



BRADFIELD COLLEGE

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HEALTH AND SAFETY POLICY STATEMENT

PART 1

It is the Policy of the Warden of St Andrews Bradfield to comply with the terms of the Health and Safety at Work etc. Act 1974 (HSAW), Regulations made under this Act, Approved Codes of Practice & Guidance.

The Warden and Council of St Andrews Bradfield will ensure that the following are carried out via the operational staff and management team of the College to:

- Protect, as reasonably practicable, the safety of students, employees, contractors, visitors, and public who might be affected by our operations;
- Provide employees with appropriate resources, information, supervision, instruction and training as is necessary to implement this policy;
- Support the development of a safe culture amongst everyone at St Andrews Bradfield;
- Establish programs and procedures that ensure all of the St Andrews Bradfield operations comply with relevant health and safety laws, regulations, guidelines and 'best practice';
- Establish procedures to record and investigate all injuries, incidents and near misses, reviewing safety in order to reduce accidents and ill health;
- Provide effective consultation and communication on health and safety;
- Reduce risks as low as reasonably practicable through sensible and effective risk assessment;
- Monitor, review and improve policies, particularly when operational or regulatory changes occur.

Employees will:

All employees are expected to:

- Take reasonable care of their own health and safety and that of others affected by their actions.
- Identify, assess and report hazards and unsafe conditions.
- Be mindful of the risks inherent in the management, care and education of children and take all reasonable steps to identify, minimize and manage those risks;
- Supervise pupils to a high standard of safety, ensuring they follow health and safety requirements and remain aware of risks and hazards during college activities, visits and trips.
- Follow all relevant health and safety policies, procedures and risk assessments.
- Seek advice where guidance is unclear and contribute to the continuous improvement of health and safety standards.

Further details of the College's health and safety arrangements can be found on the St Andrews Bradfield Health and Safety webpage.

The organisation and management arrangement that supports this policy statement are given in the safety policies published on the St Andrews Bradfield Health and Safety Webpage.

I strongly urge you to ensure that you are alert to your responsibilities and diligent in playing your part in making the and school a safe and healthy place.

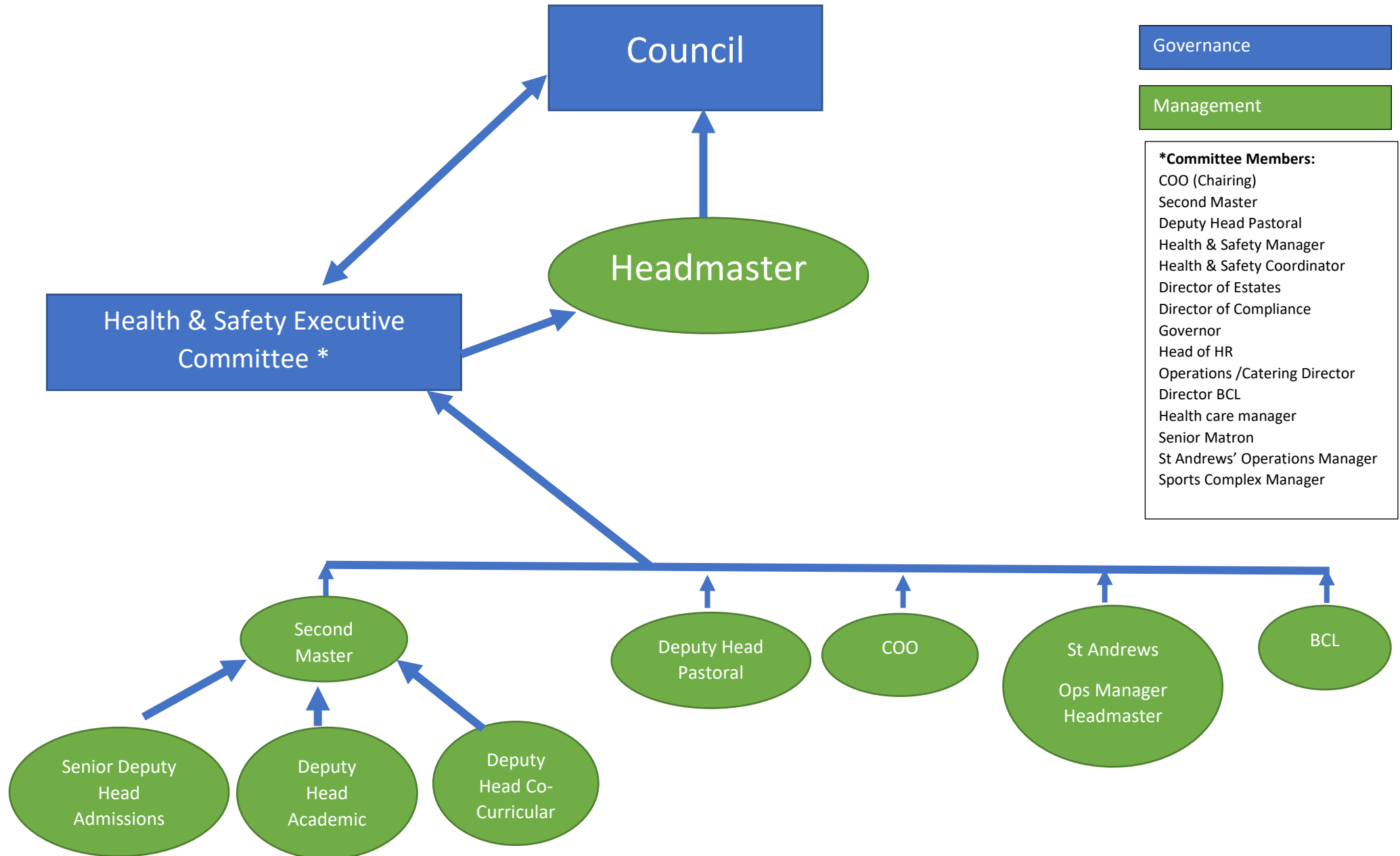
Tom Beardmore Gray is the Warden for and on behalf of St Andrews Bradfield Council

Signed 

Toby Hornett, Council Member, with responsibility for reporting on health and safety.

Signed  (September 2026)

Organisational Structure of Health and Safety's Governance and Management



Part 2 ORGANISATION AND RESPONSIBILITIES

Policy Key Points:

- The organisation commits to complying with health & safety legislation, protecting pupils, staff, contractors, visitors and ensuring safe working environments across all activities.
- Clear responsibilities are assigned at every level — from the Warden & Council to operational managers, teaching staff, support teams and contractors — to implement, monitor and improve safety standards.
- Comprehensive systems are in place for risk assessments, incident reporting, investigations, audits, inspections, and maintaining compliance with statutory requirements (e.g., RIDDOR, fire safety, asbestos, electrical safety, Legionella, hazardous substances).
- Staff receive appropriate training, supervision, consultation opportunities, and communication of safety information, with specialist training where required (e.g., first aid, safeguarding, manual handling, DSE, food safety).
- Detailed arrangements exist for managing operational risks such as fire, contractors, educational visits, lone working, manual handling, PPE, work at height, machinery, medical care, vehicles, and emergency planning.
- The policy emphasises continual improvement through regular review, monitoring, audits, strategic planning, and fostering a culture of safety awareness and responsibility across all departments.

INTRODUCTION

This document confirms the responsibilities for the implementation of the Health and Safety Policy of St Andrews Bradfield. The Council of St Andrews Bradfield have collective responsibility for health and safety within St Andrews Bradfield, including Bradfield College and St Andrew's School. The Council Member with specific responsibility for reporting to the Council on health and safety matters is Toby Hornett.

MANAGEMENT OF HEALTH AND SAFETY

St Andrews Bradfield has developed Health and Safety Management Systems to ensure high health and safety standards are achieved whilst meeting the educational, community and commercial needs of the Pupils attending both Schools. Details of the organisation and responsibilities are contained within this section and cover the following:

- The responsibilities of all staff;
- The responsibilities of the Group bodies or committees, including the Council, the Health and Safety Executive Committee;
- The responsibility of individuals, including various levels of management.

By assessing items of the Health and Safety Management System on a regular basis and acknowledging the status of each item, the Group will ensure momentum is maintained and continuous improvement sought.

STRATEGIC HEALTH AND SAFETY MANAGEMENT PLAN

St Andrews Bradfield is required to prepare a Strategic Health and Safety Management Plan for the management and implementation of health and safety compliance. These plans incorporate all strategic recommendations from annual audits as well as all relevant data from specific departmental inspections. It also includes the actions arising from key risk assessments, incident investigations and changes to operating procedures.

The plans identify:

- The recommendations with priorities;
- The proposed action and the person assigned to implement the action;
- Proposed completion dates.

The plans are updated when recommendations are implemented and are reviewed regularly by the Bradfield College Health and Safety and Security Manager and the Estates Bursar at St Andrews School. The Health and Safety

Executive Committee will ensure that recommendations are progressed and to amend the actions and timescales where appropriate.

ORGANISATION

The organisational arrangements for managing health and safety are described in the following pages of this document. A flow diagram showing responsibility for health and safety management precedes this section.

RESPONSIBILITIES OF ALL STAFF

All employees have a legal duty to look after their own health and safety and that of others who may be affected by their acts or omissions. They also have legal duties to co-operate with St Andrews Bradfield as their employer to enable compliance with any imposed duties and to properly use anything provided in the interests of health, safety, and welfare.

All employees have the following specific duties:

- To read and understand the Group Health and Safety Policy and comply with the prescribed arrangements and objectives;
- To read and understand the specific health and safety requirements for the areas where they undertake their work;
- To take reasonable care of their own safety and the safety of others;
- Not to interfere with or misuse, intentionally or recklessly, anything provided in the interests of safety;
- To co-operate with management to ensure compliance with health and safety legislation and best practice;
- To use any machinery, equipment, substances, vehicles or safety devices in accordance with any training in the use of the equipment and instructions;
- To report all accidents and incidents, hazards, dangerous occurrences and damage to plant, equipment etc., which they consider to be a serious and immediate danger to health and safety to their Line Manager or the Health, Safety and Security Manager;
- To use the necessary protective clothing and equipment;
- To observe and follow all safe working practices;
- To be actively involved in the employee consultation process.

DUTIES OF THE WARDEN AND COUNCIL

The Warden and Council have collective responsibility for health and safety within St Andrews Bradfield. They will monitor the effectiveness of the implementation of the Health and Safety Policy and the Health and Safety Management System and will direct that it should be revised as and when necessary. The Warden and Council have important roles in providing health and safety leadership within St Andrews Bradfield and will ensure all decisions reflect the commitment to provide a safe environment for all and will seek the active participation of employees and pupils in improving health and safety.

The aims of the Warden and Council are to:

- Prevent accidents and ill-health arising from any of the St Andrew's Bradfield activities, so far as is reasonably practicable;
- Carry out an annual review of the Health and Safety Policy, to ensure compliance with all relevant health and safety legislation and its suitability;
- Ensure a safe environment is provided for all users of premises;
- Actively promote and be fully involved in continuously improving health and safety.

In particular, the Warden and Council will ensure so far as is reasonably practicable that:

- Sufficient and appropriate financial and other necessary resources are made available to meet health, safety and welfare requirements;
- Health and safety is duly considered when making senior management appointments;

- A Council member is appointed with specific responsibility for reporting to them on health and safety;
- Health and safety will receive as much attention and strategic importance as any other aspect of the Group's management;
- The Senior Management Team are aware of their role and responsibilities in the effective management of health and safety and in providing leadership in their respective environments;
- The Senior Management Team have suitable training and instruction to enable them to take immediate action to prevent breaches in health and safety;
- Arrangements are in place to ensure employees are given adequate information, instruction, training, and supervision to allow them to carry out their tasks safely.

RESPONSIBILITIES OF GROUP COMMITTEES

HEALTH and SAFETY EXECUTIVE COMMITTEE

This Committee comprises the Chief Operating Officer (Chair), the Second Master, the Director of Compliance, the Deputy Head (Pastoral), the Health, Safety and Security Manager, the Estates Director, the Head of Human resources, The BCL Director, the Bradfield Operations Director, the Health Care Manager, Senior Matron, the Operations Manager (St Andrew's School) and the Headmaster (St Andrew's School). The Committee will meet monthly or more frequently if required.

The duties of the Committee include:

- Overseeing the implementation of all safety policies and assessing their performance in controlling risks so far as is reasonably practicable;
- Assessing and leading the development of the safety culture of the organisation, encouraging in particular an understanding of the importance of health and safety and personal responsibility;
- Agreeing priorities, plus responsibilities, timescales and resources required for the development of the Management System in order to comply with legislation and the promotion of best practice throughout the organisation;
- Directing and co-ordinating developments and revisions to the Health and Safety Management System;
- Overseeing, guiding and supporting the work of the Bradfield College Health, Safety and Security Manager and St Andrews Estates Bursar;
- Identifying matters that should be discussed at the Estates Committee, Group Health and Safety Committee and following up on the outcomes from those committee discussions.

HEALTH AND SAFETY WITHIN EACH OPERATIONAL SCHOOL

Bradfield College and St Andrew's School will ensure health and safety is managed effectively within their respective environments. All activities, locations and facilities will be subject to departmental specific risk assessments in order to identify hazards and confirm control measures needed to manage and minimise risk. Risk registers will be prepared in order to highlight risk levels within each respective environment and regular reporting will be made to the respective committee to confirm how risks are being managed and reduced.

The Health and Safety Executive Committee will appoint resource to increase impetus wherever this may be required.

HEALTH AND SAFETY WITHIN DEPARTMENTS

Each Department will hold regular meetings throughout the academic year, led by the respective Head of Department. The Bradfield Health, Safety and Security Manager is available to attend meetings with each Bradfield department throughout the year to discuss relevant health and safety topics.

Where health and safety issues require discussion across several departments or disciplines, the Health and Safety Executive Committee will appoint a discussion group to undertake the necessary discussions and to report back to the Committee as appropriate.

INDIVIDUAL RESPONSIBILITIES

GOVERNOR RESPONSIBLE FOR REPORTING ON HEALTH AND SAFETY

The Appointed Council Member responsible for reporting directly to the Council of St Andrews Bradfield on health and safety is Toby Hornett. The responsibilities of the Governor responsible for reporting on health and safety on behalf of the Council include, so far as is reasonably practicable, the following:

- Seeking to ensure that health and safety is given priority and importance by the Council in its deliberations;
- Consulting with the Headmaster and Chief Operating Officer; and the St Andrews Estates Bursar.
- Attending the St Andrews Bradfield Health and Safety Committee and seeking to ensure the Committee is working effectively to fulfil its responsibilities;
- Receiving copies of all RIDDOR and major incidents and accident reports and monitoring that appropriate action has been taken by the Group;
- Monitoring the St Andrew's Bradfield Health and Safety Management System to ensure it is operating effectively and as described.

BOARD OF GOVERNORS

The Board of Governors, comprising the Headmaster and the College directors has a strategic role in the running of the College including the management of health and safety.

The Board of Governors will ensure that:

- They provide a lead in developing a positive health and safety culture throughout Bradfield St Andrews
- Any decisions reflect its health and safety intentions
- Adequate resources are available for the implementation of health and safety
- An effective management structure for the implementation of health and safety is established
- They will promote the active participation of employees in improving health and safety performance
- They review the health and safety performance of the College annually and support safety improvements for the following year
- Standards of health and safety are set across all areas
- A health and safety plan of continuous improvement is created and monitored for progress
- A risk management programme is developed and implemented across the College
- Senior management are competent to fulfil their health and safety responsibilities and that effective training programmes have been put into place
- A system of communication and consultation with employees is established via the health and safety executive committee
- Matters raised by the health and safety executive committee are considered for action
- Monitoring systems are in place to monitor the effectiveness of the schools risk control
- Health and safety policies and procedures are reviewed in light of the results of internal and external audits
- Actions required by enforcing authorities are programmed and included within health and safety plans to ensure legal compliance.
- Reviewing any major/ serious accidents or incident within the Group.
- Receiving reports from and making enquiry from senior managers, including the St Andrews Bradfield Designated safeguarding lead, to ensure the groups child protection obligations are being satisfied.
- Receiving reports from the Bradfield College Health, safety and Security Manager or St Andrews Estates Bursar.
- Receiving the annual audit report from the external Health and Safety Adviser.
- Responsibility for overseeing investigations into potential instances of concern and seeking professional advice as considered necessary.
- Review annually the Health and Safety Policy and recommend the policy to the Warden for approval and signature.
- Review the groups Health and Safety priorities and monitoring progress of the strategic Health and Safety Management plan.

HEAD of BRADFIELD COLLEGE and Headmaster St ANDREWS SCHOOL

The Head are appointed by the Warden and Council as having oversight for health and safety in all academic, pastoral and co-curricular elements of their respective teaching environments and will work closely with the Chief Operating Officer to seek to ensure the successful day-to-day management of health and safety.

The Head responsibilities include, so far as is reasonably practicable:

- Reading, understanding and complying with the Health and Safety Policy and associated procedures.
- Providing visible and effective leadership that promotes a positive health and safety culture throughout their respective schools.
- Maintaining a proactive and continuing focus on health and safety matters.
- Consulting and working closely with their respective Deputy Head (Pastoral), Designated Safeguarding Lead and other relevant colleagues on matters affecting pupil and staff welfare.
- Ensuring that staff understand and discharge their health and safety responsibilities.
- Ensuring appropriate cooperation from all staff in the implementation of this Policy and related procedures.
- Ensuring that proposed changes to the curriculum, pastoral arrangements, educational visits, co-curricular activities or systems of work are assessed for any health and safety implications.
- Reporting significant health and safety concerns, incidents and emerging risks to the Chief Operating Officer in a timely manner.
- Monitoring health and safety performance within their respective schools and taking appropriate action where standards are not met.

CHIEF OPERATING OFFICER

The Chief Operating Officer has been assigned by the Board of Governors to have executive responsibility to oversee health and safety management on a day-to-day basis, reporting directly to the Governor responsible for reporting on health and safety to the Council. The Chief Operating Officer (COO) takes responsibility for ensuring adequate resources are made available to ensure the College is compliant with all current and applicable Health and Safety legislation.

The Chief Operating Officer responsibilities include so far as is reasonably practicable:

- To read and understand the St Andrew's Bradfield Health and Safety Policy and comply with the prescribed arrangements;
- Working closely with the Head and Headmaster, Second Masters and St Andrews Operations Manager seeking to ensure risk reduction is promoted in all areas and disciplines of St Andrews Bradfield;
- Chairing the Health and Safety Executive Committee;
- As Line Manager for the Bradfield College Health, Safety and Security Manager, providing support and guidance to assist that person in fulfilling their responsibilities;
- As Line Manager for the Estates Director, supervising the operation of health and safety practices in those areas, including seeking to ensure that those managers understand and accept their responsibilities for health and safety management;
- Monitoring the effectiveness of the management system as regards to both estates and administrative work;
- Ensuring risks are properly managed to minimise the liabilities to St Andrews Bradfield;
- Seeking to ensure that the Bradfield College Health, Safety and Security Manager have the necessary competence, resources and support of other management and operational personnel;
- To ensure the responsibilities for the Bradfield College Health, Safety and Security Manager are fully understood and implemented;
- Seeking to ensure that health and safety responsibilities are clearly defined and allocated to the appropriate levels within St Andrews Bradfield;

- As a Director of BCL, liaising with the Commercial Director with respect to health and safety implications for external hirers to ensure sufficient knowledge of St Andrews Bradfield safety systems is communicated with all concerned;
- Seeking to ensure in conjunction with the Bradfield College Health, Safety and Security Manager that the Health and Safety Policies are reviewed and updated on a regular basis, and that the document is available to employees;
- Ensuring health and safety is discussed by the Estates Committee at every meeting;
- Seeking to ensure employees are adequately trained and experienced to carry out their Health and Safety responsibilities;
- Ensuring liabilities are adequately covered by both Public and Employers Liability Insurance;
- To inform the Warden and Council before any significant hazards are introduced or when significant hazards are identified;
- Approving draft safety policy documents as produced by the Bradfield College Health and Safety and Security Manager.
- Responsible for overseeing the management, implementation, and periodic review of the Company's Transport Policy, ensuring compliance with legal requirements and promoting the safe use of vehicles for company business.
- Responsible for overseeing and Supporting the St Andrews Bradfield Allergen Policy. Supporting the School Allergen lead to ensure that effective allergen management procedures are in place, communicated, and followed. Monitoring compliance, communication and arrangements to ensure allergen risks are effectively controlled.

HEALTH, SAFETY AND SECURITY MANAGER

The Bradfield College Health, Safety and Security Manager reports to the Chief Operating Officer but also has direct access to the College Executive Leadership and Governors.

The main responsibilities include:

- To read and understand the Health and Safety Policy and comply with the prescribed arrangements;
- Being the Bradfield Colleges 'Competent Person' for specified areas of health and safety management and ensuring that suitable 'competent persons' are in place for other areas as necessary;
- Advising and supporting the Governor responsible for reporting on health and safety, the Chief Operating Officer, the Head, the Second Master, the Estates Director and other senior managers to assist them in fulfilling their responsibilities for health and safety management; -
- Communicating the importance of health and safety, generating support for the health and safety agenda and reinforcing positive behaviour amongst staff, pupils and contractors;
- Assessing and further strengthening the safety culture within the College and promoting the continuous improvement of practices in a proactive manner;
- Reviewing (independently or in conjunction with the Second Master), monitoring and reporting on accidents, near misses and damage to the College property and investigating accordingly;
- Seeking to ensure that the people responsible for health and safety duties are clearly identified in a coordinated manner and that staff understand their responsibilities;
- Identifying training needs, developing a health and safety training plan and, in co-operation with the Head of HR, arranging delivery mechanisms to seek to ensure that all employees, receive adequate information, instruction, training and supporting communications;
- Advising departments with management arrangements, risk controls and workplace precautions which are practical, effective and proportionate to the needs, hazards and risks of the College;

- Ensuring the College Health and Safety Policy is kept up to date on the intranet and monitoring the maintenance department records of compliance/testing are kept up-to-date and are available for inspection as required;
- Supporting departments to ensure that risk assessments are reviewed on an appropriate basis;
- Implementing and operating the system for the approval of contractors;
- Seeking to ensure that the College is kept up to date with new legislation, related HSE guidance and any other developments that affect the Colleges management of health and safety;
- Providing competent guidance and advice to management and staff on all health and safety matters;
- Monitoring compliance with current legislation and best practice, plus assessing how effectively risks are being controlled, through the development and operation of active and reactive monitoring systems;
- Working with the Chief Operating Officer to use the results of audits and monitoring systems to review performance and contribute to decisions about actions necessary to remedy deficiencies;
- Advising the Management Team and the Estates Bursar at St Andrew's School on safety standards;
- Ensuring the Strategic Health and Safety Management Plan is regularly updated as a 'live document' on a regular basis, agreeing priorities with the Executive Health and Safety Committee and both driving and monitoring progress in the completion of actions;
- Assisting the Chief Operating Officer in assessing the effectiveness of the current Health and Safety Policy by reporting the outcomes from proactive monitoring and supervising the 'close out' of identified issues;
- Assisting the Chief Operating Officer in reactive monitoring by investigating significant accidents and incidents as requested;
- Leading regular discussions amongst Security teams regarding potential health and safety issues and resolving or reporting matters as appropriate;
- Management of the Asbestos Policy, with delegated responsibilities to other competent persons.

The Health, Safety and Security Manager will be a member the Health and Safety Executive Committee and may also be invited to the Operations Committee.

SECOND MASTER

The Second Master will be responsible to the Head for the implementation of the Health and Safety Policy relating to academic and pastoral activities, which includes:

- To read and understand the Health and Safety Policy and comply with the prescribed arrangements;
- Being an active member of the Health and Safety Executive Committee;
- Monitoring the effectiveness of the Safety Management Systems in relation to academic, pastoral and co-curricular activities and reporting to the Head as appropriate;
- Consulting with the Chief Operating Officer and the Bradfield College Health and Safety and Security Manager;
- Recommending changes as appropriate in the Health and Safety Policy and Procedures;
- Seeking to ensure the co-operation of all academic and pastoral staff at all levels in regard to the management system;
- Seeking to ensure that all Heads of Department, Housemasters/Housemistresses (HsMs) and all Matrons understand their responsibilities and are given both the time and the encouragement to pursue them;
- Seeking to ensure that all activities, both educational and co-curricular, are carried out safely using the processes in the management system, especially including the pro-active use of risk assessments.

DEPUTY HEAD – PASTORAL (Bradfield College)

The Deputy Head – Pastoral is responsible to the Bradfield Headmaster for the implementation of the Health and Safety Policy relating to academic and pastoral activities, which includes:

- To read and understand the St Andrews Bradfield Health and Safety Policy and comply with the prescribed arrangements;
- Monitoring the effectiveness of the Health and Safety Management Systems in relation to pastoral activities and reporting to the Head as appropriate;
- Consulting with the Chief Operating Officer and the Health, Safety and Security Manager;
- Recommending changes as appropriate in the Health and Safety Policy and Procedures relating to pastoral matters;
- Leading the Group's implementation of safeguarding requirements;
- Working closely with the Director of Compliance to ensure the National Minimum Standards are successfully implemented throughout St Andrews Bradfield;
- As Line Manager for the HsMs, ensuring health and safety issues are regularly discussed at every HSM meeting, considered and actioned to maintain high standards of accommodation for pupils;
- Working closely with Senior Matron to identify issues of welfare on an ongoing basis and to ensure appropriate levels of support are given;
- To work with HsMs, Matrons, Senior Nurse and Senior Matron, and the Health, Safety and Security Manager to ensure a healthy, safe and secure environment is created and maintained in all areas;
- Seeking to ensure that all HsMs understand their responsibilities and are given both the time and the encouragement to pursue them;
- Seeking to ensure that all activities within Boarding Houses are carried out safely using the processes in the management system, especially including the pro-active use of risk assessments.
- Ensure that all Housemasters/Housemistresses (HsMs) and all Matrons understand their medical/medication care responsibilities and support their education as required.
- **CLE Allergen lead.** Overseeing the St Andrews Bradfield Allergen Policy. Supporting the School Allergen lead to ensure that effective allergen management procedures are in place, communicated, and followed. Monitoring compliance, communication and arrangements to ensure allergen risks are effectively controlled.

ASSISTANT HEAD SAFEGUARDING (Bradfield College)

The Assistant Head Safeguarding is responsible to the Bradfield Headmaster for the implementation of the Health and Safety Policy relating to Safeguarding, which includes:

- To read and understand the St Andrews Bradfield Health and Safety Policy and comply with the prescribed arrangements;
- Monitoring the effectiveness of the Health and Safety Management System in relation to safeguarding and reporting to the Head as appropriate;
- Consulting with the Chief Operating Officer and the Health, Safety and Security Manager;
- Recommending changes as appropriate in the Health and Safety Policy and Procedures relating to safeguarding matters;
- Leading the Group's implementation of safeguarding requirements;
- Ensuring that all staff, volunteers and contractors receive Safeguarding training at the earliest opportunity after the commencement of employment;
- Ensure that all staff understand their safeguarding responsibilities and are given both the time and the encouragement to pursue them;

DEPUTY HEAD - ACADEMIC (Bradfield College)

The Deputy Head - Academic is responsible to the Head for the implementation of the Health and Safety Policy relating to academic activities, which includes:

- To read and understand the St Andrews Bradfield Health and Safety Policy and comply with the prescribed arrangements;
- Monitoring the effectiveness of the Safety Management Systems in relation to academic activities and reporting to the Head as appropriate;
- Consulting with the Chief Operating Officer and the Health, Safety and Security Manager;
- Recommending changes as appropriate in the Health and Safety Policy and Procedures;
- Seeking to ensure the co-operation of all academic staff at all levels in regard to the management system;
- Completing an annual review of health and safety in each of the Departments.
- Seeking to ensure that all Heads of Department and all Academic Staff understand their responsibilities and are given both the time and the encouragement to pursue them;
- Seeking to ensure that all activities, both educational and co-curricular, are carried out safely using the processes in the management system, especially including the pro-active use of risk assessments.

DEPUTY HEAD - CO-CURRICULAR (Bradfield College)

The Deputy Head - Co-Curricular has responsibility for the health and safety arrangements for activities, reporting directly to the Head regarding health and safety matters.

The duties of the Deputy Head – Co-Curricular include:

- To read and understand the St Andrews Bradfield Health and Safety Policy and comply with the prescribed arrangements;
- Monitoring the effectiveness of the Safety Management Systems in relation to co-curricular activities and reporting to the Head as appropriate;
- Actively promoting hazard awareness and safe working practices;
- Reviewing risk assessments for co-curricular events when required or annually as a minimum;
- Seeking to ensure that supervisory staff understand their responsibilities for health and safety;
- Supervising the activities of staff and pupils to ensure they are complying with St Andrew's Bradfield policies and safe working practices and monitoring the operation of control measures for activities.

CAPITAL PROJECTS MANAGER (Bradfield College)

The Capital Projects Manager will take an active and visible role in health and safety management and the continuous improvement of health and safety standards within buildings as they are constructed, redeveloped and refurbished.

Reporting directly to the Chief Operating Officer, responsibilities include:

- To read and understand the St Andrews Bradfield Health and Safety Policy and comply with the prescribed arrangements;
- Appointing and liaising with the Principal Designer (internal or external) on major capital projects;
- To contribute to the general compliance of the Estate by ensuring all projects are adequately planned, managed and supervised taking into account all necessary health and safety considerations;
- Attend the Estates Committee meetings.

DIRECTOR OF COMPLIANCE (Bradfield College)

The Director of Compliance is responsible to the Head for monitoring and evaluating implementation of the Group's compliance with the Independent Schools Statutory Regulations (and associated Government Guidance) and with Data Protection Law. The role includes:

- Reading and understanding the St Andrews Bradfield Health and Safety Policy and checking compliance with the prescribed arrangements;
- Being a member of the Health and Safety Executive Committee;
- Monitoring the quality of documented procedures in relation to Safeguarding (ISSRs Parts 3and4) and Health, Safety and Security (ISSRs Parts 3and5), to ensure procedures and practices reflect legal compliance as a minimum;
- Consultation with the Chief Operating Officer, Health, Safety and Security Manager and Designated Safeguarding Lead;
- Ensuring that procedural changes in academic, pastoral and co-curricular activities are considered for their health, safety and child protection implications.

HOUSEMASTERS AND HOUSEMISTRESSES (Bradfield College)

HsMs have responsibility for the health and safety arrangements within their Houses, reporting directly to the Second Master. Their duties include:

- To read and understand the St Andrews Bradfield Health and Safety Policy and comply with the prescribed arrangements;
- Ensuring that House (activity) Risk assessments are regularly reviewed, and they are suitable, sufficient, and that they are available to all house staff.
- Regularly review House risk assessments when required.
- Actively promoting hazard awareness and safe working practices amongst pupils and house staff;
- Leading regular discussions amongst the house staff regarding potential health and safety issues and reporting matters as appropriate (for instance to the Second Master, Health, Safety and Security Manager, or Estates Department);
- Carrying out all necessary precautions and control measures regarding fire safety e.g. instructing pupils and house staff about alarm systems and evacuation procedures, having evacuation practices at the agreed frequency, checking that fire doors are kept closed at night and that escape routes are always unobstructed;
- Monitoring that Housekeeping and Matrons are reporting incorrect use of electrical equipment in brewers and bedsits.
- Undertaking and reviewing risk assessments, implementing suitable control measures for off-site house trips and liaising with appropriate staff to ensure that any issues are addressed;
- Assisting the Health and Safety and Security Manager in investigating and reporting on accidents and incidents;

The HsMs meet collectively on a regular basis and must discuss health and safety matters as an agenda item in those meetings

Health and safety shall be a standing agenda item at Housemaster and Housemistress meetings to ensure that risks, incidents and improvements are regularly reviewed and communicated.

SENIOR MATRON

- To read and understand the St Andrews Bradfield Health and Safety Policy and comply with the prescribed arrangements;
- Being a member of the Health and Safety Executive Committee;
- Ensure that all Matrons understand their medical/medication care responsibilities and support their education as required.

MATRONS (Bradfield College)

The Matrons have responsibility for Health and Safety concerns within their Houses and making HSMS aware of H&S issues they have reported. Their duties include:

- To read and understand the St Andrews Bradfield Health and Safety Policy and comply with the prescribed arrangements;
- Actively promoting hazard awareness and safe working practices amongst pupils and all within the house and bedrooms;
- Reporting fire safety defects that are brought to their attention, e.g. alarm panel faults/ detection, internal door, fire extinguishers.
- To check all perimeter final exit doors weekly to ensure they function.
- Reporting emergency light failures, hazards, and other safety issues to the maintenance department.
- To be responsible for the general health and well-being of those in house;
- To deal with medical emergencies and escorting pupils as needed to medical appointments;
- Attend to the wellbeing of pupils who are sick;
- Monitoring bedsits and brewers to ensure the correct use of electrical equipment;
- Follow the College Allergen Policy and support its effective implementation within the boarding house environment.

Health Care manager (Bradfield College)

- To read and understand the St Andrews Bradfield Health and Safety Policy and comply with the prescribed arrangements.
- Promote and develop a culture where medical care is delivered safely and diligently, a culture where harm/potential harm (near-miss) medical incidents are reported without blame and focus on future learning and risk mitigation, with the overall development of improved pupil safety standards.
- Report any higher medical risk/serious errors or incidents to the DH(P) as appropriate, alongside any subsequent recommendations.
- Ensure the Medical Centre procedures comply with the appropriate external safety regulations.
- Responsible person for ensuring the effective controls is in place for the safe administering of all pupil medications.
- Report any medical risk/serious errors or incidents into the Health and Safety Committee meetings as appropriate, alongside any subsequent recommendations.
- Report any medical audit findings into Audit and Risk committee as appropriate.

SENIOR NURSE (Bradfield College)

- To read and understand the St Andrews Bradfield Health and Safety Policy and comply with the prescribed arrangements.
- Ensuring the Medical Centre's medical policies and SOPs are kept up-to-date to guide safe pupil care for the practice of medical staff in the Medical Centre, and for guiding the acute decision making from the boarding house staff (matrons, HsMs, tutors).
- Work with the Compliance Nurse to regularly audit and monitor the compliance of the standard procedures and take necessary actions to remedy discrepancies/issues. Report audit findings to DH(P) as appropriate.
- Work with the Nurses to ensure the Medical Centre provides a safe, effective, caring and responsive pupil healthcare standards in-line with the most up-to-date clinical guidance, equivalent to mainstream NHS Primary care and CQC pillars.
- Establish procedures to ensure that the Medical Centre communicates Child Protection and safeguarding concerns to the relevant Pastoral leads.
- Promote and develop a culture where medical care is delivered safely and diligently, a culture where harm/potential harm (near-miss) medical incidents are reported without blame and focus on future learning and risk mitigation, with the overall development of improved pupil safety standards.
- Report any higher medical risk/serious errors or incidents to the DH(P) as appropriate, alongside any subsequent recommendations.
- Assist with developing the First Aid engagement amongst all staff on the College site, ensuring mechanisms are in place for staff to receive adequate information about local on-site equipment, and clarifying decision-making processes for any first responders. Work with the H&S Manager, HR and DH(P) to promote an enhanced awareness of department/individual staff responsibilities.
- Act in an advisory capacity to the Human Resources department and Pastoral Leads on the local management of infectious diseases or conditions that are likely to affect the welfare and safety of pupils.

COLLEGE NURSE (Bradfield College)

- To read and understand the St Andrews Bradfield Health and Safety Policy and comply with the prescribed arrangements.
- To provide a safe, effective, caring, and responsive pupil healthcare standard within the Medical Centre, alongside supporting matrons within the boarding houses.
- Offer support and medical assistance onsite in emergencies whilst awaiting a 999 response, (as feasibly able/within professional limitations) or as part of triaging the severity of accidents and emergencies, helping guide and support the First Aiders/First Responders decision making.
- Ensure all onsite cardiac automated external defibrillators (AEDs) are checked by the Medical Centre on a once per half term basis, to ensure all batteries and pads are replaced as necessary.
- Ensure that the first-aid boxes are in place and re-stocked as requested by designated departmental staff, or onsite First Aiders.
- Perform routine checks on medical equipment within the Medical Centre to ensure fit-for-purpose, safe, and maintained as required (fridges, medical instruments, call-bell alarms).
- Advise the Health & Safety and Security Manager of any occurrences where student or staff injury has occurred because of an accident/near miss at Bradfield College.
- Advise the Senior Nurse of any medical near miss incidents where harm or where potential harm could have been caused to a pupil which could have been prevented. Senior nurse, Healthcare Manager and DHP in order of availability
- Advise the Senior Nurse of the occurrence of any infectious disease/other condition likely to affect the welfare and safety of others in the organisation.

DIRECTOR OF BRADFIELD SOCIETY and DEVELOPMENT OFFICE (Bradfield College)

The Director of Development is responsible to the Head for the implementation of the Group's Health and Safety Policy when coordinating, arranging and managing events often involving visitors to the Group, including:

- Read, understand and comply with the St Andrew's Bradfield Health and Safety Policy and prescribed arrangements.
- Ensure appropriate consideration is given to health and safety risks associated with the organisation and management of events delivered within, or on behalf of, the Group.
- Ensure all Development Team staff plan, manage and deliver events in a manner that minimises health and safety risks.
- Liaise with the Health, Safety and Security Manager to ensure risks are appropriately assessed, documented and communicated to those with oversight responsibilities.
- Promote hazard awareness and safe working practices across the department.
- Undertake and regularly review risk assessments and implement suitable risk control measures and safe systems of work for all activities.
- Provide staff with appropriate information, instruction and training to ensure they understand their health and safety responsibilities.
- Supervise staff activities to ensure compliance with Group policies, safe working practices and the effective operation of departmental control measures.
- Ensure specialist contractors are only engaged after successfully completing Bradfield's contractor compliance requirements.
- Comply with Group policies and Construction (Design and Management) (CDM) requirements when working with contractors.

ESTATES DIRECTOR Bradfield College

As Director of the Estates Team encompassing St Andrews Bradfield Maintenance, Domestic, Grounds, Gardens and Greens and Site Services teams and reporting to the Chief Operating Officer, the health and safety responsibilities of this role include:

- To read and understand the St Andrews Bradfield Health and Safety Policy and comply with the prescribed arrangements;
- Actively promoting hazard awareness and safe working practices;
- Ensure the Estates department Managers at St Andrews and Bradfield College are undertaking and reviewing risk assessments and designing appropriate risk control systems (e.g. safe systems of work) for all work activities, including areas such as use of machines and work equipment, COSHH, Noise, Hand Arm Vibration, Manual Handling, Working at Height;
- Ensure Estates management and staff at Bradfield receive information, instruction and training to make sure that they understand their responsibilities for health and safety;
- Monitoring the activities of staff to seek to ensure they are complying with St Andrews Bradfield Policies and safe working practices and monitoring the operation of control measures within the department;
- Ensure the activities of contractors are planned and monitored to comply with St Andrews Bradfield Statutory requirements;
- Ensuring that regular recorded discussions are conducted within the St Andrews Bradfield Estates Team regarding potential health and safety issues and resolving or reporting matters as appropriate.

HEAD OF MAINTENANCE AND MAINTENANCE MANAGERS (Bradfield College Estates)

- To understand their Health and Safety role as outlined in the Bradfield College Maintenance Health and Safety Policy.
- To read and understand the St Andrews Bradfield Health and Safety Policy and comply with the prescribed arrangements;
- Promote a positive health and safety culture, ensuring hazard awareness and safe working practices are embedded throughout the maintenance team.
- Ensure the effective management of asbestos-related risks and compliance with asbestos management procedures.
- Ensure fire safety standards, controls, and maintenance activities are implemented and maintained across the estate.
- Maintain compliance with statutory and regulatory building safety requirements.
- Manage contractors to ensure work is completed safely, competently, and in accordance with college procedures.
- Ensure manual handling risks are assessed and controlled, and that staff receive appropriate training.
- Ensure hazardous substances are managed in accordance with COSHH requirements and safe systems of work.
- Ensure working at height activities are properly planned, risk assessed and undertaken safely.
- Monitor and manage risks associated with noise and vibration exposure.
- Supervise and monitor the safety performance of staff and contractors, taking corrective action where necessary.
- Ensure work equipment is suitable, maintained, inspected, and used safely in accordance with relevant legislation.

GROUP OPERATIONS /CATERING DIRECTOR Bradfield St Andrews

As Director of the Housekeeping and Catering Services teams and reporting to the Chief Operating Officer, the health and safety responsibilities of this role include:

- To read and understand the St Andrews Bradfield Health and Safety Policy and comply with the prescribed arrangements;
- Actively promoting hazard awareness and safe working practices;
- Ensure department managers are undertaking and reviewing risk assessments and designing appropriate risk control systems (e.g. safe systems of work) for all work activities, including areas such as use of machines and catering work equipment, COSHH, Noise, Manual Handling, Working at Height;
- Ensure staff receive information, instruction and training to make sure that they understand their responsibilities for health and safety;
- Monitoring the activities of staff to seek to ensure they are complying with Group policies and safe working practices and monitoring the operation of control measures within the department;
- Ensure the activities of contractors are planned and monitored to comply with Group and Statutory requirements;
- Leading regular discussions within the Housekeeping /Catering Team regarding potential health and safety issues and resolving or reporting matters as appropriate;
- Responsible for compliance with the following, Food Safety Act 1990, Food Standards Act 1999 and Food Information Regulations 2014. School Food Regulations 2014 & The Food Information Regulations Amendment 2021;
- Lead contact with Environmental Health Agency in matters relating to food safety and audit;
- Lead contact with the Food Standards Agency;
- Responsible for Group Food Safety Procedure and HACCP Process implementation;
- Responsibility for food safety related statutory training e.g. Food Hygiene, Allergen Awareness and Health and Safety in Catering.

HEAD OF HUMMAN RESOURCES

Reporting to the Chief Operating Officer but also working closely with the Second Master and Director of Compliance. The specific health and safety responsibilities of this role include:

- To read and understand the Bradfield College Health and Safety Policy and comply with the prescribed arrangements;
- Acting as an active member of the Health and Safety Executive Committee.
- Promoting hazard awareness and safe working practices throughout the Estates function.
- Operating the systems for undertaking 'Safer Recruiting' checks on all employees and appropriate contractors;
- In liaison with the Health, Safety and Security Manager, identifying health and safety training needs and seeking to ensure that staff receive the appropriate information, instruction and training, especially on induction;
- Maintaining the induction and company legal training database to record the provision of training and the updating of relevant qualifications.

HEADS OF ACADEMIC DEPARTMENTS

Heads of Academic Departments have overall responsibility for health and safety within their departments and report to the Deputy Head (Academic) on health and safety matters. **Key responsibilities include:**

- Reading, understanding and complying with the St Andrew's Bradfield Health and Safety Policy and prescribed arrangements, and ensuring staff and pupils follow health and safety requirements.
- Referring health and safety issues that cannot be resolved locally to the Health, Safety and Security Manager.
- Promoting hazard awareness, safe working practices and a positive health and safety culture within classrooms and departmental activities.
- Setting a positive example in health and safety matters and identifying and reporting health and safety concerns.
- Ensuring pupils, staff and visitors are aware of relevant health and safety procedures and their personal responsibilities for safety.
- Providing information, instruction and training to staff to ensure they understand and fulfil their health and safety responsibilities.
- Consulting and communicating with staff on health and safety matters, encouraging the reporting of hazards and concerns.
- Investigating safety concerns thoroughly and implementing additional control measures where necessary.
- Conducting regular departmental health and safety inspections as directed by the Deputy Head (Academic).
- Monitoring facilities and equipment and reporting faults as required.
- Ensuring staff and pupils have access to information on hazards and required precautions, with appropriate warning notices displayed where necessary.
- Supervising staff activities to ensure compliance with policies, safe working practices and departmental control measures, including keeping escape routes always clear.
- Leading regular departmental health and safety discussions, ensuring issues are resolved or escalated appropriately.
- Identifying, arranging and recording health and safety training to ensure staff remain competent to undertake their duties safely.
- Undertaking and reviewing risk assessments for teaching activities, equipment and substances in response to legislative changes and at least annually, implementing guidance from the DfE, local authorities and other relevant bodies through documented safe systems of work.

- Ensuring accidents, work-related ill health and near-miss incidents are recorded, investigated and reported to the Head of Department and/or the Health and Safety Manager.
- Ensuring equipment is maintained in a safe condition and that statutory inspections and examinations are planned, completed and recorded.
- Ensuring appropriate personal protective equipment (PPE) is provided, used and supported by suitable instruction for staff and pupils.
- Ensuring hazardous substances (if applicable to teaching role/ department) are stored, transported, handled and used safely in accordance with manufacturers' instructions and established procedures.
- Maintaining agreed safety standards, particularly in relation to housekeeping.
- Maintaining and making available all relevant safety documentation, including DfE guidance and other applicable safety information.
- Ensuring specialist departmental contractors are only engaged following completion of St Andrew's Bradfield approved contractor checks.
- Assisting the Bradfield Health, Safety and Security Manager or St Andrew's Estates Bursar with the investigation and reporting of accidents and incidents.

OTHER FUNCTIONAL MANAGERS

This section applies to managers whose responsibilities are not specifically covered elsewhere in this policy.

Their health and safety responsibilities include:

- Reading, understanding, and complying with the arrangements set out in the St Andrew's Bradfield Health and Safety Policy.
- Promoting a positive health and safety culture and encouraging safe working practices within their teams.
- Undertaking, reviewing, and maintaining suitable and sufficient risk assessments and implementing appropriate control measures and safe systems of work.
- Providing staff with appropriate information, instruction, training, and supervision to enable them to work safely.
- Monitoring staff activities to ensure compliance with college policies, procedures, and safe working practices.
- Holding regular discussions with staff regarding health and safety matters and ensuring concerns are addressed, escalated, or reported as appropriate.
- Ensuring that contractors are only engaged following completion of the College's approved contractor process and that contractor activities are managed safely.
- Complying with relevant safety arrangements when planning and managing works undertaken by contractors, including Construction (Design and Management) requirements where applicable.
- Identifying, recording, and reviewing employee training and development needs.
- Ensuring safe systems of work are implemented, communicated, and followed.
- Ensuring appropriate personal protective equipment (PPE) is provided, maintained, and used where required.
- Monitoring the condition of premises, plant, and equipment and reporting defects promptly.
- Identifying, reporting, and assisting in the resolution of health and safety concerns.
- Assisting the Health, Safety and Security Manager and/or Estates Bursar with the investigation of accidents, incidents, hazards, and near misses.
- Leading by example and demonstrating high standards of health and safety compliance and behaviour at all times.

TEACHING STAFF

Teaching Staff are responsible for ensuring that all agreed health and safety arrangements are implemented and followed within their areas of responsibility.

In addition to their normal supervisory duties, they are required to:

- Read, understand, and comply with the St Andrew's Bradfield Health and Safety Policy and associated procedures.
- Provide pupils with appropriate information, instruction, and guidance to help them identify hazards, work safely, and conduct activities in a responsible manner.
- Ensure that health and safety rules, risk assessments, and safe working procedures are followed at all times.
- Ensure that safety equipment, guards, personal protective equipment (PPE), and other control measures are used where required.
- Ensure hazardous substances are used, stored, and handled in accordance with relevant COSHH assessments and departmental procedures.
- Identify unsafe acts, conditions, or behaviours and take appropriate corrective action or report concerns where necessary.
- Maintain effective supervision of pupils and seek to ensure activities are carried out safely.
- Promote positive attitudes towards health and safety through regular engagement with pupils and colleagues.
- Identify, report, and where possible rectify health and safety concerns, hazards, near misses, accidents, and incidents.
- Recommend improvements that eliminate hazards and reduce risks to staff, pupils, and visitors.
- Support emergency procedures and ensure pupils are aware of relevant fire and emergency arrangements.
- Lead by example and demonstrate high standards of health and safety behaviour at all times.

LABORATORY AND OTHER ACADEMIC DEPARTMENT TECHNICIANS

Technicians currently operate within the Science, Design Technology, Drama, Music, and Art Departments. Reporting to their respective Heads of Department, they are responsible for implementing and maintaining the control measures necessary to support the safe delivery of teaching, learning, and departmental activities.

Their health and safety responsibilities include:

- Reading, understanding, and complying with the St Andrew's Bradfield Health and Safety Policy, departmental procedures, and relevant risk assessments.
- Ensuring that equipment, materials, apparatus, and resources provided for teaching and learning activities are safe, suitable, and maintained in an appropriate condition.
- Undertaking and reviewing COSHH assessments, maintaining Safety Data Sheets (SDS), and ensuring the safe use, storage, handling, and disposal of hazardous substances.
- Monitoring the condition and operation of departmental equipment and reporting defects or safety concerns promptly.
- Ensuring that Local Exhaust Ventilation (LEV) systems, fume cupboards, extraction systems, and other safety-critical equipment are functioning correctly and that statutory inspections and testing are completed.
- Isolating gas supplies, equipment, and services where required at the end of the teaching day or when not in use.
- Preparing practical activities, demonstrations, experiments, stage productions, and other departmental activities in a safe manner and in accordance with agreed procedures.

- Taking appropriate action on hearing the fire alarm to render experiments, processes, equipment, and services safe where it is safe and practical to do so.
- Identifying, reporting, and assisting in the resolution of health and safety concerns, hazards, near misses, accidents, and incidents.
- Supporting the implementation of departmental risk assessments and safe systems of work.
- Providing technical advice and guidance to teaching staff on the safe use of equipment, materials, and facilities within their area of expertise.
- Maintaining safe standards of housekeeping within preparation rooms, workshops, studios, stores, and other technical areas.
- Ensuring appropriate personal protective equipment (PPE) is available, maintained, and used where required.
- Promoting good health and safety practices and always leading by example.

FIRE MARSHALLS WILL:

Fire Marshals are responsible for supporting the College's fire safety arrangements and assisting with the safe evacuation of buildings during an emergency.

Their responsibilities include:

- Participating in all required Fire Marshal training and refresher training.
- Identifying and reporting fire hazards, fire safety defects, or concerns to the Estates Director, Head of Maintenance, Health, Safety and Security Manager, or St Andrew's Operations Manager, as appropriate.
- Ensuring that staff within their area are familiar with emergency procedures, assembly points, and the nearest available escape routes.
- Promoting good fire safety practices and helping to maintain clear escape routes and fire exits.
- Assisting with the safe, orderly, and timely evacuation of occupants during a fire alarm activation or emergency.
- Where trained and authorised to do so, assisting with fire evacuation checks and sweeps of designated areas.
- Assisting, where trained within the Main College, with the safe sweep of the Main College building during an evacuation.
- Reporting any concerns regarding evacuation procedures, fire safety equipment, or occupant behaviour that may affect emergency arrangements.
- Acting as a positive example by adhering to and always promoting good fire safety practices.

FIRST AIDERS

All First Aiders must hold a valid first aid qualification issued by a recognised training provider and maintain their competence through appropriate refresher training.

It is the responsibility of each First Aider to ensure that their certification remains current and that records of training and qualifications are maintained. Details of First Aiders and their locations are displayed on College notice boards and other designated information points.

First Aiders are responsible for:

- Always acting within the scope of their training and competence.
- Providing immediate first aid assistance to injured or ill persons.
- Summoning further medical assistance, including emergency services, where necessary.
- Monitoring and caring for casualties until they recover or are handed over to a healthcare professional.
- Ensuring their own safety, and the safety of others, before administering first aid.
- Recording all first aid treatment provided, including details of the injury, illness, treatment administered, and any subsequent actions taken.
- Reporting accidents, incidents, and concerns in accordance with college procedures.
- Maintaining any first aid boxes or equipment under their control, ensuring they remain adequately stocked, clean, and fit for use.
- Requesting replacement supplies promptly when stocks become depleted.
- Supporting the College's arrangements for emergency response and casualty care.

Emergency First Aiders

Emergency First Aiders provide a basic level of first aid assistance and support where a fully qualified First Aider is unavailable.

Emergency First Aiders are responsible for:

- Taking charge of an incident involving injury or illness in the absence of a qualified First Aider.
- Providing emergency first aid within the limits of their training.
- Contacting the emergency services or arranging further medical assistance where required.
- Remaining with and monitoring the casualty until further assistance arrives.
- Recording first aid treatment provided in accordance with college procedures.
- Ensuring first aid equipment remains available, clean, and appropriately stocked following use.
- Reporting accidents, incidents, hazards, and concerns in accordance with college reporting procedures.
- Promoting awareness of first aid arrangements and supporting the College's emergency preparedness arrangements.

SECURITY GUARDS (External contracted)

Security Guards are required to support the safety, security, and welfare of the St Andrew's Bradfield community and comply with all relevant College policies and procedures.

Their responsibilities include:

- Reading, understanding, and complying with the St Andrew's Bradfield Health and Safety Policy and associated arrangements.
- Maintaining the security of designated areas of the College and responding appropriately to security incidents and concerns.
- Monitoring/ operating the CCTV in accordance with College procedures and data protection requirements.
- Conducting routine patrols of the site to identify security, safety, safeguarding, fire, and maintenance concerns.
- Reporting and, where safe to do so, making hazards safe until permanent corrective action can be taken.
- Undertaking daily and weekly safety checks of security vehicles and reporting any defects or concerns promptly.
- Responding to fire alarms, intruder alarms, and emergency situations in accordance with agreed procedures.
- Assisting with emergency response arrangements, including liaising with emergency services when required.
- Monitoring contractor and visitor access outside normal operating hours.
- Reporting accidents, incidents, hazards, near misses, and security concerns through the appropriate reporting systems.
- Supporting the enforcement of College security procedures, including access control and site lockdown arrangements.
- Maintaining effective communication with the Duty Manager, Estates Team, and other key stakeholders regarding safety and security matters.
- Helping staff, pupils, visitors, and contractors where appropriate.
- Promoting a positive safety culture and leading by example in relation to health, safety, and security matters.

EXTERNAL HEALTH and SAFETY ADVISER

Health and safety advisers act in a purely advisory capacity, communicating directly with the Chief Operating Officer, Health, Safety and Security Manager and SMT as appropriate. Responsibilities include the following:

- Currently (Pearson Webb for Bradfield College)
- Currently (Culham Consultancy for St Andrews)
- Currently (Citation for Corporate)
- Upon request, carrying out an Annual Health and Safety Audit;
- Providing competent health and safety advice where requested;
- Liaising directly with the Bradfield Health, Safety and Security Manager when required;
- Ensuring St Andrews Bradfield is updated with any changes in health and safety legislation;
- Investigating incidents when requested.

STATUTORY REQUIREMENTS

Visits by Enforcing Authorities

The Health and Safety at Work Act is enforced by inspectors appointed by the HSE who have the discretion to visit the Group at any time to confirm that the regulations are being properly applied. It is Group policy that all members of staff co-operate fully with Enforcing Authority Inspectors, affording them such information as is necessary for them to carry out their duties.

Part 3 General Arrangements.

INTRODUCTION

This part of the Health and Safety Policy confirms the general arrangements for the management of health and safety on a day-to-day basis. It also provides guidance to those responsible for formulating specific instructions whether in Boarding Houses, Departments or other areas of St Andrews Bradfield. The following sections provide the information required to enable all staff to successfully implement the required health and safety standards in their respective workplace.

INFORMATION AND INSTRUCTION

Information relating to health and safety matters will be provided in all workplaces. This will include:

- Health and Safety Policy Statement
- Health and Safety Law Poster
- Employer's Liability Insurance Certificate
- Fire safety instructions
- Names of Fire Wardens and First Aiders
- Any other safety instructions relevant to that workplace.

Where a specific issue needs to be raised to all or certain members of staff, a Safety Notice will be prepared to confirm the Group's position on a matter as well as to highlight clearly any action required by those affected.

TRAINING AND COMPETENCE

All members of staff receive appropriate health and safety training to allow them to carry out their responsibilities safely and without risk. Well-trained and competent personnel who undertake work activities decrease the likelihood of accidents and injury. Training requirements for all staff are confirmed in a Training Matrix, administered by the Human Resources Department.

Training will include the following:

Induction Training	Each new member of staff will be given formal training to highlight the key risks associated with St Andrews Bradfield Operations and the need to work in a safe manner. A copy of the key information relating to health and safety will be given in the form of a handout. Additional reference will be made to various department publications including St Andrews Bradfield Standard operating procedures, HsM's Manual, Matron's Manual, Department Procedures etc., as well as general arrangements for dealing with emergencies, fire and road safety. A tour of the relevant working area for each member of staff will also be given by the Head of Department to ensure familiarity with the environment and the key hazards.
Refresher Training	Additional refresher training will be given to all staff on at least an annual basis (at the start of each academic year for Academic staff), which will reiterate the health and safety standards required and update as necessary. This type of training also includes updates due to employees who may be exposed to new or increased risks or, through changes in responsibilities, the introduction of new equipment or new work methods.
Task / Operation Specific Training	Where specific training is required in a certain task or operation, this will be arranged by the Head of department and / or Human Resources. Training of this nature can be brief, in the form of a toolbox talk or briefing on a given subject, or more in depth where hazards are more complex.
Statutory Training	In certain disciplines, the Group must comply with legislative requirements for training, including first aid and food hygiene. This will often involve members of staff attending external courses to obtain initial, refresher or other specialist training.

SUPERVISION

Whilst information, instruction and training are essential to ensure staff can deal with the risks they face in their working environment, management and supervisory staff must primarily ensure that all employees under their control have the appropriate training and experience levels to undertake their allocated tasks.

Depending on the level of risk, appropriate supervision will be given by Line Managers to ensure workers do not deviate from safe working practices.

Human Resources will maintain agreed records of staff training provided.

CONSULTATION WITH EMPLOYEES

St Andrews Bradfield is committed to involving all employees in risk management.

St Andrews Bradfield will consult with staff on:

- any changes at the workplace that may substantially affect their health and safety, for example, changes in work systems or the introduction of new technology;
- the arrangements for competent advice on health and safety matters;
- the information to be given to employees about risks to health and safety and preventative measures;
- the planning and organising of health and safety training.

St Andrews Bradfield consults directly with staff on health and safety matters through Departmental Meetings. All members of staff can raise issues through their Line Manager and all matters raised are recorded, as are all relevant actions.

RISK ASSESSMENT AND CONTROL

Management and supervisory staff are required to carry out risk assessments of work activities which pose a significant risk to health and safety to ensure hazards are eliminated or reduced so far as is reasonably practicable, by implementing appropriate control measures and safe systems of work.

All those required to undertake risk assessments will be suitably trained and competent.

Risk assessments will identify the range of hazards associated with the work activities, together with any necessary remedial action. The findings of risk assessments will be recorded and where necessary, will be used to develop method statements to ensure safe systems of work. A copy of the risk assessment will be available at the workplace and the findings will be brought to the attention of all employees affected by it. This will be undertaken by way of briefings by Heads of Department to ensure those undertaking the activity understand what they have to do and the control measures to be implemented. These briefings will be recorded for future reference.

Various risk assessments are undertaken on a regular basis, including:

- General Workplace Assessments – carried out by Heads of Department;
- Fire Risk Assessments – carried out by and external fire risk assessment consultant and for agreed areas the Health, Safety and Security Manager;
- Activity Risk Assessments – carried out by the Activity Managers for activities on Group premises;
- Event Risk Assessments – carried out by Event Managers for each event on Group premises;
- Trip and Excursion Risk Assessments – carried out by Trip Activity Leaders detailing the risks associated with each trip of excursion.

Risk controls will be undertaken using the hierarchy of controls, namely:

- Elimination of risks altogether;
- Substitution of hazardous equipment or tasks;
- Engineering Controls to reduce potential exposure to hazards;
- Providing Warnings, Signage and Barriers to prevent access to hazards;

- Personal Protective Equipment to reduce the risk of injury, as a last resort.

All risk assessments will be monitored and reviewed regularly but will be specifically reviewed after an incident, when working practices or equipment change, or when best practice or legislative requirements are amended.

INSPECTION AND AUDIT

All areas and departments of the Group will be subject to regular inspection to ensure hazards are detected and recorded and to confirm that compliance levels are acceptable.

Inspections at Bradfield College will be undertaken by the Bradfield Health, Safety and Security Manager, according to the following schedule:

- Major / Complex Academic Buildings and Departments (including Science, Design, Music and Art) - Annual
- Other Group Buildings – every 1 to 2 years

Inspections are carried out according to an agreed format to ensure any required actions are captured accurately. The reports are then circulated to the relevant Department Head and the Second Master.

Outstanding actions from recent inspections are discussed at the Health and Safety Executive Committee Meetings (held at least termly). The analysis of any trends that may be apparent are also discussed for progress to be monitored and any future policy changes discussed and agreed.

Departmental Audits are also undertaken on a regular basis, depending on the risk level. Audits will involve a full and thorough review of all procedures and operations, as well as an in-depth review of compliance levels.

An external health and safety consultant will also undertake a compliance audit of specific areas on an annual basis and will report progress directly to the Chief Operating Officer.

MANAGEMENT OF MAJOR INCIDENTS

Bradfield College has prepared a detailed Major Incident Management Plan for dealing with major incidents and emergencies. There are several events or incidents that may require the College to instigate the procedures, as these may generate many casualties or may place a significant burden on the organisations ability to deliver normal day to day services. In the event of a major incident being suspected, the Head (or other appointed Deputy) will take responsibility for initiating the Major Incident Management procedures.

Examples of major incidents that could initiate these procedures include:

- Fire on Group premises;
- Serious accident to staff or pupil(s);
- Power outage;
- Flooding;
- Serious adverse weather;
- Missing Pupil(s);
- Road traffic accident (near the College);
- Road Traffic accident on a trip or school excursion;
- Public allegations of abuse or malpractice;
- Emergency action (Lockdown of school).

Flexible plans are in place to deal with a range of situations which are likely to vary in magnitude, duration or complexity, Specialist assistance can also be sought in the event of an unusual incident, e.g., chemical spill, environmental incident, etc.

The Major Incident Management Plan involves a number of key members of staff who are drilled regularly, though tabletop exercises to ensure ongoing familiarity in dealing with an emergency situation.

INCIDENT REPORTING AND INVESTIGATION

All employees, contractors and visitors are required to report accidents resulting in injury to any person to their Line Manager. Near miss incidents, where an incident had the potential to cause harm, injury or damage should also be reported. The goal of all incident management is to allow investigation into the circumstances which may result in measures being taken to prevent a recurrence.

Accident forms can be found on the Bradfield firefly Health and Safety pages. The following incidents must be recorded:

- All accidents involving injuries;
- All incidents which, although not involving injury, could have resulted in injury;
- All near-miss.

All reportable incidents at Bradfield College will be investigated by the Health, Safety and Security Manager (or a duly appointed independent health and safety consultant if this is deemed more appropriate). The purpose of the investigation will be to ensure that protective and preventive measures are reviewed, and procedures amended or improved as required.

Senior management are required to report serious injuries, incidents or diseases occurring at or because of activities at the workplace, as required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR). The Chief Operating Officer will ensure all necessary accident notifications are made when required. All line managers are required to complete an 'Accident Follow-up Form' as soon as is practicable after an incident and to forward it to the Bradfield College Health, Safety and Security Manager or St Andrews Estates Bursar.

If the follow-up form indicates that actions are necessary to prevent a re-occurrence, then immediate arrangements will be made to initiate the necessary corrective action. This may be a physical change to buildings or facilities, or it could be a change of procedures in boarding houses, academic departments or extra-curricular activities.

The Chair of the Health and Safety Executive Committee will review accident reports, statistics and investigations at each meeting, drawing the Committee's attention to any specific issues requiring action or discussion.

HEALTH AND SAFETY RULES

These rules form part of the Health and Safety Policy and are based on legal requirements and recognised safe working practices. Compliance is a condition of employment. Failure to follow these rules may result in disciplinary action and, in some cases, prosecution under health and safety legislation. Employees are expected to act responsibly, follow management instructions, and always apply sound judgement.

General

- Co-operate with the College in meeting its health and safety responsibilities.
- Do not intentionally or recklessly interfere with anything provided for health, safety, or welfare.
- Report any unsafe act, condition, item, or situation to management.

Working Practice

- Only operate plant or equipment if trained and authorised.
- Use all guards and safety devices provided.
- Do not clean moving machinery or equipment. Do not carry out repairs or maintenance unless authorised.
- Use chemicals, substances, and liquids in accordance with instructions and procedures.
- Only smoke in designated areas.

Hazard Signs and Workplace Standards

- Comply with all safety signs, notices, and warnings.
- Use equipment and facilities provided to maintain safe working conditions.
- Keep stairways, corridors, classrooms, and work areas clean, tidy, and free from obstruction.
- Dispose of waste, scrap materials, and substances using approved methods.
- Clean spillages promptly and safely.

Personal Protective Equipment (PPE)

- Wear and use PPE as instructed.
- Store and maintain PPE correctly.
- Report any damaged, defective, unsuitable, or missing PPE to your supervisor.

Fire Safety

- Follow all fire and emergency procedures.
- Do not obstruct fire exits, escape routes, fire doors, or firefighting equipment.
- Do not misuse firefighting equipment.
- Report any use of firefighting equipment to your supervisor.

Accidents and Incidents

- Obtain first aid treatment for work-related injuries and report the incident to your supervisor.
- Ensure all accidents, injuries, and treatment are recorded appropriately.
- Report any incident resulting in damage to property or equipment.

Health

- Inform management of any medical condition or medication that may affect your safety or that of others.
- Co-operate with occupational health and medical support arrangements.

College Transport

- Complete required vehicle checks before use.
- Only drive vehicles for which you hold the appropriate licence and authorisation.
- Do not carry unauthorised passengers or loads.
- Do not use vehicles for unauthorised purposes or exceed stated load capacities.
- Do not drive or operate vehicles if affected by illness, medication, alcohol, or any condition that could impair safe operation.
- Do not use a mobile phone or other electronic device while driving.

Gross Misconduct. The following may result in a disciplinary investigation:

- Serious or wilful breaches of health and safety rules. Unauthorised removal, interference, or disabling of safety guards, devices, or systems.
- Unauthorised operation of plant, machinery, equipment, or vehicles.
- Deliberate damage to, misuse of, or interference with health, safety, or welfare provisions.
- Unauthorised removal, alteration, defacement, or misuse of safety signs, labels, or warnings.
- Horseplay, practical jokes, or other behaviour that could result in injury, damage, or unsafe conditions.
- Making false statements or interfering with evidence following an accident, incident, or dangerous occurrence.
- Misuse of tools, equipment, vehicles, electrical equipment, chemicals, hazardous substances, fixtures, or fittings.
- Deliberate failure to follow a reasonable management instruction or safe system of work.

Arrangement Summary

Risk Assessments: Risk assessments are undertaken by the following responsible persons:

Area	Responsible Person(s)
Classrooms	Health, Safety and Security Manager and relevant Head of Department
Boarding Houses	Housemaster/Housemistress (HSM)
Maintenance Activities	Estates Managers
Cleaning Activities and COSHH Assessments	Domestic Manager
Educational Visits	Deputy Head (Co-Curricular)
Fire Risk Assessments	External Fire Risk Assessor (Ventify). Compartmentation surveys are undertaken by E-Brit Fire.

Consultation with Employees:

Health and Safety Committee representatives are:

- All Heads of Department.

Committee minutes are available: In hard copy; and on the Firefly Health and Safety page.

Building, Plant and Maintenance:

The person responsible for the management of buildings, plant, and maintenance activities is the Estates Director.

Asbestos Management:

The persons responsible for asbestos management across the College are:

- Health, Safety and Security Manager; and
- Head of Estates.

The asbestos register is located on: E-Risk (Tersus) online asbestos management system.

Safe Handling and Use of Substances

(COSHH): The following individuals are responsible for identifying hazardous substances, maintaining Safety Data Sheets (SDS), and ensuring suitable COSHH assessments are in place:

Department	Responsible Person
Maintenance	Department Heads
Cleaning	Domestic Manager
Catering	Catering Manager
Academic Departments	Heads of Department

Competence, Training and Induction: Responsibility for staff induction rests with:

- Health, Safety and Security Manager; and
- Relevant Head of Department.

First Aid and Accident Reporting

First Aiders: Details of current First Aiders are displayed on noticeboards throughout the College.

First Aid Boxes: First aid boxes are located within all academic buildings and boarding houses.

Accident Reporting: The College accident reporting system can be accessed via the Firefly Health and Safety page.

RIDDOR Reporting: Responsibility for RIDDOR notifications rests with the Health, Safety and Security Manager.

Fire:

Escape Routes and Exits: Escape routes, fire exits, and final exit doors are checked regularly by House Matrons within boarding houses and by the Health and Safety /Security Team within academic buildings.

Fire Alarm Testing: Fire alarm systems are tested weekly by maintenance and the Health & Safety teams.

Fire Drills: Fire drills are organised and conducted on a termly basis by House Masters / Mistresses and the Health & Safety/Security Teams.

Educational Visit Coordination:

Overall responsibility for the coordination and approval of educational visits rests with the Deputy Head (Co-Curricular).

Contractor Safety/ Contractor Approval

- Department Heads are responsible for ensuring that contractors are approved before commencing work on site.
- Requests for contractor approval must be submitted to the Health & Safety Office, which will undertake the College's approved contractor checks and maintain the approved contractor register.

Part 3b (A-Z) General Arrangements.

1. Accident, incident and ill-health recording, reporting and investigation.

Accident, incident and ill-health recording, reporting and investigation

This policy sets out the procedures that are to be followed when any employee, pupil, visitor or contractor has an accident, near miss or dangerous occurrence on the College's premises. Employees who develop a work-related illness must also report via these procedures.

Definitions:

An **accident** is an unplanned event that causes injury to people, damage to property or a combination of both.

A **near miss** is an unplanned event that does not cause injury or damage but could do so.

A **work-related illness** is illness that is contracted by an employee through the course of work because of activities carried out by the College.

The accident report forms

All accidents resulting in personal injury must be recorded on the online firefly form. Completed accident report forms will be stored to comply with the requirements of the Data Protection Act.

Completed accident reports will be reviewed regularly by the Health and Safety manager/ H&S Executive Committee to ascertain the nature of incidents that have occurred in the College. This review will be in addition to any investigation of the circumstances surrounding each incident. All near misses must also be reported to the Head of Department/and or the H&S Manager as soon as possible so that action can be taken to investigate the causes and to prevent recurrence. Employees must ensure that they are aware of the location of the accident report forms.

Reporting requirements

Certain accidents causing injury, both fatal and non-fatal, certain occupational diseases and certain dangerous occurrences are reportable to the enforcing authority under the reporting of injuries, diseases and dangerous occurrences regulations 2013 (RIDDOR). Specified injuries including the following reportable events must be reported by the quickest means practicable, usually the telephone:

- Death,
- A specified injury to an employee as detailed in Regulation 4,
- An injury to a non-employee where that person is taken directly to hospital for treatment because of their injury,
- Any employee diagnosed by a qualified medical practitioner as suffering from a disease specified in the regulations,
- Any employee who is diagnosed with cancer caused by work-related exposure to a known carcinogen or mutagen.
- Incapacitation for work of a person for more than 7 consecutive days because of an injury caused by an accident at work must be notified within 15 working days.

To calculate whether the absence classifies as 'over 7-day':

- Exclude the day of the incident if they went home or did not return to work on the day
- Include weekends, bank holidays and weekdays (whether the person would normally work on them or not).

Example: if a person has an accident on Friday and comes back to work the following Friday, then count Saturday, Sunday, Monday and Tuesday etc. but this is still only 6 days; however, if their next day of work is the Monday it would count as 9 days and would be reportable.

Non-consensual violence

Major or over 7-day injuries to people at work arising from non-consensual violence are notifiable.

Reporting of accidents involving pupils or visitors

If a pupil or visitor has an accident this must be reported if:

- The person involved is killed or taken to hospital and,
- The accident arises out of or in connection with a work activity

Examples of 'in connection with a work activity' are:

- Work organisation – supervision of a field trip
- Plant or substances – lifts, machinery, experiments
- Condition of premises, playgrounds, play or pe equipment
- Sports activities as part of the curriculum where there is death or hospitalization
- Playground accidents due to the condition of the premises or inadequate supervision.

For further advice on RIDDOR Pearson Webb advice line. (Tel: . HSE Tel: 0345 300 9923 (Monday to Friday 8:30am to 5:00pm) Website: www.hse.gov.uk. Information on notifications to the enforcing authority must also be sent to Pearson Webb.

The completed report form should be kept with other accident records and documents on the accident investigation. Forms are kept advising the insurers of a potential claim and to present to the enforcing authority in the event of an investigation. Records are to be kept for 3 years from the date of the incident.

Investigation

All injury related accidents that are either notified to the enforcing authority or where a serious injury has occurred will be investigated:

- To ensure that all necessary information in respect of the accident or incident is collated
- To understand the sequence of events that led to the accident or incident
- To identify the unsafe acts and conditions that contributed to the cause of the accident or incident
- To identify the underlying causes that may have contributed to the accident or incident
- To ensure that effective remedial actions are taken to prevent any recurrence
- To enable a full and comprehensive report of the accident or incident to be prepared and circulated to all interested parties
- To enable all statutory requirements to be adhered to.

The investigation will include obtaining signed statements, photographs and drawings as appropriate.

2. ASBESTOS POLICY SUMMARY

St Andrews Bradfield acknowledges its responsibilities to ensure the location, type, quantity and condition of all asbestos containing materials (ACMs) are known to ensure safe management within all buildings.

St Andrews Bradfield has many buildings that were constructed or refurbished during the periods when ACMs were used commonly. All St Andrew's Bradfield buildings are subject to a Management Survey and the records of surveys retained in the online Asbestos Management Registers.

Where work is to be undertaken where disturbance of ACMs may be possible which have not been inspected as part of a survey due to being previously concealed, St Andrews Bradfield will ensure that the materials are examined and where materials are suspected of containing asbestos, or are of unknown construction, samples will be collected and tested by a UKAS accredited surveyor. Before any refurbishment or demolition work is undertaken a refurbishment or demolition survey will be undertaken to detect any potentially inaccessible asbestos before such work takes place.

The condition of all asbestos-containing materials is reviewed through ongoing vigilance of the Maintenance team and formally, on an annual basis by the appointed external Asbestos re inspection survey company.

The asbestos management register and plan are reviewed at least annually and updated when there are changes in the matters to which they relate.

The Register for Bradfield College is available by logging onto the Tersus Asbestos Portal.
The Register for St Andrew's is available by contacting the Operations Manager.

Any person whose work may disturb the ACMs is notified of the location of the materials and made aware that no work may be carried out in the immediate vicinity. Adhesive labels are applied to some materials where asbestos is known to be present and could possibly be accidentally disturbed.

Licensed work and notifiable licensed work on ACMs are only carried out by licensed contractors. The St Andrew's Bradfield internal Maintenance Staff and regular contractors have received (regular) asbestos awareness training and specific familiarisation with the ACMs in Group buildings.

Arrangements for controlling work on asbestos

Any work on, or removal of, asbestos-containing materials will be controlled to ensure that adequate precautions are taken to prevent the release of asbestos fibers. Work with asbestos and asbestos-containing materials is to be carried out by a licensed contractor (licensed by HSE) unless the work is exempted from the requirement for licensing.

Selection and control of contractors to work on asbestos-containing materials

When contractors are engaged to work on college premises, adequate steps will be taken to ensure the contractors are competent and have sufficient skills and knowledge to do the job safely and without risks to health. Only contractors licensed by HSE will be used for the removal of asbestos-containing materials, unless the work involves the removal of materials in which:

- Asbestos fibers are firmly linked in a matrix
- The exposure during the removal process is likely to be sporadic or of low intensity

Contractors hired to carry out building or allied trade work that will involve minor work with asbestos must comply with the control of asbestos regulations 2012.

Procedures for dealing with health and safety issues

Where an employee raises a health and safety problem related to work with asbestos, the College will:

- Take all necessary steps to investigate the circumstances
- Take corrective measures where appropriate
- Advise the employee of actions taken.

Where a problem arises relating to the condition of, or during work on, asbestos-containing material, The employee must inform the house matrons and security teams/estates managers and in the case of an accident or emergency, respond quickly to ensure effective treatment.

EMERGENCIES

If asbestos materials are discovered or accidentally disturbed, work in the area will cease immediately and arrangements made to make the area safe, before additional surveying, sampling and cleaning works are carried out.

TRAINING

All operatives who could reasonably be affected by ACMs as part of their daily activities will receive annual refresher training to ensure familiarity with correct procedures. All training records will be retained by the Human Resources Department.

3. COMMUNICATION AND CONSULTATION POLICY SUMMARY

The College is committed to consulting and communicating effectively with employees on health, safety and wellbeing matters, recognising their valuable role in identifying hazards and improving safety standards. Employees will be consulted on workplace changes, risk assessments, training, emergency arrangements, incidents and wellbeing initiatives through meetings, briefings, committees, surveys and other communication channels. Managers are responsible for encouraging participation, providing information, considering feedback and addressing concerns. Employees are encouraged to report hazards, incidents and suggestions for improvement. The Health and Safety Committee provides a formal forum for consultation, while regular monitoring and reviews ensure arrangements remain effective.

4. CONTROL OF CONTRACTORS POLICY SUMMARY

St Andrew's Bradfield is committed to ensuring all contractor activities are planned, coordinated, monitored and controlled to protect pupils, staff, visitors and contractors. The policy defines responsibilities for the School, Responsible Managers and contractors, requiring competence assessments, suitable risk assessments and method statements (RAMS), insurance verification, and compliance with health and safety legislation. Contractors must follow site rules, report incidents, use safe equipment and cooperate with School procedures. High-risk work is managed through permits to work, while construction projects must comply with CDM 2015 requirements. Contractor performance is monitored through inspections, audits, reviews and ongoing assessment.

St Andrews Bradfield recognises that when contractors are engaged to work on all premises, there is a clear obligation to plan, monitor and control work for the safety of everyone who could be affected by their activities. The contracting organisation also holds similar responsibilities, and it is St Andrew's Bradfield policy to work together with contractors to ensure that the workplace remains safe and without risk to health.

Some contract work will fall within the definition of 'construction work' (as defined under the Construction (Design and Management) Regulations 2015 (CDM) and as a client St Andrews Bradfield recognises the responsibilities under these regulations for:

- verifying the competence of all external contractors
- ensuring suitable management arrangements for the project including the provision of welfare facilities for use by contractors / staff
- allowing sufficient time and resources for all stages of the project
- Providing pre-construction information to designers and contractors.

PROCEDURES

When planning work to be undertaken by contractors, a single person within St Andrews Bradfield is appointed to take overall responsibility for planning and coordinating the work. This competent individual will undertake a thorough evaluation of the work required. All work carried out by contractors is monitored periodically to:

- review progress
- check quality of workmanship
- check that the workers on site are those expected and who have signed in
- identify any problems or unanticipated risks at an early stage
- check that work is restricted to the areas anticipated and not creating additional risks by spreading beyond the agreed area or involving unauthorised work
- check that method statements are being followed, that the contractors are complying with site rules and that they are generally working in a safe manner.

COMPETENCE ASSESSMENT

Contractors are selected based on technical competence, experience and suitability for the work to be done. Our assessment process involves a review of requested information from the contractor including:

- track record of experience in similar contracts
- membership of reputable trade bodies or approved contractor schemes
- legally required registrations (e.g. Gas Safe Register)
- health and safety policies and practices
- recent health and safety performance (number of accidents, etc.)
- qualifications, training and skills of their staff and manager
- selection procedures for sub-contractors
- example safety method statements and risk assessments for similar work
- supervision arrangements
- arrangements for consulting their workforce
- references from previous clients.
- Sight of the contractor's own safety policy, risk assessments, method statements, permits to work, etc as applicable
- Clarification of the responsibility for provision of first aid and fire extinguishing equipment
- Details of articles and hazardous substances intended to be brought to site, including any arrangements for safe transportation, handling, use, storage and disposal
- Details of plant and equipment to be brought onto site, including arrangements for storage, use, maintenance and inspection
- Clarification for supervision and regular communication during work including arrangements for reporting problems or stopping work in cases where there is a serious risk of personal injury
- Confirmation that all workers are suitably qualified and competent for the work (including a requirement for sight of evidence where relevant)
- Evidence showing that appropriate employers and public liability insurance is in place

Details of all contractors are retained on Bradfield Colleges computer drive, along with an approved list to ensure all staff are aware of those who are suitable to be appointed.

Clearly, it will not be necessary to go to such elaborate lengths if the contract is very short and will not create hazards of any significance. The complexity of the arrangements will be directly proportional to the risks and consequences of failure.

Similarly, we have a parallel duty to the contractor and must ensure that the contractor is not put at risk by our own activities for the duration of the contract.

We will stop contractors working immediately if their work appears unsafe. Staff should report any concerns to the estates managers immediately.

4b Construction work and the construction (design and management) regulations 2015

Where any construction work is carried out, to fulfil our legal duties as a “client” under the construction (design and management) regulations 2015 we will:

- Make suitable arrangements for the management of the project and review those arrangements throughout the project to ensure that they are still relevant
- Ensure that all duty holders that we appoint have the necessary skills, knowledge and experience to carry out their roles safely
- Appoint in writing the principal designer and principal contractor sufficiently early in the project to allow them to carry out their duties properly
- Notify the HSE in writing for projects that require it
- Ensure that relevant pre-construction information is passed to all designers and contractors
- Ensure that the principal designer and principal contractor carry out their duties
- Ensure that adequate Welfare facilities are provided for the contractors
- Ensure that no construction commences until an adequate health and safety plan and construction phase plan covering the work has been prepared
- Ensure that any health and safety file passed to us is kept securely and readily available for inspection by anyone who requires it to fulfil their legal duties, and, if we choose to dispose of the building, to pass the file to any person or company who acquires the building.
- Cooperate fully with all other duty holders and provide all relevant information and instruction promptly and Clearly.

5. CONTRACTORS ACCOMPANYING ON SITE POLICY SUMMARY

Bradfield College classifies contractors into four categories: Permanent Contractors, Regular Contractors, Contractors working within segregated site compounds, and Ad-hoc Contractors. Permanent and Regular Contractors must undergo appropriate safeguarding checks, including Enhanced DBS clearance where required, and may work unsupervised. Contractors operating solely within secure, segregated construction compounds may do so without DBS checks provided pupils cannot access the area. Ad-hoc contractors without DBS clearance must be always supervised by College staff or Permanent Contractors. All contractors must follow site access procedures, wear identification, sign in where required, and comply with safeguarding and security arrangements.

6. DESIGN TECHNOLOGY POLICY SUMMARY

This policy outlines the arrangements for maintaining a safe working environment within the Design & Technology Department. Staff must ensure that all practical activities are appropriately risk assessed, planned, supervised, and carried out in accordance with college procedures, BS 4163 guidance, and CLEAPSS recommendations. Equipment must be maintained, inspected, and used safely, with all guards and safety devices in place. Staff and pupils must receive suitable instruction and training before using tools, machinery, or hazardous materials. Practical rooms must be kept secure and well organised, with appropriate storage, housekeeping, PPE, and emergency arrangements in place. Regular monitoring, maintenance, and compliance checks help ensure the safety of staff, pupils, contractors, and visitors.

7. DISABLED AND TEMPORALILY DISABLED POLICY SUMMARY

St Andrew's Bradfield is committed to providing an inclusive environment for pupils, staff, and visitors and will make reasonable adjustments, where practicable, to support those with disabilities. The College recognises that the site's location and topography may present accessibility challenges and therefore assesses individual needs on a case-by-case basis.

Accessibility is considered in building projects, workplace risk assessments, and employment arrangements. Individual assessments and Personal Emergency Evacuation Plans (PEEPs) are implemented where required. The College undertakes a Disability Access Audit every two years to identify improvements and develop an action plan. Where employees have a temporary or permanent disability, reasonable adjustments will be considered to support their health, safety, welfare, and ability to work safely.

8. DISPLAY SCREEN EQUIPMENT POLICY SUMMARY

St Andrew's Bradfield is committed to providing staff with safe and suitable workstations, adequate workspace, and a comfortable working environment. Adjustable furniture, storage, and appropriate controls for lighting, temperature, noise, and ventilation are provided where reasonably practicable. Staff who regularly use display screen equipment (DSE) must complete workstation self-assessments and may request further support from the Health, Safety and Security Manager. Assessments are reviewed periodically and following significant changes. Staff are encouraged to take regular screen breaks and report concerns promptly. DSE training, eye test contributions, and reimbursement for basic corrective spectacles are available where required.

9. DOG POLICY SUMMARY

Bradfield College recognises the benefits of dogs on site while prioritising the safety, wellbeing, and comfort of pupils, staff, and visitors. Dog owners remain fully responsible for their dogs and must ensure they are appropriately controlled, insured, vaccinated, and do not present a risk to others. Dogs are not permitted inside college buildings, except assistance dogs and approved dogs within boarding houses, subject to risk assessment and consultation. Within the Built Estate, dogs must be kept on leads, always supervised, and owners must remove all dog waste. Within the Grounds, dogs must remain under control and are not permitted on sports pitches.

10. DRONE POLICY SUMMARY

Bradfield College is committed to ensuring the safe use of unmanned aerial vehicles (UAVs or drones) on campus and during college activities. All drone operations must comply with CAA regulations, relevant legislation and College procedures. Flights require specific risk assessments, prior approval, appropriate insurance, and competent, authorised operators. The College emphasises careful planning, weather assessment, equipment inspection, privacy considerations and public safety. Wherever possible, alternative methods should be considered before using drones. Flights must remain within legal operating limits, avoid airports, crowds and uninvolved persons, and be supported by a spotter. Training, maintenance, supervision and risk management are essential requirements.

11. EDUCATIONAL VISITS POLICY SUMMARY

St Andrews Bradfield believes that learning outside the classroom is an essential component of the curriculum. It gives pupils unique opportunities to develop their resourcefulness and initiative and to spend time together in an informal environment. Each trip is different. Some are directly related to the curriculum, some are designed to promote social awareness, or to enhance physical skills, self-reliance and team-working. Others will extend knowledge of the world. The common factor is that they all make an essential contribution to pupil development and education.

St Andrews Bradfield as an employer will ensure that appropriate safety measures are in place and that all staff involved in the preparation and management of an educational visit are competent to do so.

The Director of Compliance is delegated the responsibility for ensuring all risks associated with off-site activities are assessed and the Educational Visits Coordinator (EVC), along with the Head of Adventurous Activities assist in ensuring this is done with care and accuracy.

The Educational Visits Coordinator (supports the Assistant Head (Co-Curricular) in the process of approving visits, ensuring that they are spread through the different age groups, and the school year (although there is inevitably a concentration during the last part of the summer term, when exams have finished and the weather is at its best). The EVC also assists staff involved with organising tours, with checking parental consent forms and keeps records of all previous visits. All new staff have a session on planning school visits as part of their induction training.

The Trip Organiser has overall responsibility for the supervision and conduct of the visit and continues to monitor the arrangements to ensure the on-going health and safety of the group. The Trip Organiser is responsible for seeking approval and advice from the EVC, assessing the risk levels of the trip and making the necessary safety arrangements.

PLANNING AND COORDINATION

A careful and methodical analysis of the trip will be carried out by competent staff in good time before the trip and external parties will be engaged to give specific advice on particular risks and activities.

Specific risk assessments are prepared for all aspects of the excursion and all are approved prior to the trip being authorised by the Director of Compliance.

In the event of an incident during a trip that may jeopardise the normal running, contact will immediately be made with the Group and consideration given to whether the Major Incident Management procedures are initiated. The Headmaster and Second Master would consider a number of potential support options including sending a delegation to assist with an incident, providing telephone support or making arrangements to assist the trip to return or continue under revised arrangements, with the goal of ensuring the health, safety and welfare of all involved.

12. ELECTRICAL SAFETY POLICY SUMMARY

St Andrews Bradfield acknowledges its' responsibilities to ensure risks from electrical work, both in fixed and portable equipment are assessed and reduced to the lowest practicable level.

St Andrews Bradfield has undertaken risk assessments of all work activities and adopted safe systems of work based on regulatory compliance and best practice. All work on electrical equipment and installations is carried out by qualified electricians. Other staff are clearly instructed that they are not permitted to undertake any electrical repairs.

Electrical standards are applied as set out within the Electricity at Work Regulations 1989 and for new works, the standards applied follow current requirements of BS7671 (the IEE Regulations for Electrical Installations and the current Building Regulations).

It is St Andrews Bradfield policy that live working is prohibited although voltage detection testing is permitted where essential by qualified and experienced staff with appropriate controls and suitable equipment.

St Andrews Bradfield installations, including all educational and domestic premises, will be tested and inspected at least every five years by a competent electrician and improvements implemented as necessary for safety.

ELECTRICAL WORK

Any electrical works requiring wiring or the changing of light fittings and plug sockets must be overseen and signed off by a competent person (certificated to BS7671 (18th edition)).

No electrical alterations to any property can be made without authorisation from the Maintenance Department and in order to protect staff from injury from electricity, all high-risk contract work will be subject to the Maintenance Manager issuing a permit to work.

PORTABLE ELECTRICAL APPLIANCES AND APPARATUS

St Andrews Bradfield will ensure that all portable electrical appliances and apparatus, regardless of operating voltage should be subject to at least a visual inspection before use.

Parents are responsible for ensuring that electrical appliances supplied for use are in good condition and subject to the 'Rules for Electrical Appliances in Pupils' Houses'. Domestic staff have responsibility for being alert to the presence of electrical equipment that may be in need of repair or that is being used without authorisation. However, random Portable Appliance Tests of pupil equipment will be carried out and the data recorded and analysed. Where trends appear to be developing, additional testing may be initiated as required. Records of these random tests at Bradfield College are to be retained by the Maintenance Manager responsible for this task.

All other items in Boarding Houses and the facilities within the Group are subject to regular checks as arranged by the Maintenance Manager at Bradfield College and visual checks as arranged by Departments and Houses.

Items found to require repair or disposal must be handed over to the maintenance department so that the necessary action can be taken.

Portable Appliance Testing will be carried out according to the following schedule:

Equipment	Random Termly Sampling	Regular Visual Check	Annual PAT Test	Two-yearly PAT Test
Pupil's personal items in Boarding Houses	✓	✓		
Boarding Houses (Other items)		✓	✓**	✓
Classrooms (Low Risk)		✓		✓
Classrooms (High Risk – DT, Sciences, Music)		✓	✓	
Administrative Equipment		✓		✓
High Risk non-academic Departments (Grounds)		✓	✓	

** depending on if the item is higher risk (Vacuum cleaners 12 monthly)

TESTING OF RESIDUAL CURRENT DETECTORS (RCDS)

The appointed maintenance manager is responsible for maintaining all RCDs fitted to Group installations and for instigating regular tests. Any remedial actions necessary following the monthly tests should be completed as a matter of urgency by a competent person as previously described.

13. ENVIRONMENTAL POLICY SUMMARY

Bradfield College is committed to protecting and enhancing its 250-acre estate, including its conservation areas within an Area of Outstanding Natural Beauty, while ensuring the safety and enjoyment of pupils, staff, visitors, and the wider community. The College manages public safety through estate signage, snow and tile guards, and the maintenance of safe grounds, roads, and walkways. A structured tree management programme identifies and prioritises maintenance works, supported by West Berkshire Council. Water systems, including flood management and pollution prevention measures, are actively maintained. The College also promotes environmental sustainability through native tree planting, waste reduction, increased recycling, sustainable fuel sources, and the efficient use of utilities.

14. FIRE SAFETY POLICY SUMMARY

St Andrews Bradfield takes the risk of fire very seriously. It is our policy to comply with the Regulatory Reform (Fire Safety) Order 2005 (the Order) and other associated guidance. St Andrews Bradfield will take reasonable steps to reduce the risk of a fire occurring and so far, as is reasonably practicable, make sure that everyone can escape safely to a place of safety in the event of a fire.

The primary goal of the fire safety strategy is to ensure the safety of pupil, staff and visitors. In case of fire, the priority is always to: **Raise the alarm** and **evacuate safely**. If staff are in any doubt, they should concentrate on evacuation and the fire service message of 'get out, stay out and call the fire brigade out' rather than attempting to tackle a fire.

Good management of fire safety is essential to ensure that the risk of fire is always minimal. However, in the event of a fire occurring, arrangements will be implemented to ensure it can be controlled or contained quickly, effectively and safely. If a fire grows beyond the size that can be contained, everyone in the premises must be able to escape to a place of total safety easily and quickly.

FIRE RISK ASSESSMENT

Fire risk assessments are carried out at the College by the Bradfield College Health, Safety and Security Manager and/or an external fire specialist where appropriate. Fire Risk Assessments are carried out by an external fire risk assessment contractor at St Andrews School. If there is reason to suspect that a fire risk assessment is no longer valid or there has been a significant change in the premises that has affected fire precautions, the fire risk assessment will be reviewed and, if necessary, revised. In the absence of other circumstances prompting a review, fire risk assessments will in any event be reviewed annually.

All employees are required to closely co-operate with all instructions given to ensure the workplace is safe from fire and its effects and to avoid doing anything that will place themselves or others at risk. All fire hazards should be reported immediately, especially in the event of a change in circumstances that may increase the risk of a fire, even for a short period of time.

A good example should also be set by all staff as this will contribute to pupils behaving in a safe manner.

Staff are instructed that they should only attempt firefighting actions if they have been trained and are confident to do so safely and it is appropriate in the circumstances they face, or if it is absolutely necessary to facilitate the escape of themselves or others. Whether a member of staff attempts to fight a fire is left to their own judgement of the actual situation. Staff who have not been trained are not expected to attempt to fight a fire. In all cases, **STAFF MUST NOT PLACE THEMSELVES OR OTHERS AT RISK.**

FIRE EMERGENCY PLAN

A fire and emergency plan has been prepared for each independent building, detailing the action to be taken in the event of an emergency and the location of the Assembly Point. All such information is published within each building. In the event of an emergency occurring which would prevent re-entry into the building or result in an evacuation of several buildings, all staff and pupils will assemble at the Assembly Point for their building. The arrangements for dealing with a major incident would then be initiated.

INFORMATION, INSTRUCTION AND TRAINING

All staff are given information and instruction as soon as possible after they are appointed and regularly thereafter about the action to be taken in the event of a fire. Appropriate information is also provided to the employers of other people working at St Andrews Bradfield such as contractors as well as to pupils.

Adequate fire safety training is provided to staff to enable them to act correctly in the event of a fire

15. FIRE PERSONAL EMERGENCY EVACUATION PLAN

This Code of Practice outlines the arrangements for developing Personal Emergency Evacuation Plans (PEEPs) to ensure that anyone who may require assistance during an emergency can evacuate safely. The College uses access risk assessments to identify individuals who may need support and to determine appropriate evacuation arrangements. PEEPs are developed collaboratively between the individual, their Head of Department, and the Health, Safety and Security Manager, taking account of the person's needs, the building layout, escape routes, communication arrangements, and available assistance. PEEPs may be required for permanent or temporary disabilities and are reviewed whenever circumstances change to ensure they remain effective and appropriate.

16. FIRST AID POLICY SUMMARY

Bradfield College provides appropriate first aid facilities, equipment, and trained personnel to support pupils, staff, visitors, and contractors. The Medical Centre operates 24/7 during term time, supported by trained first aiders across the College, including Matrons, Sports Coaches, and teaching staff. First aid kits, defibrillator information, asthma inhalers, adrenaline pens, and specialist equipment are located throughout the site and regularly checked. All accidents and incidents must be reported using the College's online reporting system, with RIDDOR reporting managed by the Health, Safety and Security Manager. Infection control procedures, PPE, and safe disposal arrangements are in place to minimise the risk of infection transmission.

17. FUEL MANAGEMENT POLICY SUMMARY

This policy aims to minimise the risks associated with the transportation, storage, and use of petrol across the College. Fuel movements should be reduced wherever possible by arranging deliveries close to the point of use. Petrol must only be transported in approved, correctly labelled containers, with no more than 40 litres carried in a College vehicle at any time. Vehicles transporting fuel must carry a spill kit and 2kg dry powder extinguisher. Petrol must be stored securely in approved external facilities and handled away from ignition sources. Staff must follow safe dispensing procedures, use appropriate PPE, clean up spills immediately, and comply with emergency procedures to prevent fire, explosion, environmental contamination, and personal injury.

18. GROUNDS GARDENS AND GOLF POLICY SUMMARY

This policy provides health and safety guidance for Grounds, Gardens and Golf Course staff. Only trained and authorised personnel may operate machinery, chainsaws, specialist equipment, or apply chemicals and pesticides. Equipment must be inspected before use, operated in accordance with manufacturer instructions, and fitted with all guards and safety devices. Appropriate PPE must be worn, and chainsaw operators must never work alone. Hazardous substances must be stored, handled, and applied in accordance with COSHH assessments and relevant training. Staff must follow safe manual handling practices, maintain equipment in a safe condition, and ensure sports equipment is regularly inspected, maintained, and recorded.

19. GAS INSTALLATIONS POLICY SUMMARY

This procedure outlines the safe management of LPG (Liquefied Petroleum Gas) installations across Bradfield College. LPG is used where mains gas is unavailable and presents risks including fire, explosion, gas leaks, and cold burns. The College seeks to minimise these risks through appropriate design, inspection, maintenance, and monitoring of all LPG systems.

The College is responsible for maintaining regulators, pipework, pressure control devices, and associated infrastructure, while LPG storage tanks and primary equipment are maintained by Calor. All work on LPG systems must be undertaken by competent, Gas Safe registered contractors.

LPG tanks, compounds, and pipework are subject to regular inspection to ensure security, integrity, and protection from damage. Underground and above-ground pipework is routinely assessed, and combustible materials are kept clear of storage areas. Carbon monoxide detectors are installed in relevant buildings, and gas compounds are secured against unauthorised access.

Electrical installations associated with LPG systems are inspected at scheduled intervals by competent contractors, with records maintained by the Estates Department. All remedial actions identified through inspections must be completed and documented.

Gas deliveries are undertaken by trained Calor representatives, and LPG emergencies are managed in accordance with the College's Major Incident Plan.

20. HAZARDOUS SUBSTANCES (COSHH) POLICY SUMMARY

St Andrews Bradfield acknowledges its responsibilities under statutory requirements to ensure all substances that could potentially cause harm are suitably assessed, controlled or eliminated. St Andrews Bradfield activities involve the use of many potentially hazardous and dangerous substances including cleaning substances, paints, lubricants, glues, sealants and chemicals, for maintenance purposes and in educational capacities. St Andrews Bradfield also undertakes activities which generate hazardous or dangerous substances such as welding and wood preparations producing dusts.

St Andrews Bradfield is committed to eliminating hazardous substances wherever reasonably practicable and controlling risks in accordance with COSHH regulations. The policy applies to all employees, pupils, contractors and visitors who may be exposed to hazardous substances, including chemicals, dusts, fumes and vapours. Departments must maintain substance inventories, obtain Safety Data Sheets, complete and review COSHH assessments annually, implement safe systems of work, and ensure appropriate storage, labelling and disposal. Exposure is controlled through elimination, substitution, engineering controls, training and, where necessary, PPE. The College also provides monitoring, audits, health surveillance, emergency procedures and record-keeping requirements. See full Hazardous Substances COSHH policy for further information.

21. HOT WORKS POLICY SUMMARY

This policy sets out how Bradfield College manages hot works activities to minimise the risk of fire, injury, property damage, and disruption to college operations. Hot works include activities such as welding, cutting, grinding, soldering, roof repairs, and any other task capable of generating heat, sparks, or ignition sources. Wherever practicable, alternative methods that avoid hot works should be used.

All hot works must be supported by suitable risk assessments, method statements, and safe systems of work. Contractors are responsible for ensuring operatives are trained and competent, equipment is properly maintained, and appropriate firefighting equipment, PPE, and emergency arrangements are available. Work areas must be inspected

before work commences, combustible materials removed or protected, and fire detection systems managed appropriately. Fire extinguishers and escape routes must be readily accessible. Contractors are required to undertake fire watch inspections 30 and 60 minutes after completion of works. Any unsafe conditions must result in work stopping immediately and the Health and Safety Manager being notified.

22. INSPECTION AND AUDIT POLICY SUMMARY

The Health, Safety and Security Manager undertakes regular inspections of boarding houses, academic departments, and College buildings to identify hazards and monitor compliance. Findings are reviewed by management and the Health and Safety Committee. Departmental audits and annual independent compliance audits provide additional assurance and drive continuous improvement.

23. IONISING RADIATION POLICY SUMMARY

Bradfield College is committed to ensuring exposure to ionising radiation is safely managed and complies with all relevant legislation. The Head of Science oversees implementation, supported by a Radiation Protection Adviser, Radiation Protection Officer, and Radiation Protection Supervisors who manage day-to-day radiation safety, compliance, and training.

24. LEGIONNAIRES DISEASE POLICY SUMMARY

The Group acknowledges its responsibilities to ensure water systems are managed suitably to prevent the growth of legionella bacteria in water systems in accordance with the HSE's 'Approved Code of Practice (L8) – Legionnaires Disease: The Control of Legionella Bacteria in Water Systems'.

The College is committed to protecting employees, students, contractors and visitors from Legionella risks in water systems, complying with relevant health and safety legislation, ACOP L8 and HSG274 guidance. The policy establishes clear responsibilities, with the College Board as Duty Holder and the Estate Director as Responsible Person. Regular risk assessments, monitoring, maintenance and a written control scheme are required to prevent bacterial growth through temperature control, minimising stagnation and maintaining system cleanliness. Water systems are subject to scheduled inspections, cleaning and disinfection where necessary. Training, competency, record keeping, audits and policy reviews ensure ongoing compliance and effective risk management.

25. LEISURE AREAS AND PLAYGROUND SAFETY

St Andrews Bradfield acknowledges its responsibilities to ensure all leisure areas and playground facilities are carefully assessed and managed effectively to ensure faults do not develop. A maintenance programme will be implemented to ensure the standard of equipment is maintained, and equipment is fit to use at all times.

Where younger children are using equipment at St Andrew's School, staff have a duty rota to ensure that adequate supervision is available at all times. Staff ensure that pupils have a satisfactory amount of freedom in the playground and other play areas, commensurate with enjoying a healthy and safe environment.

If duty staff identify an area of the school grounds that has become unsafe, they designate it 'out of bounds', report it to the St Andrews Operations Manager and ensure that it is not used until it is declared safe, following remedial work.

The Pre-Prep and Early Years have a separate rota that is arranged to reflect the ages of the children and, therefore, has greater supervision. Early Years play in a designated area which is enclosed to ensure that staff can supervise adequately.

In all cases the St Andrews school ensures that staff supervising activities are competent to undertake the task.

26. LIFTING EQUIPMENT AND OPERATIONS POLICY SUMMARY

St Andrews Bradfield College is committed to complying with LOLER 1998 by ensuring all lifting equipment and operations are safe, properly planned, supervised and undertaken by competent persons. The policy covers passenger lifts, goods lifts, hydraulic working platforms and lifting accessories. Equipment must be suitable, maintained, inspected and thoroughly examined at required intervals, with defective items removed from service immediately. Lifting operations require risk assessment, planning and appropriate supervision, with exclusion zones where necessary. Operators must be trained and authorised. The College maintains equipment registers, examination records and training records, while monitoring contractors and reviewing compliance through audits and inspections.

27. LONE WORKING POLICY SUMMARY

St Andrew's Bradfield is committed to protecting employees, contractors, volunteers and others who undertake lone working activities. The policy establishes a framework for identifying, assessing and controlling risks associated with working without close supervision. Managers are responsible for conducting risk assessments, implementing suitable controls, and ensuring effective communication and emergency arrangements. Lone workers must follow procedures, use equipment correctly, report concerns and maintain regular contact. Control measures include supervision, check-in systems, buddy arrangements and emergency procedures. Certain high-risk activities may be unsuitable for lone working. Training, incident reporting, monitoring, audits and regular policy reviews support continual improvement and safe working practices

28. MAINTENANCE POLICY SUMMARY

The Estates Director is responsible for the overall management of maintenance activities and ensuring high standards of health and safety across the College, supported by the Reactive Maintenance Manager, PPM Manager, and Health, Safety and Security Manager. All maintenance work must be planned, risk assessed and carried out using safe systems of work that seek to eliminate, reduce, and control risks. Attention is given to work in occupied buildings, asbestos management, lone working, hazardous substances, manual handling, use of tools, and working at height. Contractors and maintenance staff must follow approved risk assessments, method statements, and College procedures. Appropriate PPE must be provided and used where required. Equipment, tools, ladders, and access equipment must be inspected, maintained, and used safely by competent persons. Good housekeeping standards must be always maintained to reduce accident and fire risks. The College is committed to ensuring maintenance activities are undertaken safely, with minimal risk to staff, pupils, visitors, and contractors.

29. MANUAL HANDLING POLICY SUMMARY

Bradfield College is committed to eliminating or reducing manual handling risks in accordance with the Manual Handling Operations Regulations 1992. The College will avoid hazardous manual handling where practicable, undertake risk assessments, provide suitable equipment, and ensure employees receive appropriate training and supervision. Managers are responsible for implementing control measures and maintaining safe systems of work, while employees must follow procedures, use equipment correctly, and report concerns. Risk assessments consider tasks, loads, environment, individual capability and controls. Additional support is provided for vulnerable individuals. Training, record keeping, regular reviews and monitoring help prevent injuries and ensure ongoing compliance.

30. MEDICAL CENTRE AND EPIDEMIC POLICY SUMMARY

Bradfield College's Medical Centre procedures ensure comprehensive healthcare support for all pupils. Before joining the College, pupils must provide medical information, registration forms, consent documentation, and details of any significant medical conditions, medications, and immunisations. All pupils receive an initial medical assessment during their first term.

Matrons are the first point of contact for pupils requiring healthcare and are responsible for treatment, medication administration, record keeping, and referrals to the Medical Centre when necessary. The Medical Centre provides medical and nursing care, manages admissions and discharges, communicates with parents where appropriate, and coordinates hospital referrals when required.

Clear procedures are in place for accidents, emergencies, vaccinations, medication management, clinical waste disposal, and the handling of pupils with specific medical needs, including blood-borne viruses and chronic health conditions. All accidents must be reported through college procedures, with potential RIDDOR implications reviewed by the Health, Safety and Security Manager.

The policy also outlines arrangements for sickness during holidays, management of intoxicated pupils, health monitoring including height, weight and BMI checks, sports first aid provision, physiotherapy referrals, and First Aid kit management. Accurate documentation, parental communication, staff training, and regular health monitoring underpin the College's approach, ensuring pupils receive safe, effective, and consistent medical care throughout their time at Bradfield College.

31. MISSING PUPIL POLICY SUMMARY

This procedure ensures a prompt and co-ordinated response when a pupil is reported missing. Staff must immediately check registers, search the local area, and notify 2MPA. Security and key staff coordinate searches, parents are informed, and Police contacted where necessary. All actions are recorded, with MIM activated for high-risk incidents.

32. NOISE AND VIBRATION POLICY SUMMARY

The College is committed to protecting employees from risks associated with workplace noise and vibration, complying with the Control of Noise at Work Regulations 2005 and the Control of Vibration at Work Regulations 2005. Risks will be assessed, monitored and reduced through engineering, organisational and administrative controls, with PPE used where necessary. The College will provide suitable equipment, maintenance, training, information and health surveillance where significant risks exist. Hearing protection zones will be established where required. Employees must follow safe working procedures, use protective equipment correctly, attend health surveillance, and report equipment defects or symptoms of hearing loss or vibration-related health conditions.

33. PERMIT TO WORK POLICY POLICY SUMMARY

A Permit to Work (PTW) is required for any activity that interrupts systems, services, or involves hazardous work such as electrical isolation, hot works, roof access/working at height, confined space entry, asbestos work, or excavations. No such work may begin without written authorisation from Estates via the PW01 Work Access Assessment. Only designated Competent Persons may issue permits, including the Estate Director, Head of Maintenance, Maintenance Managers, Grounds Managers (specific permits), and the Health & Safety & Security Manager. Contractor Safety Representatives may only issue PW01 and must follow strict liaison procedures with Estates.

Before work starts, contractors must undergo the Bradfield Approved Contractor process, provide RAMS at least 48 hours in advance, complete inductions, follow site security protocols (Moat sign-in/out), and display the issued permit at the work site. Management must ensure adequate communication with all stakeholders affected by the works.

The Competent Person must monitor ongoing work, ensure RAMS and permit conditions are followed, conduct checks (fire safety, isolations, PPE, equipment, access control), and immediately stop work if unsafe. On completion, the CP must verify area safety, cancel the permit, and update the central PTW register (permits retained for 12 months).

Specific permit types include:

- PW02 Electrical – complex/specialist LV isolation
 - PW03 Hot Works – welding, cutting, brazing, grinding, bitumen, etc. (max 1-day permit)
 - PW04 Roof Access/Working at Height – roofs, MEWP, towers, harness systems
 - PW05 Service/System Isolation – utilities, fire/security/IT systems (if >24 hours)
 - PW06 Confined Spaces – tanks, pits, ducts, manholes, boilers, biomass stores
 - PW07 Asbestos – all licensed/unlicensed ACM disturbance
 - PW08 Excavations – any ground penetration, digging, staking, marquee pegs
- Each has strict prerequisites, including PPE, weather checks, rescue plans, CO monitoring, lock-off procedures and third-party inspections where required.

Out-of-hours work requiring a permit should be avoided, but in emergencies the Security Team may allow access for safe-making only. The Emergency Response Manager must approve emergency work that normally requires a permit. Stakeholder consultation is mandatory before any system/service is isolated.

34. PERSONAL PROTECTIVE EQUIPMENT POLICY SUMMARY

The College is committed to protecting employees from risks associated with workplace noise and vibration, complying with the Control of Noise at Work Regulations 2005 and the Control of Vibration at Work Regulations 2005. Risks will be assessed, monitored and reduced through engineering, organisational and administrative controls, with PPE used where necessary. The College will provide suitable equipment, maintenance, training, information and health surveillance where significant risks exist. Hearing protection zones will be established where required. Employees must follow safe working procedures, use protective equipment correctly, attend health surveillance, and report equipment defects or symptoms of hearing loss or vibration-related health conditions.

35. PRESSURE SYSTEMS POLICY SUMMARY

St Andrews Bradfield is committed to the safe management of pressure systems, including boilers, compressors, pressurised water systems, autoclaves, and refrigeration equipment, in compliance with the Pressure Systems Safety Regulations 2000. The College will ensure systems are suitable for use, operated within safe limits, properly maintained, and subject to Written Schemes of Examination where required. Competent persons will conduct statutory examinations and identify defects for prompt correction. Managers are responsible for maintaining inventories, records, maintenance programmes, and ensuring operator competence. Employees must follow procedures, report faults, and not interfere with safety devices. Regular training, audits, inspections, and reviews support ongoing compliance and safety.

36. PUPIL ACCESS TO RISKY AREAS POLICY SUMMARY

Bradfield College is committed to maintaining a safe environment and protecting pupils from access to potentially dangerous areas on campus. Higher-risk locations are controlled through fencing, locks, signage, access restrictions, CCTV monitoring, security patrols, and electronic door access systems. Staff are responsible for ensuring pupils do not enter hazardous areas unsupervised, including science laboratories, design technology rooms, sports facilities, and other

restricted locations. Dangerous substances and equipment are securely stored when not in use. Pupils are educated about risks and informed that unauthorised entry into restricted areas is a serious disciplinary matter. Risk assessments are regularly reviewed.

37. RISK ASSESSMENT POLICY SUMMARY

Bradfield College requires suitable and sufficient risk assessments for all work activities, teaching, trips, events and workplaces to ensure risks are reduced to as low as reasonably practicable. Managers and Heads of Department are responsible for completing, reviewing and communicating risk assessments, while employees and students must follow identified controls. Assessments must identify hazards, evaluate risks, determine controls, and consider vulnerable groups. Specific assessments are required for areas such as fire, COSHH, manual handling, DSE, noise and radiation. Risk assessments must be reviewed at least annually, following significant changes or incidents, recorded on college forms, communicated effectively and retained for a minimum of three years.

38. ROAD SAFETY POLICY SUMMARY

St Andrews Bradfield is committed to managing risks associated with vehicle and pedestrian movements across its campus to protect pupils, staff, contractors and visitors. The College maintains risk assessments for road crossings and vehicle routes and has implemented controls including 20 mph limits on public roads, a 5-mph limit on internal roads, designated crossing points, traffic-calming measures and crossing patrol supervision. Pupils receive road safety education through inductions and ongoing awareness programmes, while staff and drivers are expected to follow safe practices and lead by example. Incidents and near misses are investigated to support continuous improvement and enhanced road safety.

39. SCIENCE DEPARTMENT POLICY SUMMARY

The Science Department is committed to maintaining a safe learning and working environment through effective risk management, staff training, and compliance with CLEAPSS guidance and relevant legislation. The Director of Science has overall responsibility for departmental safety, supported by the Health, Safety and Security Manager, while all staff are responsible for following safe working procedures, supervising pupils, and reporting hazards.

All practical activities and demonstrations must be risk assessed and conducted only by suitably qualified science staff. Laboratories, preparation rooms, chemical stores, and radioactive sources must remain secure, with pupils supervised at all times and complying with laboratory safety rules, including the use of PPE where required.

Strict controls apply to chemicals, COSHH substances, fume cupboards, biological materials, microbiology, dissection, electricity, gas cylinders, fire safety, and ionising radiation. Staff must be familiar with emergency procedures, first aid arrangements, and specialist safety requirements. Regular monitoring, incident reporting, equipment inspection, and adherence to safe systems of work ensure risks are controlled and practical science can be delivered safely and effectively.

40. SECURITY POLICY SUMMARY

Bradfield College is committed to providing a safe, secure and welcoming environment through a risk-based security management system that protects people, property, information and assets. Security measures include access control,

CCTV, security patrols, visitor management, lighting, staff awareness and incident reporting. Responsibilities are clearly defined for the Health, Safety and Security Manager, security personnel, managers and all employees. Security controls are applied proportionately according to risk levels across campus areas. Procedures cover building security, patrols, incident response, CCTV management, lone working, PPE and safeguarding. Security arrangements are regularly monitored, audited and reviewed to ensure ongoing effectiveness.

41. Safeguarding and Child Protection

Please refer to the DSL policy for full details.

42. SLIPS AND TRIPS POLICY SUMMARY

St Andrew's Bradfield is committed to preventing slips, trips and falls by maintaining safe buildings, grounds and pedestrian routes for employees, pupils, contractors and visitors. The school will identify and control hazards through risk assessments, effective housekeeping, maintenance programmes, cleaning procedures, adequate lighting and seasonal measures such as gritting, snow clearance and leaf removal. Managers, employees, pupils and the Estates Department all share responsibility for maintaining safe environments and reporting hazards. All incidents and near misses are investigated to identify improvements. Compliance is monitored through inspections, audits, maintenance checks, incident analysis and regular policy review.

43. SPORTS COMPLEX POLICY SUMMARY

This policy establishes safe management arrangements for the Sports Complex and Indoor Tennis Centre, ensuring activities are conducted safely, supervised appropriately, and in line with college health and safety requirements. Staff must receive training on operating procedures, emergency arrangements, safeguarding, risk assessments, and incident reporting. Activities must be planned, supervised and matched to participants' abilities and medical needs. Specific controls apply to the swimming pool, fitness suite, sports hall, dance studio and tennis centre, including supervision requirements, competency standards and access restrictions. Safeguarding, pupil welfare, changing room management, evening use arrangements, and regular monitoring ensure a safe environment for all users.

44. SIGNS AND SIGNALS POLICY SUMMARY

St Andrews Bradfield acknowledges its responsibilities to assess areas where signage is required and to install signage that benefits users of the area and complies with all statutory requirements.

Statutory health and safety notices are displayed around St Andrews Bradfield including no smoking signs, Health and Safety Law posters and the current Employers Liability Compulsory Insurance certificate. A copy of the Health and Safety Policy Statement, signed by Warden, is also displayed in all workplaces.

Signage is displayed to indicate fire escape routes, fire actions, fire extinguisher locations, first aid details and traffic safety instructions. Safety signs are also displayed where a risk assessment indicates that there are residual risks which cannot be adequately controlled by other means and are used to give warnings, prohibit certain actions and communicate mandatory safety rules. Signs comply with the co and pictogram requirements of the Health and Safety (Safety Signs and Signals) Regulations. Signage is checked regularly by means of workplace inspections to each building.

Audible signals including fire alarms and intruder alarms are tested regularly to ensure that they are clearly audible in relevant area.

45. STRESS POLICY SUMMARY

St Andrews Bradfield is committed to protecting employee health, safety and wellbeing by identifying, assessing and managing work-related stress. The policy promotes a supportive workplace culture where concerns can be raised openly and confidential support is available. Managers are responsible for monitoring workloads, conducting stress risk assessments, maintaining communication and supporting employees experiencing stress. Human Resources provides guidance, wellbeing resources, Occupational Health referrals and access to the Employee Assistance Programme (EAP). Employees are encouraged to report concerns early, use available support and take responsibility for their wellbeing. The policy includes arrangements for stress-related absence, confidentiality, monitoring and regular review.

46. TRAINING POLICY SUMMARY

St Andrews Bradfield is committed to providing employees, contractors and volunteers with appropriate health and safety information, instruction, training and supervision to ensure safe working practices. Health and safety information is communicated through workplace notices, inductions, briefings and formal safety communications. All new employees receive health and safety induction training, while refresher and task-specific training are provided according to role, risk and legal requirements. Managers are responsible for ensuring staff are competent and adequately supervised. The College maintains training records and monitors compliance through audits, inspections, competency assessments and incident reviews to ensure continual improvement and legal compliance.

47. VEHICLES – (Use of group vehicles) POLICY SUMMARY

St Andrew's Bradfield is committed to managing occupational road risks and ensuring all driving undertaken on College business is safe, lawful and properly controlled. The policy requires authorised, competent and medically fit drivers, suitable and roadworthy vehicles, licence verification, training, and risk-based journey planning. Additional requirements apply to minibus drivers, including MiDAS training. Drivers must conduct vehicle checks, comply with road traffic laws, manage fatigue, report incidents and defects, and never drive under the influence of alcohol, drugs or while using handheld phones. The College monitors driver compliance, vehicle safety, training records, and accident trends through regular reviews.

48. VISITORS – (Safety of visitors) POLICY SUMMARY

St Andrew's Bradfield is committed to ensuring the health, safety, security and safeguarding of all visitors, contractors and guests on its sites. Visitors must sign in, wear identification, receive relevant safety information and comply with site procedures. Hosts are responsible for meeting, supervising and assisting visitors, including during emergencies. Contractors must follow signing-in procedures, health and safety requirements, safeguarding arrangements and provide appropriate documentation for higher-risk work. Access to restricted areas is controlled, and unauthorised access is prohibited. Staff are expected to challenge unidentified individuals, report concerns and support safeguarding. Visitor arrangements are regularly monitored, audited and reviewed.

49. WELFARE AND HYGIENE POLICY SUMMARY

St Andrews Bradfield is committed to providing and maintaining suitable welfare facilities in accordance with the Workplace (Health, Safety and Welfare) Regulations 1992. Facilities will be adequate, accessible, hygienic and well maintained for employees, pupils, contractors and visitors. Provision includes sanitary facilities, handwashing facilities, drinking water, food preparation areas, rest facilities, changing areas and support for employees with disabilities. Additional welfare arrangements are available for new and expectant mothers based on risk assessments. Regular

inspections, cleaning, maintenance and housekeeping ensure facilities remain safe and operational. Welfare arrangements are monitored through audits, inspections, feedback and defect reporting systems.

50. WORK EQUIPMENT POLICY SUMMARY

Bradfield College is committed to ensuring all work equipment is safe, suitable for its intended purpose, and used only by competent and authorised persons in compliance with PUWER 1998. Equipment must be properly selected, risk assessed, installed, guarded, maintained and inspected throughout its lifecycle. Users are required to carry out pre-use checks, report defects immediately and stop using unsafe equipment. Maintenance and repairs must be undertaken by competent persons, with isolation and lock-off procedures applied where necessary. The College provides appropriate training, information, supervision and competency assessments, while managers monitor compliance through inspections, audits, maintenance records and incident investigations.

51. WORK AT HEIGHT POLICY SUMMARY

Bradfield College is committed to preventing injuries from work at height by complying with the Work at Height Regulations 2005. The College prioritises avoiding work at height wherever possible and applies a hierarchy of controls to prevent falls and minimise consequences where work at height cannot be avoided. All activities must be risk assessed, properly planned, supervised and undertaken by competent persons using suitable, inspected equipment. Specific controls apply to ladders, access towers, MEWPs, roofs, fragile surfaces and service spaces. Employees and contractors must follow safe systems of work, while training, inspections, audits and monitoring ensure continued compliance and safety.