

# **Health and Safety Policy**

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**Brooke House College**

2021/22 Version

## 1 **Overview**

- 1.1 This revised version of the policy takes into account the Department for Education's 2014 guidance – '*Health and Safety: Advice on legal duties and powers for local authorities, head teachers, staff and governing bodies*'.

## 2 **The College Health and Safety Policy**

### 2.1 Contents

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### 2.2 **Associated Documents**

The following policies/procedures/information should be read/considered alongside this policy:

1. COVID-19 Risk Assessment/BSA Covid Safe Charter/ Gov.uk advice/PHE advice
2. Template for risk assessment (Attached at Appendix 1)
3. Accident and Incident Management procedures
4. Policy on the Administration of Medication and Supporting Pupils with Medical Conditions
5. Anti-Bullying Policy
6. Asbestos
7. Caretaking and Cleaning procedures
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9. Crisis/Emergencies Policy
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12. Policy on Smoking, Alcohol and the Misuse of Drugs and Substances
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14. Fire Policy
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16. Legionella bacteria risk assessments
17. Lone Workers procedures
18. Manual Handling procedures
19. Mini Buses and Use of Personal Transport procedures
20. Safeguarding Policy
21. Behaviour and Discipline Policy including the appendices on search, confiscation and the use of reasonable force.
22. Security procedures
23. Staff Consultation procedures
24. HR Processes for Return to Work meetings and monitoring stress in the workplace
25. Occupational Health arrangements
26. Student Welfare policies

- 27. Visitors, Security and Access to Grounds Policy
- 28. Procedures for reporting and recording accidents to staff, pupils and visitors, including those reportable under RIDDOR
- 29. Risk Assessment Policy for Pupil Welfare
- 30. The Staff Handbook

### 3 General

3.1 **The Board of Directors ('the employer')**, is responsible for the college's overall health and safety policy, but has delegated prime responsibility for ensuring health and safety to the Principal.

3.2 The Employer's Statement of Intent

3.2.1 The following statement has been adopted by the College's Board of Directors (the employer). It sets out the health and safety objectives for the College with the aim of ensuring best practice in the management of health and safety.

3.2.2 The Directors of Brooke House College recognise and accept their responsibilities relating to the health, safety and welfare of their employees, the students within their care and visitors to the College. The Directors will ensure that a safe working and learning environment, without risk to health, is provided and maintained and to that end will endeavour to ensure that all staff students and visitors remain safe when 'on site' at Brooke House or any of its satellite sites.

3.2.3 The Directors expect each employee, student and visitor to the College to exercise their individual responsibilities under the Health and Safety at Work Act 1974 to ensure the health and safety of themselves and others who may be affected by their acts and omissions, and to cooperate fully with the college to enable it to undertake and deliver its responsibilities successfully.

SIGNED:-

\_\_\_\_\_  
MRS J A WILLIAMS

\_\_\_\_\_  
MR G E I WILLIAMS

3.3 **The Principal** is responsible for ensuring safety. The Principal is, therefore, responsible for making and reviewing the college's health and safety policy and for the arrangements and procedures which will ensure as far as is reasonably practicable the health, safety, welfare and security of staff and pupils, and the health, safety and security of contactors and visitors to the college.

3.4 The **College Chief Operating Officer** is responsible for the interpretation and administration of the policy and procedures and will develop the local arrangements for delivering effective health and safety management, which will set out in detail the roles, responsibilities and duties of named individuals, who will co-ordinate, manage and carry out the local procedures, under:

- the overall supervision of the Principal;
- within the overall college policy; and
- the employer's statement of intent.

## 4 Aims

4.1 The college aims to ensure that so far as is reasonably practicable:

- 4.1.2 all employees are safeguarded in respect of health, safety and welfare whilst at work;
- 4.1.3 safe systems and effective procedures are in place to protect the health, safety, security and welfare of pupils, and the health, safety and security of visitors to the college, including parents, contractors' employees and members of the public affected by the work of the college;
- 4.1.4 the college meets the standards for health and safety laid down in the Education (Independent School Standards) Regulations 2014 and the National Minimum Standards for Boarding Schools 2015. That we adhere to the Government and PHE advice on COVID-19, to implement and ensure preventative measures and have comprehensive Risk Assessments in place, in line with all guidance and adopt the BSA Charter advice. That we will publish and inform staff of the additional information, guidance and adoption of the COVID-19 Annex for Child Protection and Safeguarding Policy.
- 4.1.5 arrangements are in place in the college to ensure that no work is carried out by the college or by contractors that is liable to expose employees, pupils, visitors or members of the public to hazards to health and safety unless suitable and sufficient assessments of the risk are made and necessary measures to prevent or control the risk have been put in place;
- 4.1.6 procedures are in place to enable all contractors to demonstrate that they have suitable risk assessments in place, and arrangements for securing proper health and safety of employees and anyone on the college site affected by their work;
- 4.1.7 all health, safety, security and welfare managers in the college are suitably trained;
- 4.1.8 sufficient resources are provided as far as is reasonably practicable to enable suitable and sufficient safeguards to be put in place for ensuring as far as is reasonably practicable the health and safety of anyone on the college site or outside the college if engaged in college business; and
- 4.1.9 sufficient funds are provided as far as is reasonably practicable for the appropriate training of relevant staff in health and safety systems and safeguards.

4.2 The college's objectives will be to:

- 4.2.1 have regard to **the employer's** Statement of Intent, and the provision of this policy;

- 4.2.2 establish sensible conditions and systems of work for all employees which prevent as far as is reasonably practicable any danger to health and safety (This requires that risk assessments be carried out as appropriate to enable hazards and risks to be identified which will ensure as far as is reasonably practicable that suitable and sufficient standards of safety are adopted and enforced);
- 4.2.3 ensure that all departments (and areas of management) have suitable policies and procedures in place (including procedures for making and reviewing suitable and sufficient risk assessments) to ensure the health and safety of staff, pupils and visitors in their departments;
- 4.2.4 provide comprehensive information, instruction, training and supervision, so far as is reasonably practicable, to ensure the health and safety at work of all employees and pupils;
- 4.2.5 ensure that all plant and equipment is maintained properly and that none will be used knowingly when it presents any risks to the safety of the staff, pupils or visitors or the public, and where necessary appropriate training will be given;
- 4.2.6 ensure the provision of means of access and egress which are safe and without risks to health;
- 4.2.7 ensure safe arrangements are made for the storage, handling and transport of articles and substances;
- 4.2.8 ensure that the college will have and maintain up-to-date fire safety procedures and documentation, and that all employees and pupils (and as far as is practicable visitors) are familiar with them;
- 4.2.9 develop safety awareness among all employees and pupils and to promote individual responsibility for health and safety at all levels of staff and pupils;
- 4.2.10 ensure that the health, safety and welfare of all employees, pupils and members of the public are under continuous and reasonable review by managers at all levels;
- 4.2.11 appoint a competent person to oversee the implementation of the college's health and safety policies and procedures;
- 4.2.12 ensure that the college has a Health and Safety Committee, administered by the College Chief Operating Officer, which has a clear brief in line with this policy, meets regularly, and reports regularly to the Principal;
- 4.2.13 provide sufficient funds to enable safe systems to operate and for the training of relevant staff; and
- 4.2.14 make reports as directed to the employer on the implementation of its health and safety policies and procedures.

## 5 Responsibilities

- 5.1 This policy is largely dependent upon the total co-operation of every person who works in the college. **The employer** expects all employees to co-operate in ensuring the health and safety of all staff, pupils and visitors.

**5.2 The Principal will:**

- 5.2.1 ensure that college health and safety procedures are in line with this Health and Safety policy; lead on COVID-19 advice and information
- 5.2.2 consult staff on health and safety issues, and will set up and maintain a college Health and Safety Committee under the Safety Representatives and Safety Committee Regulations 1997 and the Health and Safety (Consultation with Employees) Regulations 1996;
- 5.2.3 ensure that the appropriate Responsible Person takes into account the views and recommendations of the college Health and Safety Committee;
- 5.2.4 ensure that the College Chief Operating Officer in charge of health and safety in the college is a competent person who will act as the Health and Safety Officer(HSO) and will have responsibility for any other college health and safety managers with specific responsibilities, and ensure that they are appropriately trained;
- 5.2.5 ensure that the college meets the standards laid down in the Education (Independent School Standards) Regulations 2014 and the National Minimum Standards for Boarding Schools 2015;
- 5.2.6 ensure that there is a system across the college for appropriate risk assessments to be carried out, recorded and regularly reviewed in line with the policy;
- 5.2.7 ensure that appropriate standards of welfare are established and maintained for staff, pupils and visitors;
- 5.2.8 ensure that staff are trained in health and safety as appropriate;
- 5.2.9 ensure that adequate resources are provided to enable the Health and Safety policy to be carried out;
- 5.2.10 ensure that procedures are in place for determining and reviewing any necessary health, safety and security contracts with contractors;
- 5.2.11 ensure that a system is in place to enable contractors and persons hiring any part of the premises to be made aware of, and to conform to, the college policy and procedures;
- 5.2.12 monitor the implementation of the health and safety procedures through the college's health and safety management system, and ensure that it is used effectively in the college;
- 5.2.13 receive from the College Chief Operating Officer a termly report on the progress of the Health and Safety policies and procedures, and an Annual Status Review;
- 5.2.14 ensure that parents are kept informed on any health and safety issues; and report as required to the employer.

**5.3 College Health and Safety Committee**

- 5.3.1 The Committee will consist of at least the College Chief Operating Officer or his/her nominee, up to three other members of staff, from different categories of the workforce, appointed by the Principal and or the College Chief Operating Officer.
- 5.3.2 The Committee will meet at least three times per year and will report to the Principal.
- 5.3.3 Three members, including the College Chief Operating Officer or his/her nominee, present will form a quorum.
- 5.3.4 The Committee may determine its own Chair and proceedings, in line with any college policy on this.
- 5.3.5 The Committee may invite other appropriate members of staff (and pupils) to attend a committee meeting for specific agenda items.

5.3.6 Function of the College Health and Safety Committee

This committee will:

- take into account the Statement of Intent and the health and safety policy;
- collectively ensure adherence to the implementation, information, guidance and advice on COVID-19 prevention.
- make and review regularly specific health, safety, welfare and security arrangements;
- consider accident, incident and ill health records and statistics;
- consider reports of any internal and external inspections;
- consider risk assessment and the management of risks;
- make recommendations on health and safety training throughout the college;
- consider the efficacy of emergency procedures in the college;
- consider any changes that affect health and safety;
- receive and consider an Annual Health and Safety Status Review from the HSO and determine any necessary response;
- consider any other items raised by management or the staff representatives; and report as required to the Principal.

5.4 **The College Chief Operating Officer**

- 5.4.1 The College Chief Operating Officer will be responsible for the overall implementation of the Health and Safety Policy, and will be the college's Health and Safety Officer (HSO) or will appoint a member of staff to be the Health and Safety Officer (HSO).

The College Chief Operating Officer is responsible for:

- 5.4.2 the health, safety and welfare of staff, pupils, visitors and any other person using the premises;
- 5.4.3 ensuring safe working conditions for all of the above (staff, pupils, visitors etc);
- 5.4.4 ensuring safe working practices and procedures throughout the college, including those relating to the provision and use of machinery and other apparatus;
- 5.4.5 ensuring that staff are consulted appropriately on issues that affect them;
- 5.4.6 implementing a pupil behaviour policy that will ensure as far as is reasonably practicable the health and safety of pupils on site and when engaged in college activities off-site;
- 5.4.7 attending the meetings of the college Health and Safety Committee or appointing an appropriate senior member of the college management team to the Health and Safety Committee with delegated powers;
- 5.4.8 ensuring that recommendations of the Health and Safety Committee are taken into account;
- 5.4.9 directing that health, safety and security issues are put on the agenda of all appropriate meetings throughout the college;
- 5.4.10 ensuring that there is a suitable system in place for reporting accidents, near misses, and concerns about staff or pupil welfare;
- 5.4.11 ensuring that liaison with contractors is maintained and that regular reports are obtained;
- 5.4.12 liaising with the Principal to determine arrangements for appropriate supervision of pupils;
- 5.4.13 determining in consultation with the HSO which risk assessments should be considered exceptional and be written, taking into account the government's advice. (see section 8.5);
- 5.4.14 ensuring that the health and safety training needs of all staff and pupils are identified and appropriate training provided;
- 5.4.15 encouraging staff, pupils and others to promote Health and Safety and to suggest ways of reducing risks;
- 5.4.16 ensuring that sufficient and appropriate risk assessments are carried out and effective control measures are determined and carried out;
- 5.4.17 delegating to the relevant members of staff appropriate tasks for the day-to-day implementation of the policy;
- 5.4.18 ensuring that the health and safety management system is used effectively by relevant users;
- 5.4.19 carrying out periodic safety reviews and audits including regular inspection of the completion of system tasks; and
- 5.4.20 making termly progress reports and an annual health, safety and security Status Review and presenting it to the Principal

- 5.4.21 ensuring the welfare of staff, to include stress management is addressed and dealt with, in liaison with our external HR Consultant where necessary
- 5.4.21 ensuring that line managers receive appropriate training to conduct Return to Work meetings with staff, to support and monitor reasons for absence, paying attention to any stress related absence and escalating as necessary (see Appendix 2 – Return to Work meeting proforma)

## 5.5 **Health and Safety Officer (HSO)**

- 5.5.1 The Health and Safety Officer has the power to appoint appropriate and qualified competent persons (as defined below) to carry out specific tasks.
- 5.5.2 The HSO(s) must be suitably qualified and ‘competent persons’ (as defined below). responsible to the College Chief Operating Officer for:
  - 5.5.3 assisting the Chief Operating Officer in compiling the Annual Status Review;
  - 5.5.4 maintaining a suitable system in place for reporting accidents, near misses, and concerns about staff or pupil welfare;
  - 5.5.5 ensuring that suitable and sufficient risk assessments are carried out, and appropriate controls are implemented;
  - 5.5.6 advising the College Chief Operating Officer on which risk assessments should be written having taken into account the government’s advice (see section 6.5);
  - 5.5.7 liaising with any contractors and making reports to the College Chief Operating Officer on the progress of the contractual requirements;
  - 5.5.8 engaging external Health and Safety experts as appropriate, receiving their reports and taking any necessary action or, after suitable training, undertaking routine, regulatory checks such as PAT, Legionella etc.;
  - 5.5.9 meeting with staff Health and Safety representatives;
  - 5.5.10 advising on all Health and Safety matters (including safety of buildings, plant and equipment used and operated by the college);
  - 5.5.11 ensuring that teaching, administrative, catering, and all ancillary staff are aware of aspects of the health and safety policy that affect them;
  - 5.5.12 ensuring that contractors and persons hiring any part of the premises are aware of the college policy;
  - 5.5.13 ensuring that all necessary safety signs and notices are displayed;

- 5.5.14 ensuring that instructions relating to specific areas are displayed and known and understood by all users;
- 5.5.15 ensuring that fire risk assessments are carried out, appropriate equipment is in place and properly maintained, that regular fire drills are carried out recorded and monitored, that the required notices are in place, and that appropriate training is given to relevant staff in accordance with the college's Fire Safety Policy;
- 5.5.16 putting in place procedures for ensuring that supply and peripatetic staff, visiting sports coaches and voluntary helpers understand and implement the Health and Safety policy as appropriate; and
- 5.5.17 overseeing the efficient use of any health and safety management system to prompt and record the proper discharge of all necessary relevant tasks.
- 5.5.18 The definition of a '**Competent Person**' is the person who has responsibility as the competent person for advising the College Chief Operating Officer and other Senior Managers in the discharge of their responsibilities under the Health and Safety at Work Act 1974, The Management of Health and Safety at Work Regulations 1999 and all other health and safety legislation, and for liaising with local Health and Safety Officers and enforcement officers (such as HM Inspectors of the Health and Safety Executive and Fire Officers.)

## 5.6 **Staff with Departmental Responsibilities**

- 5.6.1 Heads of Faculty/Areas of the College, will be appropriately trained and are responsible to the Principal through the College Chief Operating Officer/HSO for the implementation and operation of the Health and Safety policy as it affects their areas of responsibility. In order to discharge this responsibility they will:
  - 5.6.2 familiarise themselves with the college's Health and Safety Policy, COVID-19 advice and information and all regulations and codes of practice relevant to the work in their areas of responsibility;
  - 5.6.3 participate as required in the work of the college Health and Safety Committee;
  - 5.6.4 use the health and safety management system to record completion of the relevant tasks;
  - 5.6.5 make and regularly review a departmental health and safety policy;
  - 5.6.6 set up and implement safe methods of work;
  - 5.6.7 ensure that the college's Pupil Behaviour policy is implemented within the Department as appropriate;
  - 5.6.8 apply effectively all relevant Health and Safety regulations, rules, policies, procedures and codes of practice;
  - 5.6.9 instruct all staff, pupils and others under their jurisdiction in safe working practices;
  - 5.6.10 carry out regular safety inspections of their areas and keep records of those inspections;

- 5.6.11 ensure that risk assessments are carried out on any relevant risk and effective measures are taken to control those risks;
- 5.6.12 ensure that all plant machinery and equipment is adequately guarded, is in good and safe working order, and that all reasonably practicable steps are taken to prevent unauthorised or improper use;
- 5.6.13 make available appropriate protective clothing and equipment, first aid and fire appliances;
- 5.6.14 ensure that all departmental staff and pupils in their areas know the emergency evacuation procedures;
- 5.6.15 ensure that toxic hazardous and highly flammable substances are correctly used stored and labelled;
- 5.6.16 provide appropriate Health and Safety information to relevant persons;
- 5.6.17 report any Health and Safety concerns to the HSO;
- 5.6.18 participate in the work of the Health and Safety Committee if required to do so; and
- 5.6.19 assist the College Chief Operating Officer/HSO in compiling an annual status review.

#### 5.7 **Maintenance Manager**

The Maintenance Manager is responsible to the HSO for:

- 5.7.1 implementing the appropriate college policies and procedures;
  - 5.7.2 maintaining an appropriate maintenance schedule and checks;
  - 5.7.3 ensuring that site staff are competent to carry out their responsibilities;
  - 5.7.4 arranging for the removal from service of any item of furniture, apparatus or equipment which has been identified as unsafe;
  - 5.7.5 taking appropriate action where necessary to prevent injury to others on the site who might otherwise be exposed to unnecessary dangers, e.g. erect barriers around open manhole covers;
  - 5.7.6 ensuring that other site and cleaning staff are adequately supervised;
  - 5.7.7 ensuring that any personal protective equipment issued to staff is suitable for the task and that training is provided in the use of the equipment;
- 5.7.8 ensuring that all site and cleaning staff work in accordance with safe working practices issued by the college.

#### 5.8 **Head Cook/Chef/Catering Manager**

- 5.8.1 The Head Cook/Catering Manager, in addition to the above, will also be responsible for:
- 5.8.2 implementing the relevant college policies;
- 5.8.3 ensuring that appropriate risk assessments are carried out and controls put in place;

- 5.8.4 applying the appropriate isolation procedures in the event of fire and emergency evacuation of kitchen and dining room areas;
- 5.8.5 supervising and training staff appropriately;
- 5.8.6 training and instructing all catering staff in the emergency procedures;
- 5.8.7 carrying out regular reviews of the procedures and informing the HSO of any issues of concern;
- 5.8.8 recording results of the monitoring and review of procedures;
- 5.8.9 ensuring that all catering staff have opportunities for raising concerns about health and safety issues;
- 5.8.10 maintaining an appropriate cleaning schedule; and
- 5.8.11 assisting with the making of the annual status review

**5.9 All members of staff have a duty to:**

- 5.9.1 take all reasonable steps to safeguard the health and safety of themselves, all other staff, pupils in their care, and any other persons who may be affected by their actions;
- 5.9.2 understand and use the college reporting systems;
- 5.9.3 take reasonable precautions in safeguarding themselves and others;
- 5.9.4 know and understand the college's and any departmental Health and Safety policies; and COVID-19 advice and information
- 5.9.5 observe all Health and Safety rules and procedures set out by the college and use all health and safety equipment provided;
- 5.9.6 participate in assessing risks and the management of identified risks;
- 5.9.7 follow all relevant codes of safe working practice and local rules;
- 5.9.8 alert the HSO or Heads of Areas/Departments as appropriate to any potential hazard noticed;
- 5.9.9 report (through the college's reporting system) all accidents, incidents or near misses that have led or may lead to illness, harm or damage;
- 5.9.10 ensure that pupils' behaviour is regulated in accordance with the college's Pupil Behaviour and Discipline Policy;
- 5.9.11 report any unsafe working practices to the HSO or College Chief Operating Officer;
- 5.9.12 report any concerns they may have about the health, safety and welfare of any pupil in their charge in line with the college's 'Safeguarding Pupils' procedures;

- 5.9.13 ensure that no person uses a prescribed dangerous machine unless fully instructed in the dangers and precautions to be observed, and have either received sufficient training in work at the machine, or are being supervised by someone with a thorough working knowledge of the machine;
- 5.9.14 ensure that no pupil is allowed to dismantle or clean a prescribed dangerous machine unless under appropriate expert supervision;
- 5.9.15 ensure that they are familiar with fire drills, fire alarm systems, means of escape and evacuation procedures. Staff should ensure that there is a fire drill notice clearly visible in the rooms in which they work;
- 5.9.16 use the health and safety management system of health and safety management where relevant;
- 5.9.17 participate in any relevant paid training; and
- 5.9.18 read this Health and Safety policy and any sub-policies agreed by the college, and sign and date the college's logbook to indicate that he/she has done so.

5.9.19 The following statement should be used:

*'I have read the college's Health and Safety policies and understand my responsibilities.'*

- 5.9.20 All staff have a right to raise Health and Safety issues of concern at any time but in particular at formal meetings in their departments. Staff also have the right to elect staff representatives to participate in the Health and safety Committee and to raise health and safety issues with the Principal and/or the College Chief Operating Officer/HSO on behalf of the staff.
- 5.9.21 All employees who are members of recognised trade unions have a right to raise any concerns with their union representatives, who may discuss these with the HSO or Principal as appropriate.
- 5.9.22 The college recognises that members of staff are not chartered or certificated risk assessors but expects all staff, in fulfilling their legal responsibilities for Health and Safety, to use their experience and knowledge as adults, and their training as teachers and support staff to make reasonable, common-sense decisions about risk assessment and control measures.
- 5.9.23 The college will follow the government's advice that all school staff should follow the health and safety procedures put in place by the employer. However, if staff feel that any procedure is inappropriate they should discuss this with the HSO in the first instance and request that it is reviewed.

## 5.10 **Advisory Board Health & Safety Representative or staff trade union representative**

- 5.10.1 Advisory Board Health and Safety Representatives have the right to:
- 5.10.2 investigate potential hazards and to examine the causes of accidents in the workplace;
- 5.10.3 investigate complaints by any employee they represent relating to that employees health and safety or welfare at work;

- 5.10.4 make representations to the Principal and the College Chief Operating Officer/HSO, as appropriate, on general matters affecting the health, safety and welfare of employees;
  - 5.10.5 participate as an elected union representative in the work of the college Health and Safety Committee;
  - 5.10.6 carry out workplace health, safety and welfare inspections;
  - 5.10.7 participate in the work of the college Health and Safety committee; and
  - 5.10.8 have paid time off to carry out their functions and to receive health and safety training.
  - 5.10.9 None of the above functions given to a health and safety representative impose any legal duty or liability whatsoever on that person. A safety representative is in no way obliged to carry out any or all of the above functions.
- 5.11 Confirmation that the policy has been read and understood.
- 5.11.1 Under arrangements made by the College Chief Operating Officer/HSO, all employees with health and safety management responsibilities will sign the college logbook to indicate that they have read and understood the policy (or an appropriate summary of the policy) and their responsibilities.
  - 5.11.2 Under arrangements made by the HSO/Chief Operating Officer, other staff without health and safety management responsibilities will sign the Departmental logbook to indicate that they have read and understood the policy and their personal responsibilities.

## 6 Consultation

### 6.1 Staff

- 6.1.1 The Principal and the College Chief Operating Officer/HSO will consult staff safety representatives of trade unions recognised by the college, and any representative elected by the staff who are not in trade unions recognised by the college.
- 6.1.2 Health and Safety will be a standing item on the agendas of **all Departments**, pastoral groups, and any formal management meetings in the college. Any points raised will be duly minuted and reported promptly to the HSO/Chief Operating Officer.

### 6.2 Pupils and Parents

- 6.2.1 Pupils also play a part in overall Health and Safety and welfare of the college and will be encouraged to discuss Health and Safety issues at the College Student Council meetings, and raise any concerns, which will be reported to the HSO.
- 6.2.2 The Principal may decide to involve pupils further in the management of health, safety, welfare and security.
- 6.2.3 Parents may also be consulted on issues that they may be expected to have views and concerns on (e.g. security; safeguarding of pupils; road safety). The Principal may determine the amount and manner of consultation.

## 7 Organisational Structure

- 7.1 **The employer** has overall responsibility for the policies and procedures in the college;
- 7.2 The **College Health and Safety Committee** will consider and make recommendations on overall health and safety issues affecting the College and will report to the Principal;
- 7.3 **The Principal** has overall responsibility for ensuring health and safety in the college and oversight of the internal management of the college policies and procedures and reporting to the **employer**;
- 7.4 **The College Chief Operating Officer/HSO** has the responsibility for interpreting the policy and the day to day management, co-ordination and implementation of the policy and for liaising with contractors, and reporting to the Principal;
- 7.5 **Heads of Areas/Faculty/Department** have responsibility for Health and Safety within their areas and for reporting to the College Chief Operating Officer/HSO;
- 7.6 Regular (at least termly) **Department and Team meetings** with reports going to the College Chief Operating Officer/HSO

## 8 Risk Assessment

- 8.1 All members of staff in charge of a departmental 'Safety Areas' are responsible for ensuring that risks are identified and appropriate assessments and control measures are made. Members of staff must be competent to carry out appropriate risk assessments. The College Chief Operating Officer/HSO is responsible for ensuring that all staff who complete risk assessments are suitably qualified and competent.
- 8.2 The college will determine its own risk assessment pro forma, which must be used by all staff. Completed assessments must be sent to the College Chief Operating Officer/HSO and retained on the health and safety management system, and made accessible to all relevant staff. Relevant staff will be provided with training on the health and safety management system.
- 8.3 Risk Assessments must be reviewed regularly and at least once a year with a view to ensuring that the control measures have been effective. COVID-19 risk assessments will continually be reviewed in accordance with the latest advice and information available.
- 8.4 The College Chief Operating Officer/HSO will ensure that suitable and sufficient risk assessments are carried out, and determine which can be done locally or at college level and which by any other outside contractors. The College Chief Operating Officer/HSO has the discretion to seek advice on appropriate delegation, and will report the reasons and response to the Principal.
- 8.5 The government advises that written risk assessments are not required for every activity. Staff should assume they only need to write down a risk assessment in exceptional circumstances. Where the College

Chief Operating Officer determines that a risk assessment must be carried out the College Chief Operating Officer/HSO will ensure that any significant findings of the assessment are written and recorded. A verdict of 'Risk assessed. No significant finding' is acceptable.

- 8.6 The government advises that some activities, especially those happening away from the college, can involve higher levels of risk. If these are annual or infrequent activities, a review of an existing assessment may be all that is needed. If it is a new activity, a specific assessment of significant risks must be carried out. The College Chief Operating Officer should ensure that the person assigned with the assessment task understands the risks and is familiar with the activity that is planned. Where a risk assessment is carried out the College Chief Operating Officer must ensure that the significant findings of the assessment are recorded.
- 8.7 Where the College Chief Operating Officer/HSO) determines that a risk assessment must be carried out the relevant Responsible Person will ensure that any significant findings of the assessment are written and recorded. A verdict of 'Risk assessed. No significant finding' is acceptable in appropriate circumstances.

## 9 **Security**

- 9.1 The college will take note of the requirements of the college's Security procedures.
- 9.2 The college's security arrangements for the relevant areas are contained in the Premises Procedures Files and are also available from the College Chief Operating Officer
- 9.2.1 The security arrangements will cover as relevant:
- COVID-19 risk and prevention
  - The site
  - The buildings
  - Notices
  - Control of visitors to the college
  - Locks and keys
  - Out-of-bounds areas
  - Dealing with trespassers
  - Security of staff and pupil property
  - Vehicles and cycles
  - Movement around the site and buildings
  - Transport and pedestrians arriving at College in the morning and leaving in the afternoon

- Responsibilities for security aspects

## 10 Health and Safety Management Arrangements

- 10.1 The college will use an appropriate system of health and safety management. All relevant staff will be trained in its use. All staff will be updated on COVID-19 advice and information
- 10.2 The HSO/Chief Operating Officer will be responsible for the health and safety management system, and will make regular reports to the Principal on the progress of the annual cycle of health and safety management.
- 10.3 Staff with health and safety responsibilities will be responsible for completing tasks assigned to them and recording completion in the health and safety management records in the manner laid down by the college.
- 10.4 The college will review individual responsibilities and ensure that there is appropriate training compliance and documentation on an ongoing basis.
- 10.5 The Principal will make arrangements to review the implementation of the management system from time to time to ensure that the system is used to ensure that the college complies with law and regulations.

## 11 Training

- 11.1 The college will provide opportunities for all employees to have access to the information, instruction, supervision and training required to enable them to discharge their responsibilities safely and work in a safe environment. (Including educational visits)
- 11.2 All employees whether permanent or temporary will undergo **Induction training** which will include the following health & safety matters:
- COVID-19 advice and information
  - Emergency Arrangements
  - Fire Drills
  - First Aid Arrangements
  - Accident Reporting
  - Good Housekeeping
  - Codes of Safe Practice and Guidance
  - Health & Safety Handbook and College Arrangements
  - Specific Hazards/Responsibilities Associated with Work Activity
  - Special Needs of pupils including pupils with disabilities

- 11.2.1 Further training needs will be considered when employees transfer or take on new responsibilities or when there is a change in the work equipment or systems of work in use.
- 11.3 The College Chief Operating Officer/HSO will identify with relevant Heads of Faculty/Department and staff the appropriate Health & Safety training needs. All Line Managers will receive training in conducting Return to Work Meetings.
- 11.3.1 Staff who feel that they have a need for health & safety training of any kind should notify the College Chief Operating Officer/HSO in writing.
- 11.4 The College Chief Operating Officer/HSO will maintain records of individual employee training to ensure that training is up to date and appropriate for the duties undertaken. Where certificates of competence are required for potentially hazardous activities (e.g. woodworking machinery, swimming etc.), Heads of Faculty/Department are responsible for:
- checking the validity of certificates;
  - arranging refresher training when necessary; and
  - keeping the College Chief Operating Officer/HSO informed.

## 12 **Measuring Performance**

- 12.1 The college will use appropriate systems to support relevant staff in carrying out their responsibilities for Health, Safety and Security in their areas.
- 12.2 The College Chief Operating Officer/HSO will ensure that the following are carried out as appropriate, using the college's management system for logging purposes:
- Regular documented audits;
  - Site inspections;
  - Review of risk assessments and the subsequent control measures;
  - Surveys by the health and safety committee;
  - Attendance at health and safety meetings;
  - Information coming out of department meetings, and how it is dealt with;
  - Results of any external reviews/investigations;
  - Regular review of accidents/incidents/near misses and use of the information and experience gained from the review;
  - A system of reviewing and developing improvement plans as identified; and

- Sharing experiences, findings and good practice inside the college.

### 13 **Status Review**

13.1 The college will, at the end of each academic year (or appropriate period), draw up a status report on each Safety Management Area covered by the college's review.

13.1.2 The review will draw off the information on the management system and will comprise:

- a statement of the number of uncompleted tasks on 31 July (or such other date as the Principal may identify);
- a review of the overall fulfilment of risk assessments and other health and safety tasks as recorded on the management system;
- a review of the overall decrease/increase in risks and reported incidents from the previous year;
- a review of the overall decrease/increase in accidents/incidents;
- any other findings in the annual audit;
- changes in the Health and Safety organisation, policy or structure;
- new processes and new technology introduced for health, safety and security;
- a reference to external influences - legislation/guidance/British standards/auditors, reports; and
- any proposals for improvements.

13.2 The College Chief Operating Officer will ensure that copies of the Status Review will go to the Principal, all staff and union representatives.

13.3 The Principal will report as required to the Board of Directors.

### 14 **Staff Involvement in the Management of Health and Safety**

14.1 All staff will receive a Summary of this policy and will be expected to read it, and to read the sections and appendices of the full policy on those arrangements that affect them in their work. The college recognises that time must be provided for this to be undertaken.

14.2 All relevant staff will be trained to use the college's management system.

14.3 The college management undertakes to keep staff informed of any changes to the policy and procedures through the Health and Safety Committee, minutes, communications with line managers, staff bulletins, staff meetings and briefings and e-mail messages.

14.4 The college undertakes to provide extra training for staff where a need is identified.

14.5 Staff will have the opportunity to contribute directly to health and safety management through departmental arrangements.

## 15 Equal Opportunities

15.1 In making, reviewing and implementing this policy the college's equal opportunities policies must be taken into account.

15.2 In particular the college will ensure that reasonable adjustments are made to the premises and facilities to enable disabled staff, pupils and visitors to use the college's facilities and curriculum as far as is reasonably practicable.

15.3 The Disability Accessibility Plan must be kept under review and implemented as appropriate, in order to ensure safe access for disabled staff, pupils and visitors.

## 16 Monitoring and Review

16.1 The **College Chief Operating Officer/HSO** is responsible for:

- monitoring the implementation of the policy;
- advising the Principal on any amendments required to the policy;
- the proper use of the college's management systems;
- the making of risk assessments;
- monitoring and auctioning the HR aspects of Health & Safety and Occupational Health
- the state of training, and
- reporting to the Principal.

16.2 **The Principal** is expected to show leadership in health and safety management.

The Principal will:

- monitor the implementation of the policy and COVID-19 advice and information;
- ensure that the college's procedures are fit for purpose;
- ensure that the college meets the standards laid down in the Education (Independent School Standards) Regulations 2014 and the National Minimum Standards for Boarding Schools 2015, and the BSA COVID Safety Charter.
- ensure that the management system is being used to ensure compliance;
- ensure that the policy is kept up-to-date;
- report monthly to the employer; and

- present an annual Status Review to the employer at a time determined by the employer.

**16.3 The Employer will:**

- receive termly reports on health and safety and security in the college from the Principal, and an Annual Status Review.
- ensure that the college maintains, monitors and reviews its Health and Safety policy, procedures and organisational arrangements; , and the BSA COVID Safety Charter.
- confirms that the college meets the standards laid down in the Education (Independent School Standards) Regulations 2014 and the National Minimum Standards for Boarding School 2015;
- reviews from time to time (and at least every two years) its Statement.

<b>Authorised by</b>	resolution of the Board of Governors
<b>Signed</b> .....	
Director	
<b>Date</b>	August 2021

**Schedule of Updates**

Date document updated	Document updated by	Summary update/comments	Location of saved file
June 2016	MCO / MB / RP	Updated as part of College review of all statutory policies – Spring 2016.	Dropbox – SMT – Policies Final

July 2020	MCO	Updated in response to ISA compliance check	Dropbox – SMT – Policies Final
July 2021	MCO	Updated in response to change of Bursar -> COO and introduction of HSO	Dropbox – SMT – Policies 2021-2022

**Schedule of Review**

<b>Date of document review</b>	<b>Reviewed by</b>	<b>Scheduled date of next review</b>
July 2017	MB	August 2018
August 2018	MB	August 2019
August 2019	MB	August 2020
August 2020	MB	January 2021
July 2021	MCO	July 2022



All control measures in place and no further action required?	Yes	No
Additional control measures outstanding?	Yes	No

Note additional control measures outstanding and action to be taken:

Date of next review (where applicable):

**RISK FORMULA**

**Risk = Severity x Probability**

Table of severity		Table of probability	
Negligible	1	Very low	1
Minor	2	Low	2
Serious	3	Possible	3
Major	4	Likely	4
Catastrophic	5	Very likely	5

Table of Risk		
1 - 4	Minimal risk (min)	Risk reduced as far as reasonably practicable
5 - 11	Low risk (L)	Low risk. Keep under review.
12 - 16	Medium risk (M)	Additional controls should be considered
17 - 25	High risk (H)	Stop the activity until control measures to reduce risk are in place

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**Appendix 2 – Brooke House College Return to Work Proforma**

**Return to Work meeting**

Date of meeting:	
Name of Staff Member:	
Name of Line Manager:	
Number of consecutive sickness absences in past 12 months:	
Number of sick days off in past 12 months:	
Recent Absence Dates – From and To (inclusive):-	

Outline of conversation:
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Action required:

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

EMPLOYEE

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

LINE MANAGER

**THIS FORM TO BE RETURNED TO THE CHIEF OPERATING OFFICER IMMEDIATELY AFTER THE MEETING HAS TAKEN PLACE.**