



Health and Safety Policy

Version	1
Owner	Executive Committee
Approving body	Board of Directors
Date approved	10 June 2026
Effective from	1 July 2026
Review frequency	Three years
Review date	1 July 2029

See Appendix A for version history

Health and Safety Policy

1. Purpose

- 1.1. Boomsatsuma Education Ltd ('Boomsatsuma') is committed to providing and maintaining a safe, healthy and inclusive environment for all students, staff, contractors and visitors.
- 1.2. This policy sets out Boomsatsuma's approach to managing health and safety across all Further Education (FE) and Higher Education (HE) provision, including teaching, workshops, productions, placements, trips, events, commercial activity and offsite working.
- 1.3. Boomsatsuma recognises that effective health and safety management is fundamental to the physical and mental wellbeing of its community and to the successful delivery of education, creative practice and wider organisational activities.
- 1.4. This policy establishes the framework through which Boomsatsuma seeks to meet its legal duties and manage health and safety risks.

2. Definitions

- 2.1. For the purposes of this policy, the following definitions apply.
- 2.2. 'Employee' means permanent, temporary, agency, casual and freelance staff engaged by Boomsatsuma for the purposes of work or educational delivery.
- 2.3. 'Student' means all learners enrolled on Further Education (FE), Higher Education (HE), short course or commercial programmes.
- 2.4. 'Contractor' means any external organisation, supplier or individual undertaking work or providing services on behalf of Boomsatsuma.

- 2.5. 'Visitor' means any person or guest attending Boomsatsuma premises or activities who is not an employee or student.
- 2.6. 'Volunteer' means an individual undertaking approved activities on behalf of Boomsatsuma without a contract of employment.
- 2.7. 'Offsite activity' means trips, visits, productions, placements, events, external shoots, work-based learning and any other Boomsatsuma-related activity undertaken away from Boomsatsuma premises.
- 2.8. 'Hazard' means anything with the potential to cause harm in the context of health and safety.
- 2.9. 'Risk assessment' means the process of identifying hazards, evaluating risks and implementing appropriate control measures.
- 2.10. 'Reasonably practicable' means balancing the level of risk against the measures needed to control that risk in terms of time, cost and effort.

3. Scope

- 3.1. This policy applies to all Boomsatsuma employees, students, contractors, volunteers and visitors.
- 3.2. The policy applies to all Boomsatsuma premises and to activities undertaken offsite where Boomsatsuma has responsibility, control or oversight.

4. Policy Statement

- 4.1. Boomsatsuma recognises that effective health and safety arrangements are essential to supporting positive student outcomes, continuation, participation and the overall student experience.

4.2. Boomsatsuma will take all reasonably practicable steps to:

- Provide and maintain a safe and healthy working and learning environment
- Comply with relevant health and safety legislation and regulatory requirements
- Maintain safe systems of work and learning
- Identify, assess and manage risk appropriately
- Take account of the needs of individuals who may require reasonable adjustments or other measures to support safe participation in work and learning
- Provide suitable information, instruction, training and supervision
- Promote a positive and proactive culture of health, safety and wellbeing
- Ensure safe access to and egress from premises
- Maintain suitable welfare and first aid arrangements
- Provide and maintain safe equipment and, where required, appropriate personal protective equipment (PPE)
- Support effective communication and consultation on health and safety matters
- Encourage the prompt reporting of hazards, incidents, accidents and near misses
- Maintain appropriate emergency procedures and business continuity arrangements
- Ensure contractors operate safely and in accordance with relevant standards.

5. Governance and Responsibilities

5.1. The Board of Directors has ultimate accountability for ensuring that appropriate arrangements are in place to manage health and safety risks across Boomsatsuma.

5.2. The Executive Committee is responsible for overseeing and operationalising this policy and ensuring appropriate arrangements are in place across all areas of activity. Responsibilities include:

- Ensuring appropriate resources are available to support effective health and safety management, including training and supervision
- Receiving assurance from all areas of the organisation that suitable risk management arrangements are in place
- Embedding health and safety considerations within operational decision-making
- Being aware of current incidents and implementing corrective actions where required
- Supporting a culture of shared responsibility and continuous improvement.

5.3. The Director of Operations is appointed as the Health and Safety Lead and is supported by the Head of Safeguarding and Inclusion as the Deputy Health and Safety Lead. Responsibilities include:

- Advising the organisation on compliance with health and safety legislation and good practice
- Supporting the development and review of policies and procedures
- Monitoring compliance activity, inspections and statutory requirements
- Supporting the development of risk assessment processes
- Overseeing incident and near miss reporting arrangements
- Coordinating health and safety training and guidance
- Obtaining external professional advice where specialist health and safety expertise is required to support the organisation in meeting its responsibilities
- Reporting significant issues, trends and risks to the Executive Committee.

5.4. Heads of School (HE) and Heads of Department (FE) are responsible for overseeing the day-to-day implementation of health and safety arrangements within their areas of responsibility. Working with Heads of Programme, Programme Leaders, delivery teams and specialist roles within Boomsatsuma, Heads of School or Department are responsible for:

- Taking reasonable steps to ensure activities are risk assessed where appropriate
- Providing appropriate supervision and local induction

- Ensuring that staff and students understand relevant safety procedures and have access to appropriate information, training and supervision
- Responding appropriately to hazards, incidents and concerns
- Reporting significant concerns to the Health and Safety Lead (or Deputy)
- Monitoring local compliance and taking corrective action where required
- Ensuring that equipment and working environments are maintained and safe to use.

5.5. All employees have a duty to take reasonable care of their own health and safety, the health and safety of students under their care, and that of any others who may be affected by their actions. Employees are expected to:

- Comply with relevant policies, procedures and safety instructions
- Report hazards, incidents, accidents and near misses promptly to their line manager
- Use equipment and any required PPE safely and appropriately
- Participate in mandatory training where required
- Inform their line manager where a health condition or other circumstance may affect their ability to work safely
- Avoid intentional misuse or interfering with equipment or arrangements provided for health and safety purposes.

5.6. Students are expected to behave responsibly and contribute to a safe learning environment. Students must:

- Follow health and safety instructions provided by staff both verbally and published within course documentation and/or virtual learning environments
- Complete mandatory risk assessments and comply with the requirements of staff reviewing risk assessments
- Use equipment, studios, workshops and facilities safely, as directed by staff and through training
- Report hazards, accidents or unsafe behaviour to staff
- Attend inductions and mandatory safety training where required

- Comply with risk control measures put in place to support on-site practical work, offsite work, trips, placements and other routine or occasional activities.

6. Risk Management

- 6.1. Boomsatsuma will maintain arrangements for identifying, assessing and managing risks associated with its activities.
- 6.2. Risk assessments will be undertaken where required, before new activities commence, and reviewed periodically or following significant change. They will be proportionate to the nature and scale of the activity being undertaken.
- 6.3. When assessing key risks across the organisation, Boomsatsuma will pay particular regard to:
 - Classroom, studio and workshop environments
 - Production activity and events
 - Educational visits and offsite activity
 - Placements and work-based learning
 - Lone working and out-of-hours activity
 - Fire safety and emergency arrangements
 - Wellbeing and stress-related risks
 - The needs of individuals who may require additional support, reasonable adjustments or specific control measures.
- 6.4. Appropriate control measures will be implemented as part of risk assessment processes to reduce risks so far as is reasonably practicable.

7. Training, Information and Supervision

- 7.1. Boomsatsuma will provide staff and students with appropriate information, guidance, training and supervision to support safe working and learning.
- 7.2. Provisions to staff and students include but are not limited to:

- Induction training
- Health and safety training
- Fire safety and emergency procedures
- First aid awareness
- Equipment-specific training
- Risk assessment guidance
- Specialist training for higher-risk activities.

7.3. Boomsatsuma will seek to ensure that individuals delivering training or providing guidance have appropriate competence.

7.4. Records relating to the completion of mandatory training will be maintained.

8. Premises, Equipment and Welfare

8.1. Boomsatsuma will maintain, so far as is reasonably practicable:

- Safe premises and learning environments
- Suitable welfare facilities
- Safe access and egress arrangements
- Maintenance and inspection regimes for relevant equipment
- Arrangements for statutory compliance inspections.

8.2. Appropriate first aid arrangements will be maintained across Boomsatsuma sites. This includes the presence of trained first aid personnel as appropriate to the scale of operations, access to first aid equipment and emergency procedures, and information about the location of nearby defibrillators.

8.3. Appropriate arrangements will be maintained for fire safety management, including evacuation procedures, testing and maintenance of relevant systems.

9. Contractors

- 9.1. Boomsatsuma will take reasonable steps to ensure that contractors engaged on its behalf are competent and operate safely.
- 9.2. Contractors may be required to provide evidence of suitable risk assessments, method statements, insurance and competence where appropriate.
- 9.3. Boomsatsuma may undertake reasonable checks and proportionate monitoring of contractor activity where appropriate, particularly where activities present elevated risks or where new contractors are engaged.

10. Accident and Incident Reporting

- 10.1. All accidents, incidents, hazards and near misses should be reported as soon as possible through appropriate reporting arrangements. Significant incidents should be escalated promptly to the Health and Safety Lead or Deputy Health and Safety Lead.
- 10.2. Incidents will be recorded and reviewed as appropriate to support effective management and organisational learning.
- 10.3. Significant incidents may be investigated to determine causes, inform corrective actions and support organisational learning.
- 10.4. Where required, incidents will be reported to the Health and Safety Executive (HSE) in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR).

11. Emergency Planning and Business Continuity

- 11.1. Boomsatsuma will maintain proportionate emergency procedures and business continuity arrangements. This includes arrangements relating to:

- Fire safety and evacuation
- First aid response
- Lockdown or security incidents
- Critical incidents
- Continuity of educational operations.

11.2. Emergency arrangements will be reviewed periodically, tested or exercised where appropriate, and updated where required.

11.3. Staff and students are expected to familiarise themselves with relevant emergency procedures.

12. Monitoring and Reporting

12.1. Boomsatsuma will maintain proportionate arrangements to monitor health and safety performance and support continuous improvement. Monitoring arrangements are intended to provide assurance to management and governance bodies that health and safety arrangements remain effective and proportionate.

12.2. Monitoring activity may include:

- Incident, accident and near miss reporting and analysis
- Appropriate inspections, reviews and compliance checks
- Review of risk assessments and control measures
- Monitoring of training completion
- Consideration of feedback from staff, students, contractors and other stakeholders.

12.3. Significant incidents, emerging risks and compliance matters will be reported through appropriate management and governance channels.

- 12.4. The Executive Committee and Board of Directors will receive appropriate reporting and assurance relating to significant incidents, emerging risks, compliance matters and strategic health and safety concerns.
- 12.5. Where areas for improvement are identified, appropriate corrective actions will be implemented and monitored.

13. Review

- 13.1. This Policy will be reviewed periodically by the Executive Committee to ensure it remains aligned with relevant legislation, regulatory expectations, and provider practice.

Appendix A – Version History

Version	Date	Changes
1	10 June 2026	New draft