

# **B<sup>o</sup>OMSATSUMA**

## **Health & Safety Policy**

September 2025

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## Health & Safety Policy statement

It is the policy of boomsatsuma to conduct its operations in such a manner as to ensure the health, safety and welfare of all its employees, contractors, clients, students, general public and others whilst working and studying on its premises and outside those premises on associated activities. Working to Health & Safety at Work etc. Act 1974 and UK Statutory Instruments, as well as any future national health and safety legislation.

We will achieve this by:

- Creating and encouraging a positive and pro-active health and safety culture across the organisation;
- Ensuring so far as is reasonably practical, that all boomsatsuma premises provide a healthy and safe working environment, and that there are safe systems of work in place to provide this;
- To ensure that the safety standards prescribed are adhered to both on boomsatsuma premises and for offsite activities;
- Providing safe access and egress to the premises at all times;
- Ensuring that employees receive appropriate and up to date training, information, instruction and supervision;
- Carrying out and regularly reviewing risk assessments to identify hazards and existing control measures. We will prioritise, plan and complete any corrective actions required to reduce risk to an acceptable level;
- Ensuring arrangements are in place to provide safe use of, handling of, storage of and transportation of all articles and substances;

- Ensuring that suitable and sufficient work equipment is available and maintained, and that the appropriate personal protective equipment is provided for use of such equipment as required that ensures that risks are effectively managed;
- Providing access to adequate welfare facilities which include, but are not limited to, toilets, an adequately warm environment, Employees room, and drinking water;
- Ensuring that when Employees operate on behalf of boomsatsuma an assessment of the significant risks specific to the activities or tasks will be made. All reasonably practicable measures will be put in place to manage those risks and ensure the activities, or tasks can be conducted in a safe manner;
- Ensuring good and clear communications and consultation with/to all parties, including safety representatives of the recognised teacher unions, on all information related to health and safety and the management requirements of this, to comply with Safety Representatives and Safety Committees Regulations 1977;
- Monitoring compliance and good practice of health and safety, and where issues arise appropriate consultation and action is taken;
- Ensuring that all third-party contracts and services awarded across boomsatsuma, will be thoroughly vetted to achieve legal compliance. To then ensure that all contracts let are monitored for compliance;
- Regularly updating the Risk Registers, to ensure they are working documents that continually highlight and mitigate as far as is reasonably practicable identified risks;
- Recognising the benefits of automated external defibrillators (AEDs);

boomsatsuma will install equipment in all facilities where they are confident that capacity and skills currently available are sufficient to secure those benefits. boomsatsuma is committed to working towards achieving this in all locations.

Whilst the day to day management of health and safety can be delegated to the academies, the ultimate and overall responsibility for ensuring a safe and healthy environment lies with the boomsatsuma Board.

Employees have a legal duty to act in a safe manner and not to endanger themselves or others by their actions. Employees are encouraged to be proactive in developing and maintaining a healthy and safe working environment and to report health and safety concerns to the appropriate line management, or through the appropriate reporting procedures.

The Boomsatsuma Board recognises a positive health and safety culture is of significant benefit to the good performance and safety of the whole organisation. We aim to encourage, support and develop a positive and proactive approach for students through risk education and awareness. The organisational structure named below will ensure that sufficient resources (including financial) are available so that the Policy and its arrangements can be implemented effectively.

This Policy and our health and safety standards will be under continual review in the interests of continuous improvement. Formal amendment to this Policy will be conducted annually or as necessary to reflect changes in the Company's strategy, UK law and any changes will be brought to the attention of all employees.

## Accountable People

Mark Curtis	Chief Executive Officer
Beth Griffiths	Health and Safety Manager
David Thorpe	Deputy Health and Safety

## Roles and Responsibilities

## 2.1 Boomsatsuma Senior Leadership Team

The Senior Leadership Team (SLT) has the responsibility to set the strategic direction and objectives of all health and safety matters across boomsatsuma. The SLT is responsible for ensuring that high standards of corporate governance are maintained. It exercises its powers and functions by addressing such matters as policy and strategic development, adopting an annual plan and budget, monitoring boomsatsuma's safety management systems, managing the corporate risk register and making strategic decisions about the direction of boomsatsuma. The overall aim is to ensure a positive health and safety culture is established and maintained throughout.

The SLT will ensure that all reasonable steps have been taken to reduce the possibility of accident or injury to employees, students and visitors and oversee all developments relating to health and safety matters and will include such matters in a health and safety report.

boomsatsuma's Senior Leadership Team's responsibilities are:

- To ensure that each SLT Member accepts their individual role in providing health and safety leadership for boomsatsuma;
- To ensure the SLT formally and publicly accepts its collective role and responsibility in providing health and safety leadership for boomsatsuma;
- To ensure the SLT's decisions reflect its health and safety intentions as articulated in boomsatsuma's Health and Safety Policy statement;
- Ensuring an overall health and safety strategic development plan, including key targets, is implemented and undertaken with engagement from all members of the Senior Leadership Team;
- To receive regular and thorough updates in relation to the strategic development plan and associated actions;

- To provide and ensure an informed, proportionate and prioritised risk management system for boomsatsuma is implemented and monitored;
- To ensure annual health and safety targets and initiatives are recorded and reported to the Senior Leadership Team:
- To confirm that there have been no instances of material irregularity, impropriety, lack of integrity or negligence of health and safety statutory instruments across boomsatsuma and associated or subsidiary companies and
- To review boomsatsuma Health & Safety annual report.

## 2.2 Health & Safety Manager

boomsatsuma has appointed a competent and suitably trained Health and Safety Manager, David Thorpe, to comply with health and safety regulations.

The full-time Health & Safety Manager, is responsible for health and safety and must:

- Generate a progress report on findings, issues and progress to date to his line manager;
- Implement spot checks on a specific target area for consistency of approach and compliance;
- Ensure there are effective and adequate formal internal and external communications on health and safety across boomsatsuma;

- Ensure the boomsatsuma health and safety strategic development plan is implemented;
- Ensure there are systems in place to gather data, record and publish annual health and safety targets and initiatives across boomsatsuma;
- Ensure suitable and sufficient monitoring, reviews and recommendations of all health and safety management systems across boomsatsuma is warranted and implemented;
- To ensure effective accident and near miss reporting and investigation procedures are in place across boomsatsuma;
- To ensure monitoring of compliance contracts throughout boomsatsuma is undertaken and suitable reports are provided to Line Manager, e.g. mechanical and electrical statutory inspections, fire risk assessments, asbestos surveys, water hygiene monitoring;
- To ensure there is an effective business continuity plan in place for each of boomsatsuma's premises;
- To ensure there is an emergency plan along with emergency procedures in place for the safe evacuation of all boomsatsuma premises;
- Ensure contingency emergency arrangements and business continuity plans are in place to enable boomsatsuma strategic and education operations to continue in line with statutory requirements.
- To warrant that all external and third-party contracts that are awarded across boomsatsuma have a consistency of approach, the required levels of competence and ensure legal compliance.

Any successful contracts awarded by boomsatsuma must have been appropriately vetted for health and safety, financial and equality standards and other measures deemed appropriate;

The Health & Safety Manager must support the implementation of health and safety across boomsatsuma by:

- Implementing and reviewing policies;
- Considering the impact of health and safety in all strategic and operational decision making;
- Implementing ways in reducing the likelihood of people being harmed by boomsatsuma activities;
- Appraising findings and appropriate actions from health and safety audits, compliance audits, inspection audits, Reporting of Injuries Disease and Dangerous Occurrences (RIDDOR) reports;
- Ensuring systems are in place and adhered to in order to minimise the likelihood of enforcement action, penalties and prosecutions;
- Managing and monitoring an informed, proportionate and prioritised risk management system for boomsatsuma;
- Ensuring there is an emergency plan with procedures for the safe evacuation of a boomsatsuma premises;
- Be the point of contact for feedback and progression for health and safety should any issues arise;

## 2.3 Operational

- Manage the Risk Management process across boomsatsuma;
- Provide expert advice and guidance to boomsatsuma employees regarding health and safety issues;
- Review the status of health and safety across boomsatsuma ensuring appropriate action is taken where areas of weakness or concern are identified;
- Lead the development and delivery of effective and robust health and safety processes and services across boomsatsuma;
- Support action as required following any health and safety incident;
- Implement an effective accident reporting and investigation procedure across boomsatsuma;
- Maintain the central health and safety records and use them to inform the audit programme;
- Arrange statutory training in health and safety matters;
- Oversee the mechanical and electrical statutory compliance contract and Cleaning contracts;
- Gather data, record, monitor and provide reports on the effectiveness of the health and safety systems to their line manager to be presented to the SLT.

## 2.4 Employee Duties

Under the Health and Safety at Work etc. Act 1974 all employees have general health and safety responsibilities. Employees must be aware that they are obliged to take care of their own health and safety whilst at work along with that of others who may be affected by their actions.

All employees have responsibility to:

- Take reasonable care for the health and safety of themselves and others in undertaking their work;
- Comply with boomsatsuma's health and safety Policy and procedures at all times;
- Report all accidents and incidents in line with the reporting procedure;
- Report all defects in condition of premises or equipment and any health and safety concerns immediately to their line manager;
- Report immediately to their line manager any shortcomings in the academy's arrangements for health and safety;
- Cooperate with management/ SLT on all matters relating to health and safety;
- Not to intentionally interfere with or misuse any equipment or fittings provided in the interests of health safety and welfare;
- Inform line manager if something happens that might affect their ability to work e.g. suffering an injury, taking prescribed medications that could affect them, penalty points on a driving licence, pregnancy etc.;

- Ensure that they only use equipment or machinery that they are competent / have been trained to use;
- Make use of all necessary control measures and personal protective equipment provided for safety or health reasons;
- Ensure that they are fully familiar with the emergency procedures in their area of work, eg accidents, first aid, fire, lockdown etc.

## Accidents

Although every effort will be made to ensure a safe environment it is accepted that accidents can occur.

If an accident does occur this must be reported immediately to David Thorpe. It must also be recorded in the accident book.

If any of the following occur they must be reported to the Health and Safety Executive under the RIDDOR procedures (see [www.riddor.gov.uk](http://www.riddor.gov.uk)):

- Fatal accidents
- Specified injuries
- Accidents resulting in a period of absence of more than seven days
- Injuries to the public where they have to be taken to hospital.

In addition, some work-related diseases and dangerous occurrences must be reported to the Health and Safety Executive.

Following any accident, the situation will be investigated to determine whether changes need to be made to equipment, training or systems to work so that a similar situation can be prevented in the future.

This policy is non-contractual and does not form part of your terms and conditions of employment.

## Approval

Approved by; Beth Griffiths

Date; September 2025

Role; Head of Operations

Review date; September 2026

Boomsatsuma Education Ltd