

BOSWORTH INDEPENDENT SCHOOL

HEALTH AND SAFETY POLICY

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Version 1

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1 Overview

This document details the management arrangements in place for the protection and promotion of excellent standards in health and safety.

This policy covers all Bosworth Independent School sites/ properties and all employees, clients, visitors, contractors, students (day and boarding) and anyone else affected by the operations of the school. All employees are required to work to the Health and Safety Policies/Procedures and local procedural statements as necessary.

Effective health, safety and welfare management is not about ticking boxes, or filling out forms. It is about providing a work environment in which people are happy, safe, and healthy; all of which help to make BIS an employer of choice.

2 Approach

A full list of health and safety policies is shown in Part 3. These documents are reviewed and updated annually, and staff advised of any updates at annual Health and Safety training in September or as required through Teams.

3 Structure of the Health and Safety Policy

The Health and Safety Policy is divided into the three following areas recognising the integration of Bosworth Independent School with the governance of CATS Global School (CGS):

Part 1 – Statement of Intent

CATS Global Schools HS03.0 Health and Safety Policy Statement signed by the CATS Global Schools CEO on behalf of the group.

Part 2 – Organisation

CATS Global Schools HS02.0 Management of Health and Safety Policy which details the responsibilities of CGS and the school management positions along with overarching principles on which the organisation governs health and safety for Bosworth Independent School (BIS).

Part 2a – Bosworth Independent School' Health and Safety Organisation, Responsibilities and Procedures

1. HEAD'S RESPONSIBILITIES

As Head, I am responsible for the health, safety and welfare of the staff, students, contractors and visitors to the school and in respect of all activities carried out both on and off school premises including the boarding houses where these are arranged under the auspices of the school. I am also responsible for ensuring that the requirements of the BIS's H&S Policy are implemented in the school.

My specific responsibilities are as follows. Some of these responsibilities I have delegated in writing and this document describes these and also describes the advisory arrangements within the school.

(a) To ensure that standards of health and safety are regularly reviewed and monitored to ensure that all areas, machinery and equipment, working practices and procedures are safe and in compliance with legal requirements and Group guidance;

(b) To ensure that all staff, students, contractors and visitors are appropriately and adequately instructed and/or trained in safe procedures and working practices. This will be implemented through face to face training or online training through National College or Ihasco;

(c) To ensure that:

- i. Area, activity, hazard specific (e.g. manual handling) and person specific (e.g. employee pregnancy) risk assessments are completed and regularly reviewed, the controls are implemented, and significant information arising from the risk assessments is provided to those affected;

- ii. Risk assessments for members of staff with special needs or disabilities are completed and relevant information is cascaded to the necessary people and departments in order that appropriate action can be taken, e.g. surveyor (if physical adaptations are required to the building), first aiders (in case emergency assistance is required), maintenance team (if ramps, etc. are required), IT teams (if specialist IT equipment is required).

- (d) To ensure all significant accidents, incidents (e.g. fires) and serious near-misses are recorded on the central data base; are investigated and, where possible, actions are taken to prevent them reoccurring; and to ensure where necessary, incidents are reported to the HSE under the RIDDOR.

- (e) To appoint an appropriately qualified school nurse and first aiders and to provide appropriate first aid equipment and facilities, which are checked regularly.

- (f) To undertake the duties of 'The Responsible Person' as laid out in the Regulatory Reform (Fire Safety) Order 2005.

- (g) To make sure that the conditions of any local authority licences are observed.

- (h) To ensure the safe storage, use and disposal of hazardous substances.

- (i) To ensure that the risk of slip, trip and fall incidents is, as far as reasonably practicable, eliminated by maintaining all internal and external flooring, walkways and pedestrian routes in good condition and free of obstructions and contamination that might cause a hazard.

- (j) To ensure, as far as reasonably practicable, that preventative health measures are taken to address occupational illnesses, such as work-related stress, and to ensure that staff are aware of the Employee Assistance Programme provided by 'Health Assured'.

- (k) To post warning notices and signs that comply with The Health and Safety (Safety Signs and Signals) Regulations 1996 where risks cannot be adequately controlled in other ways, or to indicate safe conditions/safety equipment.

- (l) To inform the school's Head of Operations and the relevant staff at CAT's Global Schools of any special or newly identified risks or new risks about to be introduced.

2. DELEGATED EXECUTIVE RESPONSIBILITY

I am responsible directly for any area within the school (and any off-site school premises) and any activity for which I have not specifically delegated responsibility below. When I have delegated responsibility below those persons have authority to enforce the School's Health & Safety Policy in the areas or in respect of the functions for which they are responsible. They must notify me and the school's Head of Operations of any new or special risks arising in their areas and also of any precautions that have to be taken to minimise the risk and they must report to me any breach of safety regulations.

Where persons with delegated responsibility are absent for long periods, adequate substitution must be made in writing with copies to me and such employees and other persons as may be affected.

Heads of Department

Every Head of Department is responsible for ensuring, as far as is reasonably practicable, the safety of staff, students and other persons in their Department. In particular, the responsibilities listed in 1 above, sections a, b, c, d, h, I, j, k, and l are delegated to Heads of Department for their departments. A list of Heads of Departments, contact email addresses and the departments for which they are responsible is set out below:

Department	Person	Contact Email
Operations (Health and Safety)	Simon Greener	sgreener@bosworthschool.co.uk
Safeguarding	Ita Coverdale	icoverdale@bosworthschool.co.uk
Administration	Jovanna Callejas Pottorf/ Tanya Radomilovic	jcallejaspottorf@bosworthschool.co.uk tradomilovic@bosworthschool.co.uk
Nurse	Caroline Adams	cadams@bosworthschool.co.uk
HR	Sue Styles	sstyles@catsglobalschools.com
Maintenance, Grounds and Vehicle Maintenance	Anthony Billington	abillington@bosworthschool.co.uk
Catering	Caroline Radwell	cradwell@bosworthschool.co.uk
Cleaning	Kayleigh George	kgeorge@bosworthschool.co.uk
IT	Kieron Connelly	kconnelly@catsglobalschools.com
Science	Stephen Webster	swebster@bosworthschool.co.uk
Maths	Shalini Jain	sjain@bosworthschool.co.uk
English and EFL	Rachel Southgate	rsouthgate@bosworthschool.co.uk
Business Economics and Computing	Sarah Swallow	sswallow@bosworthschool.co.uk
Humanities	Elizabeth Maher	emaher@bosworthschool.co.uk
PE, Art, Drama and Music	Georgina Neil	gneil@bosworthschool.co.uk
Boarding	Jeff Shipway	jshipway@bosworthschool.co.uk

3. ADVISORY RESPONSIBILITY FOR SAFETY

The Group has appointed Health & Safety Advisers to advise Heads and school staff on health and safety matters. In addition, I have appointed the following people to advise me on matters of safety within the school. If their advice is not taken by any member of the school, they should inform me and if necessary, the Chief Executive Officer of the Group. Exceptionally, if they discover anything dangerous which requires immediate action, they are authorised to take the necessary action and inform me subsequently.

i. **Health & Safety Manager**

Simon Greener (tel:07714636627) is responsible for advising me on how health and safety is being managed in the school. In addition, he is responsible for ensuring that:

a) Heads of Departments regularly review and monitor standards of safety in their departments and undertake appropriate remedial action if shortcomings are identified;

b) Heads of Departments implement the Group's arrangements for Health and Safety including:

i) The completion and regular review of general risk assessments for their department/ roles, and for areas (e.g. classrooms), activities (e.g. tasks undertaken in the classroom, or educational visits, or drama productions) and specific hazards (e.g. manual handling, ladder/ footstool use, and employee pregnancy);

ii) Taking appropriate action where significant risks are identified;

iii) Identifying H&S training needs and arranging appropriate training for their staff. Detailed guidance on training requirements is detailed in each person's National College training online account;

c) Heads of Departments advise/inform the Head, through the H&S Manager, of:

i) The measures needed to carry out work safely if deficiencies are identified;

ii) Any breaches of health and safety regulations;

iii) If any new or special risks are about to be introduced into the school.

d) Coordinating the actions necessary to fulfil recommendations made in external audits, inspections and reports (e.g. Fire Safety Risk Assessment Reports, H&S Audit Reports and Insurance Inspections)

e) In conjunction with the relevant Head of Department:

i. Completing the annual review of the school's Risk Register to address significant risks;

ii. Investigating all serious accidents, incidents, dangerous occurrences, and significant 'near misses' and ensuring appropriate remedial action is taken; and ensuring they are recorded on the group's database;

- iii. Investigating complaints/concerns by employees regarding health, safety and welfare matters and ensuring appropriate remedial action is taken;
- iv. Reporting 'notifiable dangerous occurrences' to the HSE within the required timescales, in accordance with RIDDOR.
- f) Disseminating safety advice given by the Group's H&S team, specialist advisers or enforcement officers to the appropriate Heads of Department in order that they can take appropriate actions;
- g) Liaising with the Group's H&S advisers and surveyors on matters where advice or assistance is required, or information is requested by the Group.
- h) Having a significant and effective role on the school's H&S Committee and the Group Health and Safety Committee.
- I) Ensuring that all staff are briefed on the fire evacuation procedures when they join the school, and receive refresher training at regular intervals; Fire Wardens/Marshalls (see 4 (i), below) have been appointed to assist the Fire Drill Officer and 'Key Duty Holders' (see 4(ii) below) have been appointed and given responsibility for specific aspects of fire safety.
- J) Review and monitor the progress of the school's Accessibility Plan in accordance with the guidance in the 'Accessibility Policy' located on the school's website. Also, to liaise with the Accessibility Advisor; Lesley Mifsud (Tel: 07885 755618)

To assist in this work, the following specialist advisers have been appointed:

ii. **Fire Drill Officer** Anthony Billington (Academic Buildings); Jeff Shipway (Boarding Houses) are responsible for advising me on all matters relating to fire drills. They are also responsible for:

- (1) Coordinating termly fire evacuation drills from all school buildings (including twilight evacuations in boarding) and ensuring that any areas where improvements could be made are highlighted immediately and suitable remedial action implemented;
- (2) Upon the completion of a fire evacuation drill, advising the staff when they, the students and any visitors or contractors may re-enter the buildings;
- (3) Keeping records of all fire evacuations or drills including date, time of the evacuation, time taken to evacuate the buildings and time taken to complete a full roll-call, as well as any problems encountered;
- (4) Reporting the findings of all fire evacuations and drills, particularly any problems and remedial measures to the school's H&S Committee;

iii. Emergency Evacuation Coordinators

Simon Greener, Jeff Shipway and Ita Coverdale are responsible for advising me on all matters relating to emergency evacuation. They are also responsible for:

- 1) Devising an Emergency Action Plan which covers:

- a) Plans for continued checking and vigilance for the school
 - b) An evacuation procedure
 - c) A violent intruder/lock down procedure
 - d) A procedure for search and re-entry
 - e) Details of the Emergency Evacuation Coordinator and Deputy Emergency Evacuation Coordinator and of appropriate staff and pupil training
- 2) In the event of an emergency evacuating the premises and at the appropriate time making the decision to re-occupy.

iv. School Nurse

Caroline Adams, School Nurse is responsible for advising me on matters relating to pupil health and medicine administration and the arrangements made by the school to meet the requirements set out in the 'First Aid' and 'Pupil Medical Procedures'.

It is the School Nurse's responsibility to report all notifiable accidents/injuries and diseases to the Head of Operations

v. Radiation Protection Supervisor

Andy Whalley is responsible for advising me on matters relating to radiation safety and liaising with the Radiation Protection Adviser, who are responsible for advising on all aspects of radiation safety. The Radiation Protection Adviser is Keith Bowker (Tel: 07831651726). Contact for advice: CLEAPPS Tel: 01895 251496

vi. Educational Visits Coordinator

Ita Coverdale is responsible for advising me on matters relating to educational visits; ensuring that all educational visits and school trips are planned using the Evisit website; and ensuring that all staff organising school visits are competent, plan visits properly and conduct appropriate risk assessments. The EVC will ensure any transport operators/ hires will comply with BIS requirements.

vii. Staff Wellbeing Coordinator

Sue Styles is responsible for advising me on matters relating to staff wellbeing, including initiatives to protect and promote good mental health and wellbeing amongst staff, such as monitoring occurrences of work-related stress and ensuring these are investigated to identify if any changes can be made to prevent future occurrences.

4. OTHER FUNCTIONS

(i) There are two fire evacuation plans for the academic buildings;

1. [Bosworth Independent School Both Academic Buildings Fire Evacuation Procedures \(Weekdays Between 6am - 6pm\) Jan 25 January 25.docx](#)

2. [Bosworth Independent School - Bosworth Hall Fire Evacuation Procedures Jan 25.docx](#)

The persons named below are the appointed **Key Roles in the Fire Evacuation Plan** with responsibility for their designated areas:

Emergency Evacuation Co Ordinator

Michael Hodgson – Headmaster/ Simon Greener (Deputy)

Attendance Co Ordinator

Jovanna Callejas Pottorf – Office Manager

Lead Fire Marshalls Bosworth Hall

Simon Greener – Head of Operations

Caroline Radwell – Catering Manager

Tony Billington – Head of Maintenance

John Gibbs – Maintenance Operative

Julie Hollingsworth – Chef

Chloe Brooks – Assistant Head of Boarding

Partick Hicks – Assistant Head of Boarding

Fire Marshalls Bosworth Hall

Bergiel, Malgorzata – Breakfast Chef

Daria Wiencazek – Catering Assistant

Kerry Fryatt – Catering Assistant

Kayleigh George – Cleaning Supervisor

Katherine Sherliker – House Parent

Vitalijs Palcevskis - Maintenance Operative

Lead Fire Marshal Newton

Ita Coverdale - Assistant Head

Tanya Radomilovic – Executive to the Head

Kieron Connelly - IT Support Technician

Jeff Shipway – Head of Boarding

Fire Marshalls Newton

Maria Laser – Cafe Supervisor

Denise Ward - Cafe Assistant

Shalini Jain – Head of Maths

Lisa Punter - Higher Education and Academic Extension Officer

Jayne Underwood - Student Communications

Crossing Monitors

Helen Marrington (Bosworth Hall) - Senior Laboratory Technician

Sue Stead (Bosworth Hall) - Laboratory Technician

Kate Smith (Newton) - Teacher of EFL

Zahra Champsey (Newton) - Teacher of English and Programme Director

The persons named below are '**Key Duty Holders**' with special responsibility for certain aspects of **Fire Safety - Mr Simon Greener, Head of Operations**

- Documenting and updating the school's 'Fire Safety Policy' and 'Emergency Action Plan';
- Updating the school's 'Fire Risk Assessment Action Plan' as tasks are completed;
- Maintaining records for 'Personal Emergency Evacuation Plans' (PEEPs) for relevant staff and students;
- Training staff, students and contractors working regularly on the Group's premises, e.g. caterers and cleaners, in fire safety procedures;
- Providing essential fire safety information to visitors, contractors and people who hire the school facilities;
- Putting in place and regularly monitoring fire safety procedures to ensure they are in place and working. This will include checking:
 - Escape routes – kept clear, not obstructed, clear of combustible items (e.g. coats) and displays,
 - Fire doors – not damaged, fit/close correctly, not wedged/hooked open, will open easily
 - Alarm activated door closers – ensure they activate when alarm sounds
 - Fire fighting equipment, e.g. extinguishers and fire blankets – in place, not damaged, appropriate to the area, serviced in last 12 months
 - Fire alarm systems – daily check of fire alarm panels, alarm systems serviced and tested quarterly by engineer, call points and detector heads not damaged/covered/obstructed, call points tested weekly so that each individual call point is tested at least once a year and all call points in higher risk areas are tested once a term,
 - Emergency lighting - serviced and tested sixth monthly by engineer, not damaged covered/obstructed, each light tested for functionality at least once a month
 - Fire signage – in place on all exit routes and by each extinguisher, not damaged/covered/obstructed

- (ii) **Display Screen Equipment Assessment** is carried out by individuals following online training on IHASCO/ National College. The assessment is to be carried out should the individual feel that they fit the criteria using the [Forms 25.0 DSE User Questionnaire - 310823.pdf](#)

Any remedial actions must be reported through to **Simon Greener**.

- (iii) The following people are nominated to **administer medicines**: [Medication Training Jan 25.xlsx](#)
- (iv) The following people are qualified **First Aiders**: [Sept 2024FirstAiders.doc](#)
- (v) The following people are qualified **Mental Health First Aiders**: [Mental Health First Aiders List Jan 25.docx](#)
- (vi) All **accidents** should be reported immediately to: **Simon Greener**
- (vii) All **dangerous occurrences or near misses** should be reported to: **Simon Greener**

(viii) The following person is responsible for **reporting serious accidents and dangerous occurrences to the Health and Safety Executive (RIDDOR regulation)**:

Simon Greener

(ix) **School Transport/Vehicles Manager:**

Anthony Billington is responsible for managing school transport and vehicle safety, including: ensuring that all authorised staff who drive vehicles are adequately trained, competent and appropriately licensed; all school vehicles are safe, well maintained and appropriately licensed and insured.

The authorised members of staff may:

- a. Drive hired vehicles from authorised suppliers (with headmaster's permission).
- b. Drive the 9 seater mini bus and other school vehicles, e.g. cars, people carriers and vans

(x) The following person is responsible for carrying out examinations of certain non-thermostatically **controlled pressure systems**, e.g. using a pressure cooker, in the Science Department. **Helen Marrington, Senior Science Technician.**

5. INDIVIDUAL RESPONSIBILITY

All members of the school staff and other persons entering the school's premises are responsible for exercising care in relation to themselves and others who may be affected by their actions. All employees must comply with the health and safety procedures provided by the Group and the school and must not interfere with anything provided in the interests of health and safety. Those in charge of visitors should ensure, where appropriate, that the visitors obey the safety rules of the departments and are aware of who to approach for advice.

EVERY EMPLOYEE MUST:

- (i) Take reasonable care of their own and other people's health, safety and welfare.
- (ii) Comply with the BIS's H&S rules and procedures and fully cooperate with regard to all health and safety matters.
- (iii) Make sure that all work is carried out in a safe way and in accordance with any training or instructions they have received. If in doubt, always seek expert advice from those listed above.
- (iv) Protect themselves and others by wearing safety equipment issued to them, and by using any guards or safety devices provided.
- (v) Not interfere or misuse anything provided for health and safety purposes.
- (vi) Warn their line manager and the Health & Safety Manager if there are any special, new, or preventable risks in their working environment or working procedures that are putting anyone's health, safety and welfare at serious risk.
- (vii) Offer any advice and suggestions that may improve health and safety.
- (viii) Report all potentially dangerous incidents or accidents.
- (ix) Familiarise themselves with the guidance in this policy and the school's procedures for:
 - Action to take in the event of an emergency, e.g. fire, violent intruder;
 - Action to take if someone requires first aid assistance
 - Welfare of students with allergies, asthma and epilepsy.

If in doubt about any process, or the safety of equipment, consult your line manager, or the Health & Safety Manager, or if necessary, myself.

Any item that is in need of repair or replacement please report to the maintenance team via Sysaid which is located on your computer's desktop.

6. SPECIAL HAZARDS

The following present special or unusual hazards in this school. Risk Assessments have been completed and are readily available in the relevant departments and from the Health & Safety Manager.

Chemicals for use in science laboratories
 Plant rooms
 Kitchens
 Workshops/workshop compounds
 Electrical substation
 Basement – storage and archive
 Movement of Transport Around Site
 Free Time Risk Assessment
 Radon
 Radiation
 Boarding Houses
 Lone Working
 Movement of Persons Between Buildings
 Risky Areas

7. SOURCES OF INFORMATION

Information on possible hazards and risks in this school and their control can be found in the Bosworth Health and Safety Icon on your desktop under risk assessments. Advice may also be sought from the CGS Health & Safety Committee via contacting **Simon Greener**.

8. SCHOOL H&S COMMITTEE

In accordance with the guidance in the 'CATS Global Schools Management of Health and Safety Policy' located in the Bosworth Health and Safety Desktop Icon under group Policies and Procedures, the school's H&S Committee meets three times a year and follows a standard agenda. The committee members are:

Person	Department/ Responsibility
Simon Greener	Chair Head of Operations (Health and Safety Manager)
Michael Hodgson	Acting Headmaster
Ita Coverdale	Designated Safeguarding Lead Educational Visits Co-ordinator
Jovanna Callejas Pottorf	Office Manager
Caroline Adams	Nurse
Sue Styles	HR Business Partner
Anthony Billington	Head of Maintenance and Grounds Vehicle Maintenance
Kayleigh George	Cleaning Supervisor
Caroline Radwell	Catering Manager
Kieron Connelly	IT Technician
Stephen Webster	Head of Science Outdoor Learning

Georgina Neil	Head of PE, Art, Drama and Music
Shalini Jain	Head of Maths
Rachel Southgate	Head of English and EFL
Sarah Swallow	Head of Business, Economics and Computing
Elizabeth Maher	Head of Humanities
Jeff Shipway	Head of Boarding

Prior to each School H&S Committee meeting, Heads of Department or other nominated members of staff will consult with staff, raise any relevant issues at the meeting and report back to the staff. Heads of Department or other nominated members of staff may also consult with staff at other times, e.g. on changes in policy and procedure, raise any relevant issues with the relevant member of the H&S Committee and report back to staff.

Part 3 – Arrangements

The arrangements section details the monitoring and review arrangements that are in place for health and safety. This section also references the standalone Health and Safety Policies and Procedures as applicable.

1 Review

The Health and Safety Policy (this document) will be reviewed corporately no less frequently than annually and at any other time that it is found to no longer accurately reflect the CGS Group or School's approach to health and safety management.

The standalone Health and Safety Policies and Procedures (detailed below) will be reviewed annually where a statutory requirement exists and bi-annually for any other policies. Policies can be updated at any time if they are found to no longer accurately reflect legislative requirements or the school's approach to the management of risk for these topic areas.

2 Health and Safety Policies and Procedures

Standalone Policies and Procedure documents are available for the following topic areas.

These documents have been issued as standalone policies and procedures to facilitate their review and communication in a manner that does not become burdensome.

[Bosworth H+S Policy Log.xlsx](#)

SIGNED BY HEAD OF SCHOOL



Review date: December 2024
Next review due: August 2025