Health and Safety Policy and Procedures

AREA:	OPERATIONS
AUDIENCE:	ALL STAKEHOLDERS
REVIEW FREQUENCY:	ANNUALLY
DATE 1st ISSUED:	23.09.2020
LAST REVIEW DATE:	FEBRUARY 2026
NEXT REVIEW DATE:	FEBRUARY 2027
OWNED & REVIEWED BY:	HEAD OF ESTATES & FACILITIES MANAGEMENT
APPROVED BY:	CHAIR OF BE BOARD OF TRUSTEES
LAST APPROVAL DATE:	25.02.2026

Brunel Education (BE) (the proprietor) is a charitable company limited by guarantee with registration number 11991915, registered with the Charities Commission of England Wales (Charity Number 1214820) and with registered offices at Unit B4C Orbital Retail Park, Thamesdown Drive, Swindon, SN25 4AN. Brunel Academies Trust (BE) is a company limited by guarantee with registration number 10074054 and registered offices also at Unit B4C Orbital Retail Park, Thamesdown Drive, Swindon, SN25 4AN; BE is the parent company and Sole Member of Brunel Education, the subsidiary company.

Tier 1 policies are centrally held policies relating to Education, Governance, People Services, Finance, ICT and Operations and are the direct responsibility of BE. Tier 1 policies are created by the BE Central Services Team but adopted and reviewed by the BE Board.

We are committed to a sustainable future and to improving the social, economic, and environmental well-being of the community. We are dedicated to environmental improvements that foster a sustainable future and lead to social and economical improvements in the communities we operate within.

Amendments to policy		
Date	**Section**	**Amendment**
24.9.2025		Minor changes to terminology

1. Statement of Intent

Brunel Education (BE) is committed to ensuring the health, safety, and welfare of all employees, pupils, visitors, contractors, and others affected by its activities. The BE will comply with the Health and Safety at Work etc. Act 1974 and other relevant legislation.

We believe that high standards of health and safety management support the delivery of quality education. Each provision within the BE must adhere to this policy and embed a positive health and safety culture.

2. Scope

This policy applies to:

- All provision within the BE
- Central Trust operations
- Employees, pupils, contractors, and visitors on Trust premises
- Off-site activities (e.g. trips, sporting events)

3. Roles and Responsibilities

3.1 BE Board

- Ensure a Health and Safety Policy is in place and reviewed annually
- Monitor health and safety performance across the BE
- Provide sufficient resources (training, equipment, staffing)
- Delegate operational implementation to the CEO

3.2 Chief Executive Officer (CEO)

- Implement and oversee the BE's health and safety strategy
- Report significant incidents or risks to the BE Board
- Ensure all provisions have appropriate procedures in place
- Promote a culture that values Health, safety and mental wellbeing

3.3 Local Governing Bodies (LGBs)

- Monitor provision-level compliance
- Support the Head of provision in maintaining safe environments
- Review and approve local health and safety arrangements

3.4 Head of provision

- Responsible for day-to-day health and safety management
- Ensure risk assessments are carried out and reviewed
- Investigate incidents and implement corrective actions
- Ensure employees are trained and aware of responsibilities
- Lead on provision Health & Safety culture and wellbeing initiatives

3.5 Trust Competent person

- Advise provisions on compliance and best practice
- Conduct audits and inspections
- Support with accident investigations and training

3.6 Employees

- Take reasonable care of their own and others' health, safety & wellbeing
- Co-operate with policies and procedures
- Report hazards, incidents, or near misses

4. Procedures

4.1 Risk Assessment

- Risk assessments must be conducted for all activities with potential hazards including mental health hazards
- Risk assessments must be reviewed annually or when significant changes occur
- A central risk assessment template will be used across the Trust

4.2 Training

- Induction training includes health and safety awareness
- Annual refresher training for all employees
- Specialist training (e.g. First Aid, Fire Marshal, mental health first aider) where applicable

4.3 Incident Reporting

- All accidents and near-misses must be recorded on the BE's reporting system within 24 hours
- RIDDOR incidents must be reported to the HSE by the Head of Provision with BE oversight
- All incidents must be reviewed to identify trends and improvements

4.4 Fire Safety

- Each provision must have a fire risk assessment
- Fire drills held termly and documented
- Fire safety equipment to be checked and maintained regularly

4.5 First Aid

- First aid needs assessment completed annually
- Trained first aiders available on site
- First aid boxes located and maintained throughout each provision

4.6 Premises Safety

- Facilities team carry out regular premises inspections
- Asbestos and legionella management plans must be in place and reviewed
- Contractors must be vetted and follow site safety rules

4.7 Educational Visits

- All off-site visits require risk assessments
- High-risk or residential trips require sign-off from the Trust's central team

4.8 Pandemic or Emergency Response

- Provisions must follow Trust-wide emergency response plans
- Local arrangements must be tested annually (e.g. lockdown drills)

4.9 Mental Health

- Provisions must carry out an annual employee wellbeing risk assessment including workload, support and communication
- The trust will provide access to Employee Assistance programme (EAP)
- Provisions will appoint a designated mental health lead

5. Monitoring and Review

- Internal audits carried out at least annually by the BE
- Provisions must complete a termly health and safety return including mental health and wellbeing data to the BE
- Policy reviewed annually or following significant changes in legislation or operations.

This policy has been approved by the Audit and Risk Committee and adopted by the BE Board of Trustees. This policy will be reviewed every year or earlier if change to legislation.

Signed on behalf of the BE Board of Trustees

Signed:  CEO

Signed:  Chair of BE Board of Trustees

Date: 25.02.2026