



Health and Safety Policy

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General Statement

In recognition of its statutory duties in accordance with the provisions of the Health and Safety at Work etc. Act 1974, Brunel College will take all reasonably practicable steps to ensure the health, safety and welfare of all staff and students whilst engaged in centre activities. In particular, the Headteacher will ensure, so far as it is reasonably practicable:

That all places under its control, where staff and students are required to work, are maintained in a condition that is safe and without risk to health and safety.

That hazards arising from the use, handling, storage and transportation of articles and substances used in the centre are adequately controlled; and, that equipment and systems of work are safe and minimise risk to health and safety. Furthermore, the centre will endeavour to provide, within the limits of its resources and local availability, adequate information, instruction, training and supervision to enable staff and students to avoid hazards and contribute positively towards their own health and safety and that of others. In addition, the centre will ensure, so far as is reasonably practicable, that the health and safety of non-employees is not adversely affected by its activities, and that the risks posed by the actions of non-employees are minimised.

The Headteacher, with the assistance of the staff, will endeavour to implement this policy. No policy is likely to be successful unless it actively involves staff themselves. For this reason, the policy will include appropriate arrangements for consultation with staff and will encourage them to identify hazards and suggest measures for improving safety performance.

Responsibilities for implementing the policy

Trustees

The responsibility for ensuring that health and safety procedures within the centre are adequate rests with the Trustees. The Trustees, with assistance from the Headteacher and staff will ensure that all necessary procedures are devised, implemented, monitored and reviewed to ensure compliance with these procedures and that they remain appropriate. In particular they will:

- make arrangements to ensure the centre has an up to date health and safety policy.
- have in place procedures to identify hazards and evaluate risk control measures.
- delegate health and safety responsibilities to some staff and ensure they are followed.
- have health and safety on the agenda at Trustee meetings as appropriate.
- ensure the Headteacher, as the Health and Safety Co-ordinator, is supported to carry out the appropriate responsibilities as detailed below.

The Trustees will provide

- a safe environment for students, staff, visitors and other users of the premises.
- equipment and systems that are safe.
- safe arrangements for transportation, storage and use of articles and substances.
- safe and healthy conditions that take account of statutory requirement and approved Codes of Practice
- adequate information, instruction, training and supervision.
- provision of all necessary safety and protective equipment.

Responsibilities of the Headteacher

The Headteacher is responsible for the day to day management of the centre and will carry out the duties of the Health and Safety Co-ordinator detailed below. In their absence the Senior Leaders will carry out these functions.

- To pursue the objectives of the Trustees and the Independent School Standards with respect to health and safety.
- To ensure health and safety is an agenda item in staff meetings.
- To ensure risk assessments are carried out and appropriate actions are taken to remove potential hazards or reduce the level of risk.
- To co-operate with accredited Safety Representatives and Safety Advisers and offer them assistance to carry out their prescribed functions.
- To receive written reports from Safety Representatives and Safety Advisers concerning possible hazards and to respond within a reasonable period of time to the points made.
- To ensure the centre is subject to health and safety inspections and records of the inspections are kept.
- To ensure that the cause of all accidents, near misses and dangerous occurrences are investigated by the Headteacher or other responsible officers, reasonable steps are taken to prevent a reoccurrence
- To ensure that materials and equipment purchased are safe and without risk when properly used and are adequately maintained.
- To ensure training needs of both new and existing staff are assessed, relevant training is provided and a record of this is kept.
- To include health and safety items, where appropriate, in the reports to Trustees.

Responsibilities of the Senior Leadership team

- To assist the Headteacher in the implementation, monitoring and development of the safety policy within the centre;
- To co-ordinate arrangements for the design and implementation of safe working practices within the centre;
- To investigate any specific health and safety problem identified within the centre and take or recommend (as appropriate) remedial action;
- To order that a method of working ceases on health and safety grounds on a temporary basis subject to further consideration by the Trustees and Headteacher;
- To assist in carrying out regular safety inspections of the centre and its activities and make recommendations on methods of resolving any problems identified;
- To carry out monthly temperature checks of all the water in the building to ensure there is not a suitable environment for legionella bacteria to thrive
- To ensure that staff with control of resources (both financial and other) give due regard to safety;
- To co-ordinate arrangements for the dissemination of information and for the instruction of employees, students and visitors on safety matters and to make recommendations on the extent to which staff are trained.

Responsibilities of Staff Towards Students

All staff are responsible for the health and safety arrangements in relation to staff, students and volunteer helpers under their supervision. In particular, they will monitor their own work activities and take all reasonable steps to:

- exercise effective supervision over all those for whom they are responsible, including students;
- be aware of and implement safe working practices and set a good example personally. Identify actual and potential hazards and introduce procedures to minimise the possibility of mishap;
- ensure that any equipment or tools used are appropriate to that use and meet accepted safety standards;
- provide written job instructions, warning notices and signs as appropriate;
- provide appropriate protective clothing and safety equipment as necessary and ensure that these are used as required;
- minimise the occasions when an individual is required to work in isolation, particularly in a hazardous situation or on a hazardous process;
- evaluate promptly and, where appropriate, take action on criticism of health and safety arrangements;
- provide the opportunity for discussion of health and safety arrangements;
- investigate any accident (or incident where personal injury could have arisen) and take appropriate corrective action;
- provide for adequate instruction, information and training in safe working methods and recommend suitable "off the job" training;
- only named personnel are authorised by the Headteacher to drive private vehicles to transport children to and from centre functions

N.B. When any member of staff considers that corrective action is necessary but that action lies outside the scope of their authority, they should refer the problem to the Headteacher.

Responsibilities of All Staff

Staff have a duty under the Health and Safety at Work Act to co-operate with the Headteacher to ensure this policy is implemented. They must use equipment in a safe manner and in accordance with the instruction issued and take all reasonable steps to ensure health and safety of those affected by their activities. The Headteacher welcomes suggestions from staff for improving health and safety within the centre.

Staff are expected to check their equipment and classroom regularly and report their findings to the Business Manager. Whenever an employee is aware of any possible deficiencies in Health and safety arrangements, it is their responsibility to draw these to the attention of the Headteacher. Please note the following:

- It must be realised that newly appointed employees could be particularly vulnerable to any risk and it must be ensured that all relevant health and safety matters are drawn to their attention at an early stage.
- Whilst it is a management responsibility to instruct all employees in safe working procedures in relation to their posts and workplaces, employees may from time to time find themselves in unfamiliar environments. In such cases, the employee concerned should be particularly alert for

hazards, and whenever possible, ensure they are accompanied by a person familiar with the environment or that they are advised of specific hazards.

- All volunteer helpers will be expected, as far as reasonably possible, to meet the same standards required of employees.

Responsibilities of Students

All students are expected, within their expertise and ability, to:

- exercise personal responsibility for the safety of themselves and their peers;
- observe standards of dress consistent with safety and/or hygiene (this would preclude unsuitable footwear), and other items considered dangerous;
- observe all the safety rules of the centre and in particular the instructions of the staff in the event of an emergency;
- use and not willfully misuse, neglect or interfere with things provided for safety purposes.

The Trustees and Headteacher will make students (and where appropriate the parents and carers) aware of these responsibilities through direct instruction, notices and the centre prospectus.

Mr Craig Noble– Headteacher has overall and final responsibility of Health & Safety		
Senior Leaders have increased responsibility of Health & Safety		
All members of BRUNEL COLLEGE Staff have a day-to-day responsibility for ensuring this policy is put into practice		
Statement of general policy	Responsibility of: Name/Title	Action/Arrangements
Prevent accidents and cases of work-related ill health by managing the health and safety risks in the workplace	All members of BRUNEL COLLEGE Staff	Daily, Weekly, Termly & Annual H&S checks carried out as per H&S compliance standards
Provide clear instructions and information, and adequate training, to ensure employees are competent to do their work	Craig Noble – Headteacher	Continuous Professional Development for all members of staff, in-line with their individual responsibilities
Engage and consult with employees on a day-to-day health and safety concerns	Craig Noble - Headteacher	Daily briefing updates H&S notice board
Implement emergency procedures – evacuation in case of fire or other significant incidents	All members of BRUNEL COLLEGE Staff	All BRUNEL COLLEGE staff and students must be aware of evacuation procedures. Fire evacuation drills should be carried out at least once per term and results recorded in the Fire Drill
Maintain safe and healthy working conditions, provide and maintain equipment, and ensure safe storage/use of substances	All members of BRUNEL COLLEGE Staff	Log Book Adhere to general H&S regulations Food hygiene regulations PAT of all electrical equipment COSHH stored according to H&S regulations

Signed: *(Employer)		Date:	
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Health & Safety Law poster is displayed:	Staff Area and Main Reception
Accident Report Book is held:	Staff Area
First Aid Kits are held:	Main Reception, Main Kitchen, KS3 Area, Science Classroom