



Health and Safety Policy

Bromley Technical School (BTS)

1. Statement of Intent

The Proprietor and Senior Leadership Team of Bromley Technical School are committed to the health, safety, and welfare of all our employees, pupils, visitors, contractors, and all other persons who may be affected by our operations.

Our aim is to provide a safe and healthy environment for learning and working, so far as is reasonably practicable, by actively identifying, assessing, and managing risks across all school activities and premises.

The Proprietor retains the ultimate accountability and responsibility for health and safety across the School, though day-to-day management is delegated to the Headteacher and management team.

This policy will be reviewed annually and updated as necessary.

Signed:

Rt Rev AR Ogundijo

Headteacher/Proprietor

Date: 12/12/25

2. Organisation and Responsibilities

Effective health and safety management requires the commitment and co-operation of everyone at the school.

The Proprietor and Governors are responsible for:

- Determining, approving, and reviewing the Health and Safety Policy annually.
- Ensuring adequate resources (time, money, competent people) are available to implement the policy effectively.
- Ensuring the appointment of a competent person(s) to assist with health and safety duties.

The Headteacher is responsible for:

- The day-to-day management and implementation of this policy.
- Ensuring risk assessments are conducted, recorded, and reviewed regularly for all school activities and areas.
- Ensuring all staff receive appropriate health and safety training and information.
- Monitoring health and safety performance and reporting to the Proprietor/Governors.

All Staff are responsible for:

- Taking reasonable care for their own health and safety, and that of others (pupils, visitors, etc.) who may be affected by their actions.
- Co-operating with the employer on all health and safety matters.
- Working in accordance with training and established safety procedures.
- Reporting any hazards, near misses, or accidents immediately to the School Admin Manager or their line manager.

3. Arrangements and Procedures

The School has specific procedures in place to manage various health and safety risks:

- **Risk Assessment:** We systematically identify hazards, assess the likelihood and severity of harm, and implement control measures to mitigate risk. Significant findings are recorded and reviewed regularly.
- **Accident and Incident Reporting:** All accidents, incidents, and near misses must be recorded in the school's accident book. Certain serious incidents and diseases are reported externally to the Health and Safety Executive (HSE) under the RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013) regulations.
- **Fire Safety and Emergency Procedures:** The School maintains robust fire safety procedures, including regular fire drills, clear escape routes, tested alarm systems, and up-to-date fire risk assessments.
- **First Aid:** The School ensures adequate first-aid equipment is available and has appointed trained first aiders on site at all times during school activities.
- **Control of Hazardous Substances (COSHH):** Hazardous substances (e.g., chemicals used in science labs or vocational workshops) are identified, risk-assessed, correctly labelled, securely stored, and used only according to strict safety guidelines.
- **Off-site Visits:** All educational visits and outdoor activities are subject to specific risk assessments that consider the age of pupils, transport, supervision ratios, and specific activity risks before permission is granted.
- **Site and Equipment Maintenance:** Regular inspections and maintenance are carried out on the premises, plant, and equipment (including electrical safety/PAT testing and asbestos management procedures) to ensure they are safe for use.

4. Monitoring and Review

The effectiveness of this policy and associated procedures is monitored through regular site inspections, accident investigations, staff feedback, and an annual formal review by the Proprietor.

This policy is a 'living document' and will be updated whenever there is a significant change in school activities, premises, or public health advice.

Parents and staff can request to view full details of specific risk assessments and operational procedures by contacting the School Admin Manager via the School [Contact Us](#).