

 <p>BRIGHTON COLLEGE ABU DHABI A Bloom Education Initiative</p>	BRIGHTON COLLEGE ABU DHABI		Doc No. BCAD-OSH-POL-01	
	INTEGRATED MANAGEMENT SYSTEM		Issue No.	01
	(ISO 9001:2015, ISO 14001:2015, ISO 45001:2018 & ISO 41001:2018)		Rev. No.	9
	BCAD OSH POLICY		Date	19-1-2024

1. Policy Statement

The College policy on Occupational, Safety and Health lays out the commitment to providing a sustainable, healthy and safe workplace for staff, students, contractors and visitors. This commitment reflects the intentions of the Abu Dhabi Emirate OSH policy and the Education Sector OSH policy.

Brighton College's OSH policy reflects the OSHAD and Education Sector OHSMS Requirements.

This policy applies to all staff, students, contractors and visitors and to all OHS records created or received by the College as a result of OSH activities and processes at the College.

2. Aims

The College OSH Policy sets out to achieve the following:

- Outline the procedures that exist to ensure compliance with all OSH policy and guidelines created by ADEK OSH Section and the Statement of Intent on College OSH Matters.
- Ensure the integration of OSH roles, responsibilities and accountabilities into the College's management structure and processes leading to the development of a proactive OSH culture.
- Ensure OSH documents used by the College are created, approved, and distributed in a controlled manner and in doing so, facilitate easy identification through the application of consistent formatting, availability of current versions and removal of superseded or obsolete documents.
- Outline the procedures for approval, maintenance, and review of OSH documents.
- Ensure that OSH records generated as a result of OSH activities conducted by the College are appropriately identified, stored, retained and disposed of according to relevant OSH legislative requirements.
- Eliminate or reduce health and safety risks to an acceptable level and to comply with minimum legal requirements.

2.1 Definitions

OSHAD Refers to the Abu Dhabi Occupational, Health and Safety Management System Regulatory Framework. First released in 2009, significant revisions were made, and the current version was released in 2019.

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- OSH Record:** A record is information created or received (in any form) by the school as evidence of its OSH activities. For example - action plans, hazard reports, incident reports, completed risk assessments, inspection reports, OSH meeting minutes, emergency evacuation reports, health monitoring reports, maintenance records, induction and training records, inspection testing and monitoring reports and completed chemical registers. Records may be in hard copy or electronic form.
- Retention Period:** The period of time, usually based on legislative requirements, for which a record must be kept before it is destroyed.
- Confidential Record:** Any record which is not already in the public domain and contains information that identifies individuals or contains commercially sensitive information.
- Supervisor:** Staff who are non-managers of heads of department, but are responsible for the oversight, direction and/or management of other staff, students and contractors in the College.
- Contractor:** Person engaged to carry out work for the College and/or engaged by contract for the provision of a service.

3. Practice and Procedure

3.1 OSH Policy Statement

The OSH policy statement is endorsed by the Head Master and the Manager of School Operations, the persons who are ultimately responsible for environment, health and safety within the College.

It is displayed on the College OSH notice board.

3.2 Communication and Consultation

In line with the OSH Communication and Consultation policy, all OSH documents are to be communicated to all relevant stakeholders through induction training, staff manuals and staff meetings.

Important OSH documentation is available on the College Intranet, the College website, and displayed in prominent locations throughout the College and is readily accessible to all staff and students and can be provided to contractors and visitors.

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3.3 Roles and responsibilities

OSH roles, responsibilities and accountabilities should be defined by senior management and added to position descriptions.

Any staff assigned specific OSH roles and responsibilities should have these recorded in their personnel file. The personnel files need to be managed according to the OSH Record Retention Procedure.

3.4 Document Control Procedures

Generally, ADEK OSH Section will create OSH documents centrally where there is a need to establish consistency across all schools in meeting the minimum requirements of OSHAD.

Additional OSH documents may be required for specific situations and activities at College level. These documents should be approved, maintained and reviewed in accordance with the OSH Document Control Policy.

3.5 Contractors

Bloom Procurement, and the Manager of School Operations are responsible for the selection and management of contractors in accordance with the school policy and ensuring their compliance with College procedures including OSH.

3.6 Display Screen Equipment (DSE)

The IT Department is responsible for ensuring that DSE assessments are completed for administrative staff and teaching staff who regularly use laptops or desktop PCs.

Staff are reminded that laptops should not be used on laps, chair arms and other unsuitable surfaces.

ADEK OSH Section publishes guidance on Ergonomics and use of computers which is forwarded to staff annually and posted in work areas.

3.7 Educational Visits and Journeys

The Head Master and MSO is responsible for ensuring that all College trips are managed in accordance with the College trip policy and procedures which all teachers must be familiar with and adhere to.

The trip leader should decide how information is provided but must ensure that the pupils understand key safety information. For some pupils on overnight visits, it will be their first experience away from home on their own and in the close company of other pupils. Pupils should understand:

- The aims and objectives of the visit/activity.
- The background information about the place to be visited.
- Basic foreign words where appropriate; relevant foreign culture and customs.
- How to avoid specific dangers and why they should follow rules.
- Why safety precautions are in place.

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- Why special safety precautions are in place for anyone with disabilities, medical or educational needs;
- What standard of behaviour is expected;
- Appropriate and inappropriate personal and social conduct including sexual activity;
- Who is responsible for the group;
- What not to bring back either within the UAE or from abroad such as drugs, knives etc.;
- What to do if approached by anyone from outside the group;
- Rendezvous procedures;
- What to do if separated from the group;
- Emergency procedures.

For residential visits all group members should:

- Carry the address and telephone number of the accommodation in case an individual becomes separated.
- Where visits involve multiple activities with differing requirements each activity will need to be assessed and separate information provided. Pupils should be aware of who is responsible in any instances where the group leader has delegated responsibility to another member of staff or instructor.
- If at any time there is a change in the planned schedule new activities should be assessed and pupils provided with the appropriate information

During any time that remote supervision takes place the group leader must ensure that pupils are aware of the ground rules and are adequately equipped to be on their own in a group. The size of each group should also be considered. As a minimum pupils should have the following

- Telephone numbers and emergency contacts if lost;
- Money;
- Maps and plans and any other information for them to act effectively;
- Location of local telephones and the appropriate currency;
- A knowledge of how to summon help;
- A knowledge of out of bounds areas or activities;
- Identity cards and a rendezvous point.

It is important that all pupils are told not to go off on their own, are given clear instructions about permitted remote supervised activities and understand and accept the ground rules.

3.8 First Aid

The names of the College's qualified First Aiders are displayed on notice boards located in the following areas:

- OSH notice board

First Aid supplies are kept in first aid boxes which are located as follows:

- Security Office at entrance
- Reception
- College clinic

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- Art Department
- Library
- Design and Technology Department
- Science Department x10
- Pre-Prep PA Office
- Pre-Prep Reception
- Majalis
- Canteen
- Sports Block
- Theatre
- Head Master's PA Office
- MSO Office
- Administration Block
- Languages
- Pre-Prep Gym
- Stationary Department
- Sixth Form Centre
- Maths Department

It is the responsibility of the Clinic nurses & Doctor to ensure that stocks of supplies are kept up to date on a regular basis.

All staff must be familiar with the school arrangements for First Aid.

3.9 Inclusion

All teaching and support staff should be familiar with the College's Inclusion policy.

The Head Master and MSO are responsible for ensuring that there are adequate facilities and support staff to ensure the health, safety and welfare of any pupil with special educational needs (SEN).

All teaching and support staff must be given any information about a pupil's needs and receive such training as is necessary for them to be able to support the pupil's learning, social and personal needs.

The Heads of School must ensure that all risk assessments for curriculum activities are adapted as necessary to ensure the safety of any pupil with SEN. No pupil should be excluded from an activity on the grounds of health and safety unless this is absolutely unavoidable.

Where it is considered essential to exclude a pupil from all or part of an activity this exclusion must be authorised by the Head Master.

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3.10 Lettings/shared use of premises/use of Premises outside School

Whilst out of hours' activities using the school will be controlled by others (the organisers), the Head Master is responsible for ensuring that any use of the premises outside school hours is managed in accordance with the College OSH policy and lettings policy.

Bloom Education and/or the College is responsible for managing the arrangements for lettings, e.g. staffing requirements, first aid provision, fire and emergency arrangements, and any restriction on the use of facilities and equipment.

3.11 Lone Working

Lone workers can be defined as anyone who works by themselves without close or direct supervision.

Facilities staff in particular, and cleaning staff may be regular lone workers, but teachers and other staff may also work in isolated classrooms/offices after normal school hours or during holiday times.

Lone workers should not undertake any activities which present a significant risk of injury.

3.12 Managing Medicines & Drugs

No pupil is allowed to take medication on the school site without a letter of consent from his/her parent/carer.

Staff must notify the MSO / Clinic Team if they believe a pupil to be carrying any unauthorised medicines/drugs.

The College policies on First Aid and Medicine use provide detailed guidance and all staff should be familiar with these policies.

3.13 Manual Handling and Lifting

The Head Master will ensure that any significant manual handling tasks are risk assessed and these tasks eliminated where possible.

No member of staff should attempt to lift or move any heavy furniture or equipment themselves but must ask the Facilities Team to arrange for assistance.

Pupils are not allowed to move or lift any heavy or unwieldy furniture or equipment.

3.14 Sports Equipment

The Director of Sport is responsible for ensuring that all sports equipment is suitable and safe for the activities planned and the age and abilities of the pupils.

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Risk assessments are to have been completed for all sports activities and all staff must be familiar with these.

Equipment such as wall bars, ropes, beams, benches and mats are formally inspected annually by a competent contractor.

All sports equipment must be visually checked before lessons and returned to the designated store area after use.

Pupils must not use the sports equipment unless supervised.

Any faulty equipment must be taken out of use and reported to the Director of Sport.

3.15 Security/Violence

Reporting to the Manager of School Operations are responsible for the security of the College site and will undertake regular checks of the boundary walls /fences, entrance points, outbuildings and external lighting.

They are also responsible for the security of the site during after-school use and lettings.

Where an electronic pass ("swipe card") door access system is in operation, the issuing and control of these passes will be controlled by the Vice-Principal. Staff must report the loss of a card immediately to the Vice-Principal, or Head of Department.

Staff must question any visitor on the school premises who is not wearing a visitor lanyard or sticker and escort them back to reception.

If an intruder becomes aggressive staff should seek assistance.

Meetings with parents known to be verbally abusive or threatening in their behaviour should only be held in an area of the school where assistance is available. The Head Master or MSO should be notified in advance of these meetings where possible.

Any incidents of verbal abuse or threatening behaviour by parents, visitors or pupils must be reported immediately to the Head Master or MSO.

3.16 Site Maintenance

In line with general inspection protocols as outlined by OSHAD Inspection Policy or post reporting of a fault or incident as outlined in the OSHAD Incident Policy, the Facilities Team and his management team are responsible for:

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- Removing faulty equipment as directed by staff and if appropriate arranging for its repair or replacement. Staff must not attempt to repair equipment themselves.
- The detailed arrangements for the maintenance and inspection of equipment are described in the site maintenance procedures.
- Ensuring the basic maintenance of the school premises and grounds and for ensuring cleaning standards are maintained.

3.17 Stress

The Head Master and MSO are responsible for taking steps to reduce the risk of stress in the College by taking measures to ensure colleagues are supported through:

- An environment in which there is good communication, support, trust and mutual respect.
- Training to enable them to carry out their jobs competently.
- Control to plan their own work and seek advice as required.
- Involvement in any major changes.
- Clearly defined roles and responsibilities.
- Consideration of domestic or personal difficulties.
- Individual support, mentoring and referral to outside agencies where appropriate.

3.18 Swimming

Pupils are instructed by qualified instructors who are police vetted and health checked. A pool operations safety policy is in place which outlines all operations governing swimming at the College.

3.19 Visitors and Contractors

All visitors must sign in and out at the school security gates. This includes parents and peripatetic teachers/specialists. A pass will be issued which must be worn and clearly visible at all times in school.

Visitors to the school will be made aware of the emergency procedures and other safety information as is relevant.

Contractors undertaking maintenance work on the school will be informed of the emergency procedures and any risks in their work area e.g. fragile roofs.

3.20 Working at Height

Staff are reminded that working at height applies to any activities which cannot be undertaken whilst standing on the floor.

The Operations Team is responsible for ensuring risk assessments are carried out for working at height tasks in the school and for the purchase and maintenance of all ladders, scaffolding and other access equipment in the College, and any necessary training required by College members of staff who need to utilise this equipment.

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Low risk, work at height involving the use of mobile towers and ladders will normally be carried out by the site services team.

Instructions for staff working at heights:

- Specialist contractors will be engaged to carry out higher risk, or extended work at height tasks.
- Aluminum ladders or steps must not be used in close proximity to electricity.
- If there is a need to hang decorations or displays, then a step stool or small step ladder must be used. Standing on desks, chairs or other furniture is **not** permitted.
- If a ladder has to be used for the task, the Facilities Supervisor will assist in erecting it properly.
- Staff should have an assistant to hold the ladder steady and pass you the materials you need.
- Never overreach. Try always to keep one hand free on the ladder to steady yourself.
- Knees should be no higher than the top rung of the ladder.
- Staff should not stand on the top two steps of stepladders to carry out work.
- Staff should never stand on the top step of stepladders unless it is a platform with handrails.

3.21 Personal Protective Equipment

Where the need for PPE has been identified in Risk Assessments, it is the MSO responsibility to ensure adequate provision of suitable PPE.

Where a need for PPE has been identified it must be worn by any staff member or pupil who might be at risk of injury or harm to health.

Any staff member or pupil who refuses to use the PPE will be subject to disciplinary action.

PPE must be kept clean and stored in designated areas. Staff must report any lost or damaged PPE to their line manager.

3.22 Hazardous substances

The Operations team are responsible for ensuring that all cleaning and maintenance products that may be hazardous to health are assessed before being used.

The substances must be stored securely in accordance with the manufacturer's instructions and only used by authorised persons trained in the safe use of the product.

All staff are reminded that no hazardous substances should be used without the permission of the MSO. The Heads of Departments will be responsible for ensuring risk assessments are carried out and communicated for any authorised products.

3.23 Fire Precautions and Emergency Procedures

The MSO is responsible for ensuring:

- That a Fire Risk Assessment is completed and reviewed annually.
- That the school emergency plan and evacuation procedures are regularly reviewed.

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- The provision of fire awareness training for selected staff.
- That an emergency fire drill is undertaken every term.
- The preparation of specific evacuation arrangements for staff and/or pupils with special needs.

The Facilities Team is responsible for:

- The formal maintenance and regular testing of the fire alarm and emergency lighting.
- The maintenance and inspection of the fire fighting equipment.
- The maintenance of exit/escape routes and signage.
- Supervision of contractors undertaking hot work.

All staff must be (made) familiar with the school fire safety risk assessment, emergency plan and evacuation procedures which is communicated in the BCAD Fire Safety Management Policy

3.24 Electrical Safety

The Facilities Supervisor is responsible for ensuring that the hard wiring system is inspected every five years by a competent person and any identified remedial work is undertaken without delay.

The Manager of School Operations will ensure that all portable electrical equipment is tested at regular intervals.

All staff must be familiar with school procedures and report any problems to the Manager of School Operations and/or the Facilities Supervisor in the first instance. Staff are reminded that they must not bring electrical equipment into school without the permission of the Head Master/Heads of School/MSO.

3.25 Curriculum Safety (including out-of-school learning activities)

Heads of Departments are responsible for ensuring that risk assessments are in place for curriculum activities where there is a potential risk to staff and pupils.

The risk assessments must be made known to all teaching and appropriate support staff and reviewed regularly.

Guidance from CLEAPSS (Advisory Service for Science and Technology), Association for Physical Education (afPE) - formerly BAALPE, and other relevant advising agencies should be adopted as appropriate.

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3.26 Risk Assessments

It is the Head Master’s and MSO responsibility to ensure that potential hazards are identified and that risk assessments are completed for all significant risks in the school.

The Head Master’s and College Leadership Team are responsible for ensuring general risk assessments are carried out.

Teachers will undertake risk assessments for their areas using the procedures laid out in the BCAD Risk Management Policy.

A risk register is compiled by the OSH Officer assisted by the Facilities Supervisor.

The Manager of School Operations will ensure risk assessments for maintenance and cleaning tasks are carried out.

All risk assessments are signed and then scanned and held in electronic form in the G drive in the OSH folder of the G drive by the OSH Officer or his personal assistant.

13.27 Smoking

Smoking is not permitted anywhere on the College premises.

13.28 Staff Training & Development

The Head Master and the MSO are responsible for annually assessing the OSH training needs of all staff and for arranging any identified training.

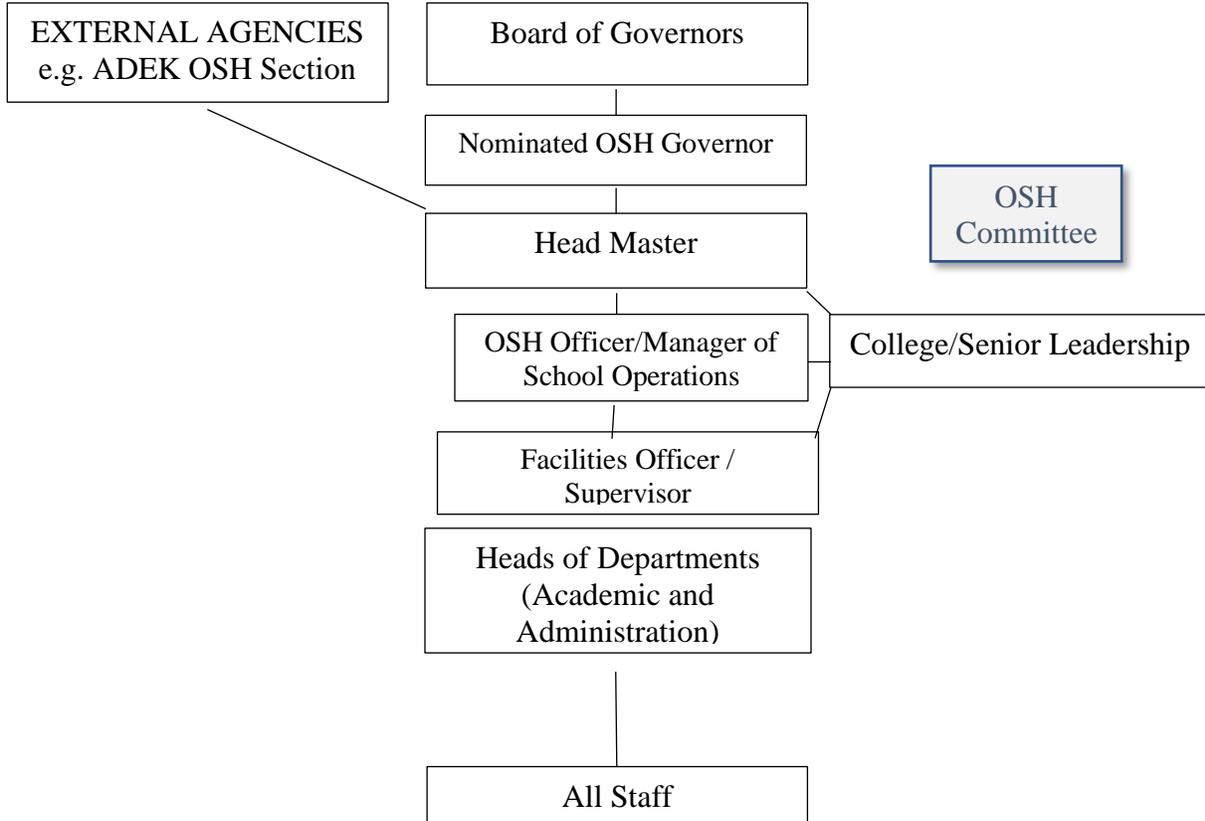
All new staff will receive specific information and training as part of the school induction process.

Staff will receive fire awareness training on an annual basis.

Staff given specific OSH responsibilities and duties will be provided with the necessary levels of information, instruction and training to enable them to carry out these duties.

OSH will be a regular agenda item for staff meetings and on the September INSET programme in each new school year.

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4. Assessment and Record Keeping

4.1.1 Record Management

OSH records generated by the College are stored in electronically and are filed on the G drive in the OSH folder.

4.1.2 Retention and Disposal

OSH records including risk assessments generated as a result of OSH activities and processes at the College are retained as evidence of compliance to relevant legislative requirements, including the OSHAD MS.

Stored OSH records need to be retained for the period of time specified in the table below. For guidance on retention period for OSH records not listed in the table, the OSH officer will contact the ADEK OSH Department for specific advice.

Type of Record	Retention Period
Action Plan	5 years
Contractor Induction Records	5 years
Occupational health & medical records	30 years
OSH Committee meeting minutes	5 years
Emergency procedures including evacuation plans	5 years
Fire equipment maintenance	5 years from date of inspection/test
First Aid treatment and assessment	5 years
Hazardous substances register	5 years
Hazard/incident reports	5 years
Induction Checklists	5 years from date of induction
Injury/Incident/Near Miss Reports	5 years
Inspection, calibration and equipment maintenance	Lifetime of equipment
Permits to work, licenses	5 years
Position descriptions that include EHS responsibilities	5 years
Risk Assessments	5 years
Risk register	5 years

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PPE register	5 years
Safe Operating Procedures	5 years
School Inspections	5 years
Training Records	Duration of the employee's employment plus 5 years
Training Evaluation	5 years
Annual School OSH Assessment	5 years

Some records, such as health records, must be stored for long periods of time. These are stored electronically in an archive on the College Management Information System.

All types of documents can be disposed of via paper recycling bins, except confidential documents which must be disposed of by shredding. Shredded paper can then be recycled.

4.1.3 Access and Confidentiality

Any record that contains confidential information must be identified as 'confidential' and be stored in a secure area to prevent unauthorized access. For example, a lockable filing cabinet for hard copies of personal health records or a folder with password protection for electronic records.

4.1.4 OSH Records Register

The College maintains an OSH Records Register. The register includes details such as the type of record, where it is located, notation regarding confidentiality, the time the record is required to be kept and how it is to be disposed of. ADEK OSH provides a template for this purpose which is adapted for College use.

5. Staffing and Resources

Head Master/Senior Management

The Head Master has the overall responsibility for ensuring that the Health and Safety Policy is effectively implemented and that proper resources are made available in order to achieve this.

The Head Master/ Senior Management is responsible for:

- Endorsing the College OSH Policy;
- Ensuring the College complies with all applicable OSH laws and regulations;
- Allocating adequate resources for OSH (e.g. budget, human resources, equipment, space, etc);

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- Allocating responsibility for OSH and delegation of authority by appointment of suitable person to the role of OSH Officer;
- Ensuring the appointed OSH Officer attends mandatory OSH training;
- Attendance at mandatory OSH training for school leaders;
- Ensuring implementation of College OSH procedures;
- Ensuing risk management activities are incorporated into relevant activities and processes throughout the College;
- Ensuring staff are provided with OSH information, training and instruction;
- Ensuring communication and consultation mechanisms are established including the establishment of an OSH Committee;
- Ensuring an annual OSH assessment is conducted and submitted to ADEK OSH Department;
- Ensuring incidents/near misses are recorded internally & serious incidents/occurrences are reported externally to the ADEK OSH Department;
- Ensuring the College has effective emergency management procedures.
- Reporting to the Governing Body on OSH matters
- Planning ahead as necessary to make human, financial and other resources available to secure a high standard of OSH management, taking competent advice on matters of OSH where relevant.
- Providing the final authority on matters concerning OSH at work.
- Making decisions on OSH based on a proper assessment of any risks to OSH, and will ensure the control of those risks in an appropriate manner.
- Delegate specific responsibility for the day-to-day management of safety arrangements to the Bursar and Heads of Schools in their capacity as members of the College’s Leadership Team (CLT).
- Ensuring OSH documentation produced at the College complies with this document control policy.
- Allocating sufficient resources by appointing a person within the school to establish and maintain locally controlled OSH documentation.
- Approving any locally produced OSH documents.
- Appointing a person to be responsible for the management of OSH records generated by the College and compliance with ADEK OSH Department Procedures

The Head Master supports the Governing Body by ensuring that:

- This Policy is clearly communicated to all relevant persons.
- Appropriate information on significant risks is given to visitors and contractors.
- Appropriate consultation arrangements are in place for staff.

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- All staff are provided with adequate information, instruction and training on health and safety issues.
- Risk assessments of the premises and working practices are undertaken.
- Safe systems of work are in place as identified from risk assessments.
- Emergency procedures are in place.
- Machinery and equipment are inspected and tested to ensure it remains in a safe condition.
- Records are kept of all relevant health and safety activities e.g. assessments, inspections, accidents, etc.
- Arrangements are in place to inspect the premises and monitor performance.
- Accidents are investigated and any remedial actions required are taken or requested.
- The activities of contractors are adequately monitored and controlled.
- A report to the Governing Body on the health and safety performance of the school is completed annually.

Note: The Heads of Schools shall be fully understanding of the above responsibilities, and as members of the CLT effectively support the Head Master and provide the necessary leadership in his absence.

5.2 Nominated OSH Officer

The appointment of an OSH Officer does not relinquish the responsibilities of the Head Master/ Senior Management, Heads of Faculty, supervisors or staff under the OSHAD MS.

OSH Officer roles and responsibilities include:

- Attending mandatory OSH training;
- Providing advice on the implementation of OSH policies and procedures;
- Conducting risk assessment for all College activities;
- Raising OSH matters and issues to the Head Master/ Senior Management on behalf of staff;
- Communication and raising awareness of OSH requirements;
- Leading the OSH inspection program;
- Leading the investigation of OSH issues or incidents and involving ADEK Department in the investigation of reportable incidents;
- Ensuring the implementation of OSH Requirements for all contractors having access to the College.
- Facilitating the completion of the annual OSH assessment;
- Attending OSH committee meetings.
- Ensuring OSH documentation created at the College level complies with the requirements of ADEK Document Control Policy and the College Document Control Policy
- Maintaining the local OSH document register.

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- Maintaining OSH records and the OSH Records Register and keeping OSH records organised in a secure location.

5.3 The Governing Body

The Governing Body is responsible for ensuring that:

- The OSH policy statement is clearly written, and it promotes a positive attitude towards safety in staff and pupils.
- The Head Master is aware of his health and safety responsibilities and has sufficient experience, knowledge and training to perform the tasks required.
- Clear procedures are created to assess any significant risks and ensure that safe working practices are adopted.
- Sufficient funds are set aside with which to operate safe working practices.
- OSH performance is monitored, failures in health & safety policy or implementation recognized, and policy and procedure revised as necessary.
- A designated Governor with specific OSH responsibility liaises closely with the College's senior management team, shall participate in half-termly inspections and attends termly full OSH Committee meetings.

5.4 The Manager of School Operations

The MSO is responsible for:

- Advising the Head Master on OSH policy and associated matters, taking appropriate advice where necessary.
- Acting for and on behalf of the Head Master, ensuring the policy is implemented.
- Ensuring the OSH policy is clearly communicated to all relevant persons.
- Overall control of OSH related costs within the College
- The sourcing and procurement of services deemed to be necessary to ensure the maintenance of the premises and associated services meets the highest standards.
- The engagement of external competency for OSH matters to support the College's organisation and arrangements for OSH.
- Liaising with the Facility Team with regards to the engagement of contractors and other service providers, ensuring that they are competent to carry out the duties engaged for without the College incurring excessive cost.
- Ensuring there is a suitable system in place for records to be kept of all relevant OSH activities e.g. assessments, inspections, accidents, etc.
- Ensuring arrangements are in place to inspect the premises and monitor performance.
- Ensuring staff are provided with adequate information, instruction and training on OSH issues.
- Ensure that accidents are investigated and any remedial actions required are taken or requested.

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5.5 Facilities Team

The Facilities Team is responsible for:

- Arranging for the maintenance and repair of the College facilities and equipment in order to minimise any OSH issues identified.
- Ensuring cleaning is of a satisfactory standard.
- Managing the site services team roles effectively to ensure that monitoring of the premises and associated services, systems and equipment, including fire safety tests, is carried out in a scheduled and structured manner.
- The administration and maintenance of records, drawings and plans relating to the inspection, servicing, planned and unplanned maintenance of the premises and equipment.
- Risk assessments of the premises and working practices are undertaken.
- Safe systems of work are in place as identified from risk assessments.
- Emergency procedures are in place.
- Plant, machinery and equipment is inspected and tested to ensure it remains in a safe condition.
- Establishing the competency of companies or individuals (contractors) to provide professional services meeting required OSH standards, prior to engagement.
- The activities of contractors are adequately monitored and controlled.
- Appropriate information on significant risks is given to visitors and contractors.

5.6 College and School Leadership Teams, Supervisors, and Technicians

College and School Leadership Teams, Supervisors, and Technicians are responsible for:

- Implementing and monitoring the risk management program;
- Participating in hazard and incident investigations;
- Regularly discussing OSH issues at staff and department meetings;
- Providing OSH information, training and supervision;
- Reporting of OSH hazards and incidents.
- Applying the College's OSH Policy to their own department or area of work and be directly responsible to the Head Master and MSO for the application of OSH procedures and arrangements
- Carry out regular health and safety risk assessments of the activities for which they are responsible and submit all completed risk assessment to the Vice-Principal
- Ensure that all staff under their management are familiar with the health and safety procedures for their area of work.

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- Resolve health, safety and welfare problems that members of staff refer to them and refer to the MSO any problems to which they cannot achieve a satisfactory solution within the resources available to them.
- Carry out regular inspections of their areas of responsibility to ensure that equipment, furniture and activities are safe and record these inspections where required.
- Ensure, so far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable other employees and pupils to avoid hazards and contribute positively to their own health and safety.
- Ensure all accidents in areas of responsibility are investigated appropriately.

5.7 Staff, Students, Contractors and Visitors

Staff, Contractors, Students and Visitors are responsible for:

- Complying with OSH instructions and safe working procedures with due care for the OSH concerns of themselves, other employees and other persons.
- Not willfully or recklessly endangering anyone's health and safety;
- Observe all instructions on OSH issued by the Governing Body or any other person delegated to be responsible for a relevant aspect of OSH;
- Act in accordance with any specific OSH training received;
- Using appropriate personal protective equipment and safety systems;
- Being familiar with emergency and evacuation procedures;
- Participating in the preparation of risk assessments;
- Reporting OSH hazards, incidents and near misses in accordance with current procedure;
- Inform their Line Manager of any shortcomings they identify in the College's OSH arrangements.
- Know and apply emergency procedures in respect of fire, first aid and other emergencies.
- Co-operate with other persons to enable them to carry out their OSH responsibilities.
- Exercise good standards of housekeeping and cleanliness.
- Co-operate with the any appointed/elected Safety Representative(s) and the Enforcement Officers of ADEK –Occupational, Health and Safety Department.
- Ensure that personal items of equipment (electrical or mechanical) or proprietary substances are not brought into the school without prior authorisation.
- Report all accidents, defects and dangerous occurrences to their Head of Department in the first instance who will minute the matter in their department minutes.

5.8 Teachers

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Teachers have special obligations in that they are must:

- Exercise effective supervision of their pupils and to know the procedures in respect of fire, first aid and other emergencies, and to carry them out.
- Follow the OSH procedures applicable to their area of work.
- Give clear oral and written health and safety instructions and warnings to pupils as often as necessary.
- Ensure the use of personal protective equipment and guards where necessary.
- Make recommendations to their Heads of Department/Head of School on OSH equipment and on additions or necessary improvements to plant, tools, equipment or machinery.
- Integrate all relevant aspects of safety into the teaching process and, where necessary, give special lessons on health and safety in line with National Curriculum requirements for safety education.
- Ensure that personal items of equipment (electrical or mechanical) or proprietary substances are not brought into the school without prior authorisation.
- Regularly check their classrooms for potential hazards and report any observed to the Manager of School Operations.
- Report all accidents, defects and dangerous occurrences to their Head of Department in the first instance who will minute the matter in their department minutes.

5.9 Contractors

When the premises are used for purposes not under the direction of the MSO e.g. the provision of College catering, paid for co-curricular activities, then, the person in charge of such activities will have responsibility for OSH practices in the areas under their control.

All contractors who work on the premises are required to identify and control any risk arising from their activities and inform the Head Master or the Vice-Principal and MSO of any risks that may affect the College staff, pupils and visitors.

All contractors must be aware of the College's OSH Policy and emergency procedures and comply with these at all times.

In instances where the contractor creates hazardous conditions and refuses to eliminate them or to take action to make them safe, the Head Master or MSO or his representative will take such actions as are necessary to protect the safety of College staff, pupils and visitors.

5.10 Pupils

Pupils, in accordance with their age and aptitude, are expected to:

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- Exercise personal responsibility for the OSH of themselves and others.
- Observe standards of dress consistent with safety and/or hygiene.
- Observe all the OSH rules of the school and in particular the instructions of staff given in an emergency.
- Use and not willfully misuse, neglect or interfere with things provided for their health and safety or that or the Environment.

6. Associated documents

- Brighton College OSH Statement of Intent
- AD EHSMS RF 2012, v2 - Element 09 Compliance and Management Review
- College EHS Records Register.
- AD EHSMS RF 2012, v2 - Element 01 Roles, Responsibilities and Self Regulation
- AD EHSMS RF 2012, v2 – Guidance Document – OSH Roles and Responsibilities
- ADEK OSH Section OSH Manual for Medium Risk Entities: School OSH policy, OSH Roles and Responsibilities, OSH Documentation Control, OSH Records and Retention
- BCAD Fire Safety Management Policy
- PPE Register
- Hazardous Substances Register
- BCAD OSH Inspection Policy
- BCAD OSH Training and Induction Policy
- BCAD Emergency Management Policy and Procedures
- BCAD First Aid Policy
- BCAD Medication Administration Policy
- BCAD Administration of Pupil’s own Medication
- BCAD Risk Management Policy
- BCAD Risk Register
- BCAD Co-curricular Activities Policy v1
- BCAD Educational Visits and Trips Policy
- BCAD Handbook for Trip Leaders v1
- Policy No. 64 ADEK Private Schools Policy and Guidance Manual

7. Monitoring and Review

The College’s OSH policy is reviewed annually to ensure continued suitability and any changes made will be communicated through the processes outlined in the communication and consultation procedure.

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All controlled documents produced by ADEK OSH Section are reviewed every three years unless changes to EHS legislation, corrective actions or continuous improvement processes require more frequent review. ADEK OSH Section will review the Master Document Register regularly to determine documents requiring review.

Any documents created locally should also be reviewed by the school’s OSH Committee on a periodic basis.

ADEK OSH Section is the custodian of ADEK issued OSH documentation and is responsible for:

- Developing, approving, reviewing and distributing OSH documentation and ensuring that these documents are maintained and easily accessible by all schools on the ADEK portal.
- Providing advice to College personnel regarding the requirements of locally produced documents.

MSO on behalf of the College: _____
Anas Al Mulla

8. Approved by

Head Master on behalf of the College: _____

Scott Carnochan

On behalf of the Governors: _____

Craig Lamshed

Change History Record

Version No.	Description of Change	Owner	Date of Issue
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1.0	Section on how pupils are prepared for trips, including those with special and medical needs	AMF	31/10/2015
2.0	Update to Associated documents “Any member of staff working after hours must notify their line manager of their location and intended time of departure.” Deleted	AMF	9/2/2016
3.0	3.22 The Heads of Departments will be responsible for ensuring “risk” assessments are... As opposed to “COSHH” Bursar changed to Business Operations Manager	AMF	09/2016
4.0	Terminology EHS changed to OSH. Terminology ADEC changed to ADEK Updates locations of First Aid Kits 5.8 Heads of Departments to minute OSH concerns	RAF	12/17
5.0	Director of Sport included for looking after Sports equipment	RAF	08/2019
6.0	Change of personnel – Head Master to Head Mistress. Remove Bursar and Business Operations Manager. Include Vice-Principal and Facilities Manager	RAF	03/2022
7.0	Addition of Manager of School Operations	RAF	05/2023

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	Business Operations Manager changed to Manager of School Operations		
8.0	Addition of Doctor and Operations Team. Changed Facility Supervisor to Facilities Team	MSO	01/2024
9.0	MSO assigned as new OSH Officer	MSO	01/2024