate safety with production, quality and costs;
14. Shall cooperate fully with all external enforcing officers and to ensure that all requirements are met;
15. Shall liaise at all times with the Proprietor/Headteacher/Deputy Head /H&S reps on items of Health and Safety;
16. Shall maintain good housekeeping within the departments at all times;
17. Shall ensure that all defects in the workplace are promptly reported and rectified; complete building checks and record findings in the H&S file on IRIS raising any issues/concerns with the line manager
18. Must seriously consider any representation about health and safety from other employees;
19. Shall monitor and ensure that machine guards are placed in position before operating in working areas and that these are properly adjusted and maintained;
20. Must ensure that any unsafe machine or tool is adequately immobilised;
21. Shall ensure that safety/protective equipment is issued to employees as required and signed for
22. **Trips and visits**

Staff to provide risk assessments in a timely manner for any offsite trips or visits with pupils. and agreed by their line manager

Letter sent to parents/carers and permission slips from parents/carers for the above Emergency contacts (2, plus name of Dr, contact number and any health conditions and/or allergies etc)
23. Shall familiarise themselves with any specific areas of responsibility outlined in the H&S policy and ensure that the requirements of those responsibilities are met.

APPENDIX I – DELEGATED RESPONSIBILITIES

Employees

All employees have a duty to:

1. Familiarise themselves with the schools Health, Safety and Environmental Policy;
2. Co-operate and abide with the School in securing the aims and objectives of the Policy;
3. Report any unsafe plant, machinery, tools and equipment, unsafe systems of work and other hazards immediately to their line manager;
4. Assist in the maintenance of good housekeeping standards;
5. Wear and use the protective clothing and equipment when specified by the nature of the duties;
6. Observe all Company's safety rules and procedures;
7. Cooperate with the management in meeting the statutory obligations imposed upon the school;
8. Observe all safety rules when working on dangerous machinery;
9. Immediately report to their manager any hazardous conditions;
10. Wherever possible, promote safe working practices among other employees; and
11. Be aware of the correct emergency action to take in the event of an accident or fire.

APPENDIX 2

ENDORSEMENT OF THE COMMITTEE

Broadstones School recognises there is a statutory duty to comply with the Health & Safety at Work Act 1974 and all relevant regulations.

It sets high standards and expects all Directors, Senior Managers and Managers to be actively involved in providing leadership in order to meet this commitment.

This means:

"Broadstones School will comply, as a minimum standard, with all applicable Health, Safety and Environmental Regulations. Moreover, employees at all levels must, as a condition of employment, comply with rules and procedures established by the School to meet safety and health objectives.

Every Director/Manager has the responsibility to maintain a safe working environment in which risks arising from the school's activities are identified and controlled".

It must be understood by all that the health and safety and wellbeing of our employees, and those who from time to time work with us, and of the general public are of fundamental importance to us and must be safeguarded.

.....E Evans.....

Elizabeth Evans Chair of Committee

APPENDIX 2A

ENDORSEMENT OF Proprietor

It is the School Company's policy that all reasonable steps will be taken to ensure the Health and Safety of persons whilst at work, and to prevent damage to Company property, the environment or members of the general public.

It is the duty of all employees to conform to Company policy, and safety codes of practice, and co-operate with the Company in meeting all relevant statutory and legal obligations.

The Management's responsibility cannot be discharged without the cooperation of all employees whatever duties they are asked to perform. Involvement by all in the prevention of accidents and risks to health is, therefore, clearly the responsibility of all personnel.

The Company regards it as essential to promote joint discussions on the subject of safety, thereby ensuring involvement at all levels throughout the Company.

The Company will promote the implementation of this Policy and make resources available to meet statutory requirements, as a minimum.

Health and Safety at work can only be achieved by positive action and teamwork at every level in the business, everyone in the Company has a vital role to play.

All work methods and systems of work will be periodically appraised to ensure that the safest possible methods and procedures are adopted and implemented.

As Proprietor of Broadstones school, I will give full backing to the policy, and will support all those who endeavour to carry it out.

All those who have administrative responsibility have a constant duty to maintain a safe working environment, and the School accepts the obligation to provide the necessary resources for the proper training and supervision of its employees in the use of material, machinery and technical equipment.

The administrative structure for the implementation of the Health and Safety at Work Act 1974 is set out in the family tree attached to this policy statement, and employees are advised to acquaint themselves with their position in the organisation through reference to their immediate superior as stated in their contract of employment.



John Gibbins Proprietor