BRACKENMOOR SCHOOL

Health and Safety Policy

Applies to all staff, pupils, contractors and visitors on the school site and on trips

Owner: Bursar **Approved by:** Board of Governors **Last reviewed:** September 2026 **Next review:** September 2027

1. Our commitment

Brackenmoor aims to provide a safe and healthy place to learn, work and visit. The Board of Governors has overall responsibility for health and safety, and the Bursar manages it day to day.

2. Responsibilities

- Governors set the policy and review it each year.
- The Bursar and Estates Manager carry out risk assessments and keep records.
- Heads of Department make sure practical subjects follow safe working practices.
- All staff report hazards and accidents promptly.

3. Risk assessments

Risk assessments are in place for the site, practical lessons, sport, boarding and every school trip. They are reviewed at least once a year and after any incident.

4. Fire safety

Fire alarms are tested weekly and evacuation drills take place every term, including a night-time drill in the boarding houses each term. Assembly points are signposted on the Long Field.

5. Visitors and contractors

All visitors sign in at main reception and wear a visitor badge. Contractors must provide method statements and are supervised on site.

6. Accidents and reporting

Accidents are recorded and reviewed by the Health and Safety Committee each term. Serious incidents are reported to the Health and Safety Executive where the law requires it.

7. Related policies

First Aid Policy · Educational Visits Policy · Safeguarding and Child Protection Policy