Health & Safety Policy

Purpose of policy

1. Buzzers Academies Ltd (the **Employer**) takes health and safety issues seriously and is committed to protecting the health and safety of its staff and all those affected by its business activities and attending its premises. This Policy is intended to help the Employer achieve this by clarifying who is responsible for health and safety matters and what their responsibilities are.

2. This is a statement of Policy only and does not form part of your contract of employment. This Policy may be amended at any time by the Employer at its absolute discretion. The Employer will review this Policy at regular intervals to ensure that it is achieving its aims effectively.

Who is responsible for workplace Health and Safety?

3. Achieving a healthy and safe workplace is a collective task shared between the Employer and staff. This Policy and the rules contained in it apply to all staff of the Employer, irrespective of seniority, tenure, and working hours, including all employees, directors and officers, consultants, and contractors, casual or agency staff, trainees, homeworkers, fixed-term staff and any volunteers. Specific responsibilities of staff are set out in the section headed "Responsibilities of all staff" below.

Employer responsibilities

4. The Employer is responsible for:
   a. Taking reasonable steps to safeguard the health and safety of staff, people affected by the Employer's business activities, and people visiting its premises.
   b. Identifying health and safety risks and finding ways to manage or overcome them.
   c. Providing a safe and healthy place of work and safe entry and exit arrangements, including during an emergency situation.
   d. Providing and maintaining safe working areas, equipment, and systems and, where necessary, appropriate protective clothing.
   e. Providing safe arrangements for the use, handling, storage and transport of equipment.
   f. Providing adequate information, instruction, training, and supervision to enable all staff to do their work safely, to avoid hazards and to contribute positively to their own health and safety at work. The Employer will give you the opportunity to ask questions and advise who best to contact in respect if you are unsure about how to safely carry out your work.
   g. Ensuring any health and safety representatives receive appropriate training to carry out their functions effectively.
   h. Providing a health and safety induction and appropriate safety training for your role, including:
      - Safeguarding & Child Protection
      - First Aid
   i. Promoting effective communication and consultation between the Employer and staff concerning health and safety matters.
   j. If an epidemic or pandemic alert is issued, provide instructions, arrangements and advice to staff as to the organisation of business operations and steps to be taken to minimise the risk of infection.
   k. Regularly monitoring and reviewing the management of health and safety at work, making any necessary changes, and bringing those to the attention of all staff.

5. Overall responsibility for health and safety lies with the company Managing Director. They have appointed the company Operations Manager as the Health and Safety Officer with day-to-day responsibility for health and safety matters.

6. Any concerns about health and safety matters should be communicated to the Health and Safety Officer.

Responsibilities of all staff

General Staff Responsibilities

7. All staff must:
   a. Take reasonable care for their own health and safety and that of others who may be affected by their acts or omissions.
   b. Co-operate with the Health and Safety Officer and the Employer generally to enable compliance with health and safety duties and requirements.
   c. Comply with any health and safety instructions and rules, including instructions on the safe use of equipment.
   d. Keep health and safety issues at the forefront of their minds and take personal responsibility for the health and safety implications of their own acts and omissions.
   e. Keep their workplace tidy and hazard-free.
   f. Report all health and safety concerns to the Health and Safety Officer promptly, including any potential risks, hazards or malfunctioning of equipment, however minor or trivial they may seem.
   g. Co-operate in the Employer's investigation of any incident or accident which either has led to injury or which, in the Employer's opinion, could have led to injury.

Staff Responsibilities Relating to Equipment

8. All staff must:
   a. Use equipment as directed, following any instructions given by representatives of management or contained in any written operating manual or instructions for use, and adhering to any relevant training.
   b. Report any fault with, damage to, or concern about any equipment (including health and safety equipment) or its use to the Health and Safety Officer, who is responsible for maintenance and safety of equipment.
   c. Ensure that health and safety equipment is not interfered with.
   d. Not attempt to repair equipment unless suitably trained and authorised.

Staff Responsibilities Relating to Accidents and First Aid

9. All staff must:
   a. Promptly report any accident at work involving personal injury, however trivial, to the Health and Safety Officer so that details can be recorded on an Incident Report Form. They must also cooperate with any associated investigation.
   b. Familiarise themselves with the details of first aid facilities and trained first aiders, which are displayed on the notice board located on the wall in the school/centre main office/entrance, and in the company policies folder, and available from the Health and Safety Officer.
   c. If an accident occurs, dial 07389 877 211 and ask for the duty first aider, giving name, location and brief details of the problem.
   d. The Health and Safety Officer is responsible for investigating any injuries or work-related illnesses, preparing and keeping accident records, and for submitting reports under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR), where required.

Staff Responsibilities Relating to Emergency Evacuation and Fire

10. All staff must:
    a. Familiarise themselves with instructions about what to do if there is a fire onsite. This information is located on the noticeboard displayed on the wall in the school/centre main office/entrance and is available from the Health and Safety Officer.

b. Ensure they are aware of the location of fire extinguishers, fire exits and alternative ways of leaving the building in an emergency.
c. Comply with the instructions of fire wardens if there is a fire, suspected fire or fire alarm (or a practice drill for any of these scenarios).
d. Co-operate in fire drills and take them seriously (ensuring that any visitors to the building do the same). Fire drills will be held at least once every 12 months.
e. Ensure that fire exits or fire notices or emergency exit signs are not obstructed or hidden at any time.
f. Notify the Health and Safety Officer immediately of any circumstances (for example, impaired mobility) which might hinder or delay evacuation in a fire. This will allow the Health and Safety Officer to discuss a personal evacuation plan for you, which will be shared with the fire wardens and colleagues working near to you.

11. On discovering a fire, all staff must:
a. Immediately trigger the nearest fire alarm and, if time permits, call reception and notify the location of the fire.
b. Attempt to tackle the fire ONLY if they have been trained or otherwise feel competent to do so. Nominated members of staff will be trained in the use of fire extinguishers.

12. On hearing the fire alarm, all staff must:
a. Remain calm and immediately evacuate the building, walking quickly without running, and following any instructions of the fire wardens.
b. Leave without stopping to collect personal belongings.
c. Stay out of any lifts.
d. Remain out of the building until notified by a fire warden that it is safe to re-enter.

13. The Health and Safety Officer is responsible for ensuring that fire risk assessments take place, that changes are made where required, and for making sure there are regular checks of fire extinguishers, fire alarms, escape routes, signage and emergency lighting.

Risk Assessments and Manual Handling

17. Risk assessments are essentially a careful examination of what in the workplace could cause harm to people. The Employer will assess any risks and consider measures to best minimise any risk. The Employer will carry out general workplace risk assessments when required or as reasonably requested by staff. Managers must ensure that any necessary risk assessments take place, and the resulting recommendations are implemented. The Health and Safety Officer is responsible for workplace risk assessments and any measures to control risks.

18. Personal Protective Equipment (PPE) is provided where risks cannot be otherwise effectively controlled.

19. Guidance on manual handling (for example, lifting and carrying heavy objects) can be obtained from the Health and Safety Officer and where necessary training will be provided by the Employer, but the Employer will try to minimise or avoid the need for manual handling where there is a risk of injury.

Non-Compliance With Health and Safety Rules

20. Any breach of health and safety rules or failure to comply with this Policy will be taken very seriously and is likely to result in disciplinary action against the offender, in accordance with the Employer's Disciplinary Policy, up to and including immediate dismissal.

This policy was reviewed and/or updated on 20/10/2026