

BRANWOOD PREPARATORY SCHOOL

(BRANWOOD SCHOOL TRUST LTD)

Stafford Road, Monton, Eccles, Manchester, M30 9HN

T: 0161 789 1054

E: office@branwoodschool.co.uk

General Statement of Health and Safety Policy

As trustees of Branwood Preparatory School we fully recognise our collective responsibility for providing, so far as is reasonably practicable, a safe and healthy school for all of our employees, pupils, contractors, visitors (including parents) and others who could be affected by our activities. In our role as employer we attach high priority to ensuring that all the operations within the school environment, both educational and support, are delivered in an appropriate manner. The trustees are committed to promoting the welfare of all in our community so that effective learning can take place.

We fulfil our responsibility as trustees of Branwood Preparatory School by appointing Mr J. Seddon as our Health and Safety governor, with responsibility for overseeing health and safety.

Day-to-day responsibility for the operation of health and safety at the school is vested with the Bursar. However, as trustees, we have specified that the school should adopt the following framework for managing health and safety:

- The Health and Safety Governor attends the meetings of the school's Health & Safety Committee termly and receives copies of all relevant paperwork.
- A report on health and safety covering: statistics on accidents to pupils, staff and visitors, staff training, fire drills, and all new or revised policies and procedures is tabled at each term's trustee meeting.
- The external fabric of the school, its plant, equipment and systems of work are surveyed and inspected regularly by competent professionals.
- These reports (as per point above) are considered by the Health & Safety Committee and its recommendations (together with other defects) form the basis of the school's routine maintenance programmes.
- The school's adherence to health and safety in catering and cleaning of the food preparation and eating areas is subject to external inspection by the Environmental Health Officer (EHO).
- The school has fire risk assessments, carried out by a competent person which are continuously reviewed for progress on completion of items in the action plan, and updated annually, more frequently if significant changes are made to the interior of buildings or new buildings are bought or added. The Health & Safety Committee review this risk assessment every time it is amended and submit a report to the Board of Trustees.
- The school has a competent person undertake an annual risk assessment for legionella.
- The school has a comprehensive policy in place for the training and induction of new staff in health and safety related issues which includes basic 'fire safety' and 'working at height' training. Health and safety training that is related to an individual member of staff's functions, such as site manager, will be provided in addition to the 'standard' induction training. First aid training is provided to all members of staff.

BRANWOOD PREPARATORY SCHOOL

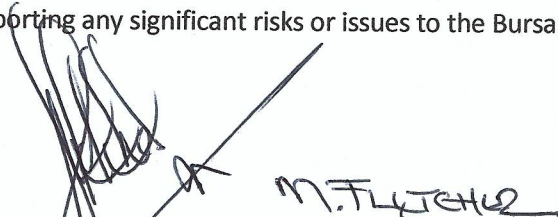
(BRANWOOD SCHOOL TRUST LTD)

Stafford Road, Monton, Eccles, Manchester, M30 9HN

T: 0161 789 1054

E: office@branwoodschool.co.uk

All members of staff are responsible for taking reasonable care of their own safety, that of pupils, visitors, temporary staff, volunteers and contractors. They are responsible for co-operating with the Head, the Bursar and other members of the Senior Leadership Team ("SLT") in order to enable the trustees to comply with health and safety duties. Finally, all members of staff are responsible for reporting any significant risks or issues to the Bursar.



Chair of Trustees, for and on behalf of the Board

Date: 23rd September 2025