



**Broomwood Hall Limited & Northcote Lodge School Limited**

## HEALTH AND SAFETY POLICY

Broomwood Prep – Boys, Girls and Broomwood Pre-Prep

### **Policy Summary**

Broomwood regards Health and Safety as a top priority. It is the responsibility of all staff, at all levels of the organisation to ensure that our sites are safe for staff, pupils and potential visitors to the site.

While all staff are responsible for Health and Safety, ultimate responsibility lies with the EMC and Governors, whilst the Facilities Manager is the Head of Health and Safety for the group responsible for ensuring compliance with the relevant Acts and Regulations.

In order to ensure that Health and Safety matters are raised at the highest level, Broomwood operates a Health and Safety Committee made up of site representatives and co-opted workers. Staff should be aware that they can raise any health and safety concerns with the representative for their site.

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## **Intended Audience**

- All Broomwood Staff.
- Contractors and peripatetic workers.
- Parents of children at Broomwood.

## **Positions of Responsibility**

### **Board of Directors**

The ultimate responsibility for Health and Safety at Broomwood rests with the Board of Directors. The Board will ensure that adequate resources and funds are available for Health and Safety and will ensure that Health and Safety is given equal importance as other business requirements.

### **School Heads and EMC Members**

The School Heads and EMC members are responsible for:

- Actively leading the implementation of the Health and Safety Policy.
- Ensuring a positive culture of Health and Safety at their school or site.
- Ensuring that members of the Health and Safety Committee have the resources required to do their jobs inclusive of time away from other duties where necessary.
- Reviewing the Health and Safety Policy.

### **HR Director**

The HR Director will ensure that:

- Staff are consulted with on matters of Health and Safety through the Health and Safety Committee.
  - Ensure that all areas of the Schools are reflected on the Health and Safety Committee, including representatives from the various school sites and relevant co-opted workers.
- All staff are given adequate training to complete their work in a safe manner.
- Regularly report to the board of directors on health and safety across the school sites.

- Issues concerning safety raised by anyone are passed to the Facilities Manager in a timely manner.
- Checks / moderates compliance.

### Facilities Manager

The facilities manager is the designated person with responsibility for ensuring the school's compliance with Health and Safety legislation, to be checked and moderated by the HR Director. They will ensure that:

- The School's Health and Safety policy is implemented, monitored, developed, communicated effectively, reviewed and amended as required (with input from HR Director).
- Staff understand their responsibilities under the Health and Safety at Work Act (1974), Health and Safety, Management of Health and Safety at Work Regulations (1999) and other relevant Regulations.
- Competent persons are appointed to provide health and safety assistance and advice.
- Adequate systems of maintenance exist and operate to keep premises, plant and work equipment in a safe condition.
- Adequate systems of monitoring and maintenance exist to ensure that health and safety and fire fighting equipment is in usable condition.
- Work required to improve Health and Safety is completed in a timely manner.
- Issues concerning safety raised by anyone are thoroughly investigated and, when necessary, further effective controls implemented and communicated to staff.

### Leadership Responsibilities

People with leadership responsibilities in the school will ensure that, in their areas of control:

- They ensure that staff and pupils work safely and that pupils are supervised by a competent persons in situations where a risk assessment indicates there may be a significant health and safety risk.
- Risk Assessments are completed, recorded and regularly reviewed covering all processes and activities where a risk to health and safety exists. The significant findings of these assessments are brought to the attention of all staff who may be affected.
- Adequate resources, including time, are given to staff for the purposes of ensuring a safe working and teaching environment.
- Accidents, ill health and 'near miss' incidents are investigated, recorded and reported where appropriate.
- They communicate and consult with staff on health and safety issues.
- They encourage staff to report hazards and raise health and safety concerns.

- any safety issues that cannot be dealt with are referred to the Facilities Team
- health and safety rules are followed by all pupils and staff.

### All Staff, Contractors and Peripatetic Colleagues

All staff are responsible for acting in a safe manner whilst on the school premises. It is important for all staff to consider that the work they are undertaking can affect the pupils under the care of the schools and other people on the premises.

All staff have the responsibility to:

- Take reasonable care of their own safety.
- Take reasonable care of the safety of others affected by what we do or fail to do, paying particular care to the pupils in our care.
- Not interfere with or misuse, intentionally or recklessly, anything provided in the interests of safety.
- Comply with all safety rules.
- Set a good personal example in relation to health and safety, particularly for the pupils under our care.
- Report any hazards and health concerns to the Facilities Team.
- Report any failures of personal protective equipment.
- Ensure that all reasonable measures are taken to ensure that pupils under our care are not harmed in the course of the day-to-day running of the school.

### Teaching Staff Responsibilities

Teaching staff have the additional responsibility to:

- Supervise their pupils to ensure that they work safely, giving the adequate level of supervision necessary considering that child's level of maturity.
- Ensure health and safety rules are followed by all.
- Conduct thorough risk assessments of any classroom activities that present a risk to the health and/or safety of the children under our care.
- Ensure any hazardous substances are stored, transported, handled and used in a safe manner according to manufacturers' instructions and established rules and procedures.

### Matrons and Other First-Aiders

The Matrons and first aid personnel have the responsibility to:

- Administer First Aid in accordance with the current legislation and approved code of practice
- Record all accidents that are reported to them on Isams or online on an accident form or daily first aid grid. If serious or if the child needs to go to hospital an

Accident report will be completed and a copy sent with the child to hospital. The accident form will also be stored in the document section of Isams and a copy sent to the Director of HR and Compliance.

- Re-stock first aid boxes at regular intervals and when necessary.

### Fire Marshalls

Fire Marshalls have the responsibility to carry out the duties for which they are trained when emergency evacuation of the workplace is required.

### Health and Safety Committee Members

A Health and Safety Committee exists which meets once every half-term. The Committee is made up of site representatives from each of the school sites and co-opted workers.

It is the responsibility of the site representatives to consult with the staff on their site and ensure that any concerns are raised at the Health and Safety Committee.

It is the responsibility of all committee members to address incidents that have been brought to their attention and to make recommendations to the Board where appropriate.

### Responsibilities of Broomwood

Broomwood is responsible for ensuring that the health and safety of staff members is protected in all activities at work. In particular, Broomwood is responsible for the following:

#### Ensuring Safe and Adequate Plant and Equipment

Broomwood will ensure that all plant and equipment is regularly inspected and maintained, in accordance with a maintenance schedule. All repairs will be carried out at the earliest opportunity. If any plant or equipment is judged to be damaged or unsuitable for use for any reason it will be put out of action, with clear signage.

#### Safe Premises and Place of Work

Broomwood will ensure that the premises are safe, and that all hazards are removed where possible. If it is not possible to remove a hazard clear signage will be displayed advising staff, pupils, and any visitors to the premises of the nature of the hazard and the precautions that should be taken.

#### Competent and Safe fellow Employees

Broomwood will ensure that all staff receive the appropriate training so that they are competent in all their work duties. If any staff member acts in a manner that is likely to put others in danger appropriate disciplinary action will be taken.

### Safe Systems of Work

Broomwood will ensure that all processes of work are safe. If there are any hazards, Broomwood will endeavour to remove them. If that is not possible appropriate signage will be displayed advising staff, pupils and any visitors to the premises of the nature of the hazard and the precautions that should be taken.

### Responsibilities of Staff

All staff are responsible for ensuring that their actions do not cause danger to themselves or to anyone else. The primary responsibilities of the staff include the following:

#### Not to Tamper with any Equipment

Staff should not carry out any alterations to equipment which might compromise health and safety. If minor material alterations are made to the premises it is the responsibility of the person undertaking the work to ensure that health and safety equipment is replaced following work.

If a staff member sees equipment which has been tampered with, it is the staff member's responsibility to report this to the Facilities Team as soon as possible.

#### Not to Use any Equipment Without Receiving Appropriate Training

No staff member should use any equipment without having the appropriate training. The staff member is responsible for attending any training that is arranged.

Similarly, it is the duty of staff members to ensure that any pupil using equipment has been given an adequate level of training to use it safely, taking into account the student's maturity and the level of supervision available.

#### Take Reasonable Care of their own Health and Safety

Staff are expected to act responsibly and to take care of their own health and safety. This includes wearing any necessary protective clothing and not acting in a dangerous manner. All staff must take care that their actions do not endanger any other staff members, pupils or visitors to the school.

#### Use Equipment Appropriately

Whether in a classroom setting whilst supervising children or while otherwise working, staff should use equipment for the purpose for which it is provided, and no other purpose.

Similarly, for any staff member supervising pupils, it is their responsibility to ensure that the pupils are using equipment appropriately.

If any equipment is damaged or unfit for purpose in any way the staff member is required to inform their manager immediately.

### Follow appropriate systems of work

All staff should follow the systems of work that have been set following a risk assessment. There should be no deviation from these systems without prior permission from their manager.

### **Personal Protective Equipment (PPE)**

Broomwood is responsible for supplying staff with any personal protective equipment (PPE) that they need.

If a staff member does not have the appropriate PPE for a specific task, that staff member should inform their manager immediately and not perform that task until the PPE is available.

Staff members are responsible for taking care of the PPE that has been issued to them. If any PPE is damaged, a manager should be informed immediately.

Staff are required to return all PPE that has been issued on leaving the Broomwood .

### **Chemicals and Other Substances**

All chemicals and other substances that are hazardous to health must be stored and used in accordance with the manufacturers' instructions. Such materials will have a COSHH (Control of Substances Hazardous to Health Regulations 2002) label on them, and the guidance on this label must be followed in full.

### **Risk Assessments**

Risk Assessments should be carried out in line with the Broomwood Risk Assessment Policy. Risk Assessments must be read and understood by all staff and/or contractors whom it will directly affect.

### **Manual Handling and Working at Heights**

All staff who are involved in any significant lifting or carrying tasks must attend training in relation to manual handling. All staff who will regularly be working at height, similarly, must attend working at height training. This training will be refreshed on a regular basis.

### **Accidents**

Although every effort will be made to ensure a safe environment it is accepted that accidents can occur.

If an accident does occur this must be reported immediately to the Director of HR and Compliance. It must also be stored in the document section of Isams..



If any of the following occur, they must be reported to the Health and Safety Executive under the RIDDOR procedures (see [www.riddor.gov.uk](http://www.riddor.gov.uk)):

- Fatal accidents
- Major injuries
- Accidents resulting in a period of absence of more than seven days
- Injuries to the public where they have to be taken to hospital.

In addition, some work-related diseases and dangerous occurrences must also be reported to the Health and Safety Executive.

Following any accident, the situation will be investigated to determine whether changes need to be made to equipment, training or systems to work so that a similar situation can be prevented in the future.

### **The Health and Safety Committee**

The Health and Safety Committee ensures that the concerns of staff can be raised at the highest level. The Committee meets every half term and is empowered to investigate staff concerns, action where necessary and to seek the approval of the Heads, Principal and Governors where necessary.

The Committee is made up of site representatives and co-opted workers. Staff should be aware of who their site representatives are in case they need to report a concern:

Little Broomwood and Broomwood Pre-Prep	<b>Rose O'Lone/ Rhian Hewlett</b>
Broomwood Girls	<b>Lara Pigott / Clare Evans Clare Richter</b>
Broomwood Boys	<b>Michael Hodge (Principal)</b>
Sudbrooke Road	<b>Deborah Kind / Suzanne Thompson / Mark Foster</b>
Cross-Site Catering	<b>Olga Kowalska</b>

### **Additional Policies, Procedures and Legal Framework**

This policy should be read alongside other school documents which address safety-related issues including the following policies:

- Risk Assessment
- Behaviour
- Child Protection and Safeguarding
- Crisis Management
- First Aid, Medicines and Medical Condition Management
- Off Site Educational Visits
- Learning Support
- Supervision of Pupils

Further Guidance can be found in the Health and Safety at Work Act (1974), Management of Health and Safety at Work Regulations (1999) and other relevant regulations