

# Health and Safety



Pride  
Passion  
Partnership  
Professionalism  
Positivity

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## What is the policy about?

### Statement of Intent

The school will strive to achieve the highest standards of health, safety and welfare consistent with their responsibilities under the Health & Safety at Work Act 1974 and other statutory and common law duties.

This statement sets out the school's organisation and arrangements for dealing with different areas of risk. How these areas of risk will be addressed is detailed in Section 3 – Policy Requirements.

This policy will be brought to the attention of and issued to all members of staff and a reference copy kept in the school site log and on the website. Visitors and contractors are informed of relevant safety information on arrival. A copy of the The Bridge group H&S Statement of Intent is displayed in each school.

This policy statement and the accompanying organisation and arrangements will be reviewed on an annual basis.

## Who does this policy apply to?

### Trustees and Local Governing Bodies

The MAT Scheme of Delegation outlines the different areas of responsibilities for The Bridge MAT Board of Trustees, the senior executives, the Local Governing Bodies and the Headteachers.

The trustees are The Bridge MAT trustees (within the terms of section 177(1) of the Charities Act 2011) and are responsible for the general control and management of the administration of the trust in accordance with the provisions set out in the articles of association.

The trustees form the corporate body and serve as the employer under the Health and Safety at Work Act 1974 for both the MAT and independent schools. Trustees are responsible for:

Setting overall policies for health and safety that are applicable to all Trust operations.

Periodically reviewing organisational health and safety performance.

Ensuring adequate resources are made available for the discharge of the employer's health and safety duties.

The Head of H&S will provide regular reports to the The Bridge MAT Board of Trustees to enable them to provide and prioritise resources for Health & Safety issues. An annual report of H&S management arrangements is provided to the The Bridge Governance, Risk & Internal Audit Committee.

Where in place, local governing bodies will monitor, support, and challenge the health and safety performance at the school.

### Education Senior Leadership Team

The Chief Executive has the delegated responsibility for the performance of the Trust's academies and The Bridge independent schools and so manages the Executive Principals and is accountable to the The Bridge MAT board for the performance of the Senior Leadership Team.

It is the duty of the Education Senior Leadership Team to:

- Appoint a competent health and safety professional to develop health and safety policies and monitor performance.
- Provide health and safety support to all schools.
- Hold schools accountable for health and safety expectations.
- Ensure provision of training, information, instruction and supervision as necessary to meet statutory requirements and fulfil duties in a safe manner.
- Monitoring purchasing and contracting procedures to ensure Health & Safety is included in specifications & contract conditions.

- Representatives (where appointed) and recognising the right of trade unions in the workplace to require a Health & Safety committee to be set up.
- The Head of H&S is a member of the Education Senior Leadership Team and has responsibility for
- Co-operating with the Board of Trustees and The Bridge MAT Board to enable the health & safety policy and procedures to be implemented and complied with.
- Reporting to the Board of Trustees and The Bridge MAT Board on health & safety performance and any safety concerns or issues which may need to be addressed by the allocation of funds.
- Ensuring consultation arrangements are in place for staff.
- Managing the H&S Team to ensure each school and academy has adequate provision of competent health & safety guidance.
- Ensuring a robust audit programme is in place to monitor compliance with health & safety legislation, guidance and The Bridge policies.

### Headteacher

Overall responsibility for the day-to-day management of health & safety in the school lies with the Headteacher including:

- Communicating the policy and other appropriate health & safety information to all relevant people, including contractors.
- Ensuring that the premises and equipment are maintained in a safe and serviceable condition.
- Ensuring effective arrangements are in place to manage health & safety including risk assessments and plans for emergencies.
- Ensuring all staff are competent to carry out their roles and are provided with adequate information, instruction, and training.
- Ensuring all incidents of harm are reported and investigated in line with the The Bridge incident and near miss reporting procedure.
- Taking appropriate action on health, safety and welfare issues referred to them.
- Monitoring local purchasing and contracting procedures to ensure health & safety is included in specifications & contract conditions.
- Provision of reports on health and safety to the local governing body, where applicable.

### Site Manager

Where a Site Manager is employed they will:

- Apply the Health & Safety policy to their area of work;
- Ensure staff members under their control are aware of and follow relevant published health & safety guidance and safe working procedures.
- Ensure health & safety risk assessments are undertaken for the activities for which they are responsible and that identified control measures are implemented.

- Carry out regular inspections of their areas of responsibility and report and record these inspections.
- Where there is no Site Manager employed these responsibilities reside with the Headteacher. Tasks associated with these responsibilities may be delegated to a health & safety co-ordinator ie. Curriculum Learning Lead or Assistant Head Teacher in an independent school.

### **Employees and Volunteers**

Under the Health & Safety at Work Act 1974, all employees have general health & safety responsibilities. All employees are obliged to take care of their own health & safety whilst at work, along with that of others who may be affected by their actions.

All employees have responsibility to:

- Take reasonable care for the health and safety of themselves and others in undertaking their work.
- Comply with the Health & Safety Policy and procedures at all times;
- Report all incidents and near miss events in line with the incident & near miss reporting procedure.
- Co-operate with the school's management on all matters relating to health & safety
- Not to intentionally interfere with or misuse any equipment or fittings provided in the interests of health, safety and welfare.
- Report all defects in condition of premises or equipment and any health & safety concerns immediately to Headteacher/Site Manager/H&S co-ordinator;
- Ensure they only use equipment or machinery they are competent and have been trained to use.
- Make use of all necessary control measures and personal protective equipment provided for safety or health reasons.

### **The Bridge Health & Safety Team**

The Bridge H&S Team assists schools with the provision of competent health & safety advice, auditing of compliance with regulations and guidance and monitoring and investigating incidents and near miss reports. This provision is co-ordinated by the Head of H&S. The Head of H&S is a member of the Education Senior Leaders Team and provides reports to The Bridge Board of Trustees, and the Bridge Chief Officers' Group providing oversight of health & safety performance and risk.

### **Visitors and contractors**

This policy is available to view on the school website and in hard copy for all visitors and contractors. They will be informed of relevant safety information on arrival. Notices display safety information throughout the school.

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## Policy Requirements

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## 1. Reporting and Incident or Near Miss

All incidents and near misses must be reported. This includes incidents involving workers, pupils, visitors, contractors on site and members of the public affected by the activities and undertakings of the school.

### 1.1 Definitions:

Incident with physical injury	Unplanned, unexpected events arising out of or in connection with work affecting employees, pupils, members of the public, contractors, visitors, volunteers,
Near Miss	Occurrences that arise out of or in connection with work, where harm was very nearly caused eg. <ul style="list-style-type: none"> <li>• Behaviour towards staff member with clear intention to harm but did not</li> <li>• Slip on wet floor but no injury</li> <li>• Failure of equipment or furniture that could have caused an injury if in use at the time</li> </ul>
Abuse (no physical injury)	Incidents of verbal or physical abuse, threats and/or harassment where no physical injury was sustained but had a negative impact on emotional health.
Ill health at Work	Any health condition caused, or made worse, by the school/academy's work environment and any occurrence of disease cases in excess of normal expectancy that is likely to impact on welfare of staff and service users and business continuity.
Hazards	Something that could cause harm that requires remedial action to make safe.
Work related incident	Incidents that arise out of or are in connection to the work of The Bridge eg. <ul style="list-style-type: none"> <li>• Harm caused by the behaviour of service users or members of the public while staff are at work</li> <li>• A failure in the way a work activity was organised eg inadequate supervision, inadequate risk assessment, non-compliance with safety procedure</li> <li>• The way equipment or substances were used eg sports equipment, art materials, ladders</li> <li>• The condition of the premises eg poorly maintained floor coverings, poor lighting of stairs</li> </ul>

### MAT Schools Procedure

All minor incidents must be recorded on the monthly minor incident log and submitted at the end of each month for review by the H&S Team and inclusion in management reports.

Any incident considered major must be reported to the H&S team as soon as it is safe to do so by phone or an email alert, ahead of a report being completed and submitted. See Appendix 2 for reporting categories.

## 1.2 Incident with physical injury

All employee and volunteer incidents with physical injury, no matter how minor, must be recorded on the same day. The report will be completed, where possible, by the staff member who has experienced the incident or a staff member who witnessed it. The Headteacher will be informed of all staff and volunteer injuries and ensure an investigation is carried out with corrective actions and lessons learned recorded for sharing with the staff team, and more widely across other The Bridge schools, academies, and services as applicable.

All incidents of pupils and other non-employees (members of public/visitors to site etc.) injured while at the school must also be recorded on the same day a staff member who witnessed the incident or provided first aid.

## 1.3 Reportable ill health

Ill health caused by work related factors are reported to the The Bridge H&S Team using the incident & near miss reporting procedure. See above for the definition of work related ill health. A list of reportable diseases can be found here. All absence relating to ill health is recorded on HouRS.

## 1.4 Reporting to the Health & Safety Executive (HSE)

All incidents reportable under Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) must be reported to the The Bridge H&S Team without delay. The H&S Team will complete the online HSE report within the relevant deadline. Reportable incidents include:

- A pupil or other non-employee being taken directly to hospital for treatment required due to an incident arising out of or in connection with the operation of the school (see definition of work-related incident).
- Employee absence or inability to carry out their normal duties as the result of a work-related incident, for periods of 7 days or more (including weekends and holidays).
- Specified injuries to workers including, but not limited to, fractures, other than to fingers, thumbs and toes, amputations, any injury likely to lead to permanent loss of sight or reduction in sight, any crush injury to the head or torso causing damage to the brain or internal organs, serious burns (including scalding) and any loss of consciousness caused by head injury or asphyxia.

To see the full list of reportable injuries see <http://www.hse.gov.uk/riddor/reportable-incidents.htm>

## 1.5 Abuse (no physical injury) incidents

- Abuse incidents must also be recorded where it has caused harm to the wellbeing of staff.
- Incidents relating to the behaviour of a pupil must also be recorded on a Behaviour Incident Form on SIMS.
- If the incident has resulted in an injury, the procedure for reporting an Incident with Injury must be followed.

## 1.6 Near Miss events

Reporting of near miss events provides an opportunity to learn and reduce risk. Near miss events must be logged on the Minor Incident Log or Incident & Near Miss Reporting Form, as appropriate for the severity of risk. Actions taken to reduce risk of harm being caused by occurrence of a similar event must be recorded in the same way as for an incident of physical harm or abuse.

## 1.7 Reporting Hazards

Hazards are reported in the Hazard Log Book, along with updates on when the remedial action has been carried out (including date and signature). The Headteacher is responsible for ensuring hazards are acted upon, escalating to the Senior Leadership Team, Governors and The Bridge H&S Team if required.

## 2. First Aid

### 2.1 First aid provision

The school has assessed the need for first aid provision to provide first aid on site and, where required, for trips/visits and extra-curricular activities. This assessment is recorded and reviewed annually.

First aid qualifications remain valid for 3 years. The Headteacher will ensure that refresher training is organised, to maintain competence. The Headteacher will ensure that sufficient trained First Aiders are available to cover absences and when a current First Aider leaves employment.

Posters are displayed to inform pupils, staff and visitors of the location of First Aid kits and First Aiders. First Aiders are responsible for monthly checks on First Aid kits to ensure stock is replenished as necessary through use and expiry dates.

### 2.2 Transport to hospital

Where a first aider considers it necessary, the injured person will be sent directly to hospital (normally by ambulance). Parents / carers will be notified immediately of all significant injuries to pupils.

No casualty will be allowed to travel to hospital unaccompanied and an accompanying adult will be designated in situations where the parents/carers cannot be contacted in time.

A report will be submitted to HSE (RIDDOR) for any work-related incident resulting in a pupil being taken directly to hospital and requiring treatment (see above section for procedure).

### 2.3 Medication

Medication is stored and administered in accordance with the Medical Conditions Policy. Compliance with the policy is reviewed during internal H&S audits.

## 3. Fire

The school recognises its responsibility for ensuring, so far as is reasonably practicable, the health, safety and welfare of all who may be affected by our work. In accordance with the Regulatory Reform (Fire Safety) Order 2005 (RRFSO) a 'responsible person' will be appointed to ensure all relevant requirements of the RRFSO are implemented and maintained.

### 3.1 Definitions

<b>Responsible person</b>	The responsible person at the school is the Headteacher.
<b>Competent Person</b>	A trained fire safety and fire safety systems specialist with independent registration with, or certification from, a professional or certification body with sufficient professional indemnity insurance and public liability insurance. Details of reputable Fire Safety companies are available from The Bridge Facilities.
<b>Fire Warden</b>	A staff member designated to take responsibility for checking fire hazards, emergency procedures and escape routes.

The Headteacher is responsible for ensuring a Fire Risk Assessment (FRA) is undertaken and implemented. The FRA will be reviewed annually. A review can be undertaken by a Site Manager or designated staff member such as a lead Fire Warden who has received training in reviewing FRAs. In the event there is no trained person available, a competent person will be commissioned to carry out the annual review.

A competent person will be commissioned from a fire safety company to undertake a full FRA at least every five years or sooner if there are any changes to the building or the way in which the building is used eg. increase in numbers of pupils.

The FRA and evidence of completion of any remedial works is included in the The Bridge internal audit process. Training for Fire Wardens, Site Managers and Headteachers is available from The Bridge H&S Team and external fire safety specialist companies.



### 3.2 Emergency Procedures

- Fire and emergency evacuation procedures are displayed prominently around the school. These procedures are reviewed at least annually and are made available to all staff as part of the school's induction process. Evacuation procedures are also made available to all contractors/visitors.
- Emergency exits, fire alarm call points, assembly points are clearly identified by safety signs and notices.
- Emergency contact and key holder details are maintained by the Headteacher/Site Manager and recorded in the Business Continuity Plan.

### 3.3 Personal Emergency Evacuation Plans (PEEP)

- Any staff member or pupil who requires assistance during an evacuation must have a PEEP detailing the assistance they require and how this need will be met. If assigning an evacuation buddy, cover for any staff absence must be considered. The PEEP must be reviewed termly with the teacher or line manager and Fire Wardens.

### 3.3 Fire Drills

- Fire drills will be undertaken termly and results recorded in the fire log. Results include time taken to evacuate and any observations for action eg. pinch points causing delays in evacuating.
- Fire Wardens will wear high visibility jackets during all evacuation procedures.

### 3.5 Fire Fighting

- The safe evacuation of all children, visitors and staff is an absolute priority. Staff may only attempt to deal with small fires, **if it is safe to do so without putting themselves at risk**, using portable firefighting equipment.
- Staff members are to be aware of the type and location of portable firefighting equipment and receive basic instruction in its correct use.

### 3.6 Details of service isolation points (i.e. gas, water, electricity)

- These are highlighted on the drawings displayed in the vicinity of the **Fire Alarm Panel** in reception.

### 3.7 Details of chemicals and flammable substances on site

An inventory is held in the site log held in in the front office and a copy held in the premises store.

### 3.8 Inspection and maintenance of emergency equipment

The Headteacher is responsible for ensuring that the fire log is kept up to date and that the following inspections and maintenance are undertaken and recorded in the log located in the front office.

### 3.9 Fire Alarm System

Fire alarm call points will be tested **weekly** in rotation and a record kept. Any defects on the system will be reported immediately to the alarm contractor/electrical engineer.

### 3.10 Fire Extinguishers and Blankets

Weekly in-house checks are conducted to ensure that all firefighting equipment is in the correct position, easily accessible and clear of obstruction, correctly charged and operational, and showing no signs of tampering.

Contractors undertake an annual maintenance service of all firefighting equipment.

Defective equipment or extinguishers that need recharging should be taken out of service and reported directly to Headteacher/Site Manager for replacements.

### 3.11 Emergency Lighting Systems

Emergency lighting is checked by the Site Manager/H&S Co-ordinator **each month**. Annually, the contractor will conduct a full discharge test and certification of the system.

### 3.12 Means of Escape

The Site Manager/Fire Wardens will carry out daily checks for any obstructions on exit routes and will ensure all exit doors are operational and available for use.

### 3.13 Good Housekeeping

All passageways, stairwells and storage areas must remain clean, tidy, and cleared from any obstructions. At no time should any items be stored in the vicinity of heat-producing equipment. Routine inspections of internal and external areas will be conducted by the Site Manager/Fire Wardens. However, it is important that the whole staff take a proactive approach to good housekeeping, to promote a safe and healthy working environment.

## 4. Other Emergency Procedures

The school's Emergency and Business Continuity Plan details procedures for emergency evacuations in the event of flood, explosion (or risk of explosion), chemical exposure risk or other emergency in the vicinity of the school that creates a risk of harm to staff and pupils

The school emergency plan also includes a procedure for lock down.

The emergency plan is shared with all staff during induction and reviewed annually. The Headteacher is responsible for the emergency plan.

Procedures are shared and practiced in an age appropriate way with pupils on a frequency cycle to ensure all pupils are informed and confident in knowing what to do in the case of an emergency.

## 5. Risk Assessments

### 5.1 General Risk Assessments

The school conducts and documents risk assessments for all activities presenting a risk. All staff are able to undertake and contribute to risk assessments which are approved by the Headteacher. A Risk Assessment Register is maintained, listing all risk assessments and their review dates. Risk assessments are available for all staff to view and are held in an online shared H&S folder and in the site log. Risk assessments will be reviewed on an annual basis or when the work activity changes. Staff will be made aware of any changes to risk assessments relating to their work. A sample of risk assessments will be reviewed during each annual internal H&S audit.

### 5.2 Curriculum Activities

Risk assessments for curriculum activities will be carried out by teachers using the relevant guidance and best practice. Any significant findings are incorporated into lesson plans and schemes in daily use. Advice on curriculum safety is available from the H&S Team. All schools and academies have membership of CLEAPSS and utilise the guidance available. All of site trips are to be arranged and risk assessed in accordance with the External Visits Policy and use of the Evolve system.

### 5.3 Individual Risk Assessments

Specific assessments relating to staff members and pupils are held on the individual's file and will be undertaken by a relevant line manager or teacher. Such risk assessments will be reviewed on a regular basis.

It is the responsibility of all staff to inform their line manager of any medical conditions that may be affected by their work. A frequently reviewed written risk assessment is required for all staff members that have a health condition or injury that increases risk of harm at work. Staff are encouraged to inform their line manager as soon as possible to enable risks to be assessed and any risk reduction plans to be put in place. A referral to Occupational Health may be appropriate to inform the risk assessment and this can be made via the People Partner.

### 5.4 Pregnancy

All expectant mothers will carry out a risk assessment with their line manager to consider any increased risks to their health and that of their unborn child. A guidance and template are available from the H&S Team. This risk assessment is kept under regular review and amended to reflect any changes in risk and the health of the mother. This same risk assessment template is used to consider and record risks for a pregnant student.

## 6. Asbestos

An asbestos management plan is in place for the school in accordance with HSE and DfE Guidance. The school's asbestos register, management plan and record of inspections are contained in the site log held in the front office and will be made available to all staff and contractors prior to **ANY** work commencing on the fabric of the building or fixed equipment.

No work can commence until this log has been checked and permission to work given to confirm that those undertaking the work are fully aware of the location of all known asbestos.

An Asbestos survey is to be reviewed by a competent assessor every five years if there is no obvious change to the condition of or location of asbestos containing materials (ACM). An exception to this will be where a management plan is in place that states a requirement for more frequent surveying. Photographs of the location of any ACM is held in the site log to allow easy identification of any changes during an annual visual inspection. A record of annual visual inspections must be made in the site log.

Please note that even drilling a hole or pushing a drawing pin into asbestos containing materials may result in the release of fibres into the air.

Under no circumstances must staff drill or affix anything to walls or ceilings without first consulting the site log, ensuring no ACM would be disturbed or damaged.

Any damage to materials known or suspected to contain asbestos should be reported to the Headteacher and The Bridge H&S Team immediately.

## 7. Contractor

All contractors used by the school shall ensure compliance with relevant Health & Safety legislation, guidance and good practice. They must hold an up to date Liability Insurance, suitable qualification, and provide an up-to-date DBS certificate for every operative who will be on site.

All contractors must report to reception, where they will be asked to sign the visitor's book and wear an identification badge. Contractors will be issued with guidance on fire procedures, local management arrangements and vehicle movement restrictions.

The Headteacher/Site Manager is responsible for monitoring areas where the contractor's work may directly affect staff and pupils, and for keeping records of all contractor work.

Contractors will be asked to provide risk assessments and method statements specific to the site and works to be undertaken. The school, contractor(s) and any subcontractor(s) involved will agree the risk assessment and safe systems of work to be used prior to works commencing on site. Works requiring a permit to work will be issued and monitored in line with the The Bridge Permit to Work System procedure.

## 8. Legionella

The school complies with advice on the potential risks from Legionella as identified in the HSE ACOP L8.

A water risk assessment of the school is carried out every two years. The Headteacher is responsible for ensuring that the identified operational controls are being conducted and recorded in the site log.

The risk assessment should be reviewed by a competent person where significant changes have occurred to the water system. Advice and guidance on completion of operational controls is available from the The Bridge H&S Team. Details of competent specialists can be provided by The Bridge Facilities Team.

## 9. Control of Substances Hazardous to Health (COSHH)

Every attempt will be made to avoid, or choose the least harmful of, substances which fall under the “Control of Substances Hazardous to Health Regulations 2002” (COSHH Regulations)

For curriculum resources, teachers are responsible for COSHH and ensuring that an up-to-date inventory and risk assessments are undertaken in line with model risk assessments available eg. CLEAPSS.

In all other areas, The Headteacher is responsible for substances hazardous to health. At this school the lead for COSHH risk assessments and management are the Site Manager and H&S Co-ordinator.

The Headteacher shall ensure:

- An inventory of all hazardous substances used on site is compiled and regularly reviewed.
- Material safety data sheets are obtained from the relevant supplier for all such materials.
- Where required, COSHH risk assessments are conducted and that these assessments are seen and understood by all staff.
- All chemicals are appropriately and securely stored out of the reach of children.
- All chemicals are kept in their original packaging and labelled (no decanting into unmarked containers).
- Suitable personal protective equipment (PPE) has been identified and is readily available for use. PPE is to be provided free of charge where the need is identified as part of the risk assessment.
- COSHH assessments are available from contractors (this applies to both regular contracts such as cleaners and caterers and from builders, decorators, flooring specialists, etc.).

## 10. Premises and Work Equipment

### 10.1 Statutory inspections

Regular inspection and testing of the school’s equipment is conducted to legislative requirements by competent contractors. Records of such monitoring will be kept in the relevant section of the site log by the Site Manager/Administrator.

The Site Manager is responsible for identifying all equipment in an equipment register and ensuring that any training or instruction needs, or personal protective equipment requirements are identified. The Site Manager will ensure that the relevant risk assessments are conducted where required.

Equipment restricted to those users who are authorised or have received specific training is detailed in the register and labelled accordingly.

All staff are required to report any problems found with equipment to the Site Manager. Defective equipment will be clearly marked and taken out of service by storing in a secure location, pending repair or disposal.

## 10.2 Curriculum Areas

All members of staff are responsible for ensuring maintenance requirements for equipment in their areas are identified, implemented, and recorded in the site log.

## 10.3 Electrical Safety

All staff will conduct a visual inspection of plugs, cables, and electrical equipment prior to use. Defective equipment will be reported to Site Manager.

All portable items of electrical equipment will be subject to formal inspection and testing (Portable Appliance Testing (PAT)) on an annual cycle. A guidance sheet is available for all staff relating to the use of portable equipment, including the use of personal items in school.

The Site Manager is responsible for keeping an up-to-date inventory of all relevant electrical appliances and for ensuring that all equipment is available for testing.

A fixed electrical installation test (fixed wire test) will be conducted by qualified contractors on a 5-year cycle. The Electrical Installation Condition Report (EICR) will be kept in the site control log and a copy held in the online H&S folder.

Further advice on electrical safety is available on the Health, Safety & Wellbeing area of Sharepoint or on request from the H&S Team.

## 10.4 External play equipment

Any external play equipment will only be used when appropriately supervised. This equipment will be checked **daily** before use for any apparent defects and a formal inspection and testing regime established with a competent specialised company.

## 11. Work at Height

Working at height can present a significant risk. Where such activities cannot be avoided, a risk assessment will be conducted to ensure such risks are adequately controlled. A copy of this assessment will be provided to employees authorised to work at height.

When working at height, (including accessing storage or putting up displays) appropriate stepladders or kick stools are to be used. Staff must not climb onto chairs etc.

Only those persons who have been trained to use ladders safely may use them.

Basic instruction is provided to all staff that use ladders / stepladders and is available from:  
<http://www.hse.gov.uk/pubns/indg405.pdf>.

Formal training on work at height, use of ladders, mobile tower scaffolds etc. will be provided where a significant risk is identified as part of an individual's role.

The school's nominated person responsible for work at height is the Headteacher.

The Headteacher shall ensure:

- All work at height is properly planned and organised.
- The use of access equipment is restricted to authorised users.
- All those involved in work at height are trained and competent to do so.
- The risks from working at height are assessed and appropriate equipment selected.
- A register of access equipment is maintained, and all equipment is regularly inspected and maintained.
- any risks from fragile surfaces are appropriately controlled.

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## 12. Display Screen Equipment (DSE)

All staff who use computers daily, as a significant part of their normal work will undertake a DSE self-assessment.

The self-assessment must be discussed with the staff member's line manager and any issues requiring further assessment or guidance on remedial action can be referred to the The Bridge H&S Team.

Staff considered DSE users are entitled to an eye test (costs will be reimbursed up to a maximum of £25). Payment for any further tests, as recommended by an optician, will also be considered if related to visual difficulties which may reasonably be considered to be caused by their DSE work. Should any staff member require glasses for DSE work (as denoted by an Optician), The school will reimburse the first £49.95 towards the expenses of glasses, frames etc. Claims must be submitted via the expenses system and authorised by a line manager.

While DSE regulations do not extend to pupils, care will be given to ensuring learning environments and use of devices take account of best practice and guidance.

## 13. Manual Handling

Risk assessments for manual handling operations are undertaken and staff are provided with information on safe moving and handling techniques. Advice and training is available from The Bridge H&S Team.

**Staff should ensure they are not lifting heavy items and equipment unless they have received training and/or equipment in order to do so safely.**

All manual handling activities which present a significant risk to the health and safety of staff will be reported to the Headteacher. Where such activities cannot be avoided, a risk assessment will be conducted to ensure such risks are adequately controlled. A copy of this assessment will be provided to employees who must follow the instruction given when carrying out the task and a copy kept in the site log. A template for this is available from the The Bridge H&S Team.

All staff who move and handle pupils receive appropriate training. Behaviour risks and physical intervention methods are written in risk assessment and pupil plans.

Any injuries sustained during manual handling activities are reported in line with the incident and near miss reporting procedure.

## 14. Food Safety

All staff involved with teaching cookery or serving food will be expected to have completed the Level 2 Food Hygiene and Safety course. (Available on online at National College.)

The school is registered as a food business with the local authority and follow the Food Standards Agency: Safer Food, Better Business, food safety management procedures and food hygiene regulations.

All relevant risk assessments are listed on the Risk Assessment Register. All portable and fixed electrical equipment will be tested and maintained in accordance with Electrical safety requirements (see Premises and Work Equipment section of this policy). Gas appliances are similarly tested and maintained annually with certificates held in the site log.

## 15. Personal Safety/Lone Working

Risk to staff safety from violence and aggression is assessed and recorded. Staff are provided with training on behaviour management, including de-escalation techniques and physical intervention to prevent harm using the Team Teach approach.

Any incidents of harm caused by violence and aggression are reported as described in the Incident & Near Miss Reporting section of this policy. The school will work in partnership with the police where inappropriate behaviour/ individual conduct compromise the school's aims in providing an environment in which the pupils and staff feel safe.

Any lone working, including home visits must be risk assessed drawing on information known about the individual pupil/family/environment. The Headteacher is responsible for ensuring a lone working procedure is in place and reviewed regularly. Lone worker guidance and training are available from the H&S Team.

## 16. Stress and Wellbeing

The school is committed to promoting high levels of health and well-being, and recognises the importance of identifying and reducing workplace stress. A risk assessment, carried out in line with the HSE management standards, is undertaken by The Headteacher and reviewed at least annually.

An external counselling service is available for all staff members. The details of this are displayed on the staff notice board and promoted in supervision and team meetings. All staff have access to the Employee Assistance Programme and a team of Mental Health First Aiders.

Further advice and information are available from the The Bridge H&S Team.

## 17. Infection Prevention & Control

Elements of prevention and control of infections are applicable to all staff. Risk assessments and outbreak management plans are in place in each school, and these are regularly reviewed in accordance with guidance published by Government and local health protection teams.

Staff working within The Bridge schools and academies may be assessed as being at increased risk of exposure to a range of infections including blood borne viruses, common childhood illnesses and COVID.

Headteachers are responsible for identifying which of their staff are at risk, ensuring suitable and sufficient risk assessments are carried out and appropriate prevention measures are implemented. These measures will include personal hygiene measures, cleaning regimes and instructions to parents and carers about when children should stay home. Control measures may include personal protective equipment and vaccinations. Further advice on infection prevention and control, including the use of PPE and vaccinations is available from the The Bridge H&S Team.

## 18. Vehicles

### 18.1 Vehicle Access

Vehicle access to the school premises is restricted and risk assessed to ensure pedestrian safety. The vehicle access gate must not be used for pedestrian access unless a walkway is clearly marked. Access is kept clear at all times for emergency vehicles. A risk assessment template for movement of vehicles on the school site is available from the H&S Team.

### 18.2 Use of vehicles

Staff using their own vehicles for work purposes (not including travel to and from work) must hold a valid licence, business use insurance and MOT (where required). Details of drivers and compliance with these requirements must be held by the school and checked annually.

The school has adopted the The Bridge Driving Safely policy. Advice on the implementation of this policy can be provided by the The Bridge H&S Team.

If using a vehicle to transport large or bulky loads, the manual handling section of this policy applies, and alternative methods should be explored.

### 18.3 School vehicles

- School vehicles satisfy the appropriate construction and use requirements and are maintained in a safe and roadworthy condition
- Daily checks are made and recorded
- Routine checks are carried out at set intervals in line with the manufacturer's minimum recommendation. Minibus inspections are carried out at least every 10 weeks.
- A safety inspection is carried out on any vehicle rarely used or that has not been used for the previous 10 weeks.

- Drivers are suitably trained and correctly licensed, including completion of MIDAS training.

Further guidance and training are available on safe use of vehicles from the The Bridge H&S Team.

## 19. Smoking

### 19.1 Staff

The school operates a non-smoking policy. There are no internal spaces/offices designated for use by smokers, including for vaping. Arrangements for staff to smoke away from the premises must be agreed with their line manager. The place designated will be out of public view and should not result in cigarette ends being left by doors, etc (note that the law imposes a fine for this). Staff accompanying pupils on Fen Rivers organised visits, including overnight trips, must ensure that they are not observed smoking/vaping by pupils at any time, also that they comply with the other requirements of the school/academy's non-smoking policy.

The number of informal breaks taken for smoking should not exceed those taken by non-smokers, e.g. to make a drink, and should not be taken in contact time. Staff must never be seen to condone smoking by young people e.g. by smoking with them.

All staff and volunteers will be advised of this procedure during their induction and will be expected to comply with it at all times.

### 19.2 Pupils

Pupils under and over the age of 18 will not be allowed to smoke or vape on Fen Rivers school premises, those of education or work experience providers, or on any school organised trips and visits.

The curriculum for all pupils includes health education about the risks of smoking and staff should actively encourage pupils who smoke to reduce or eliminate their smoking.

All pupils will be advised of this procedure during their induction onto their project.

## 20. Drugs/Alcohol

Where a member of staff has evidence or suspects or that a pupil is under the influence of drugs and/or alcohol, the pupil should be informed that they are not allowed to participate in that day's activities and after a visual risk assessment has taken place, they should be asked to go home. Where a pupil is of compulsory school age, the parent/carer must be informed that the pupil is not allowed to stay at the school that day due to concerns that their child may be under the influence of drugs and/or alcohol. The parent/carer of compulsory school age pupil must either come to the school/academy to collect the child, or give verbal consent for the child to be placed in a taxi and transported to the registered home address.

Further information is available for staff and pupils on the procedures for dealing with incidents of drugs and alcohol brought onto school premises and any pupil appearing to be under the influence of drugs or alcohol.

## 21. Health and Safety Monitoring Arrangements

An annual H&S audit will be conducted by The Bridge H&S Team and an Audit Report detailing any remedial actions required will be submitted to the Headteacher.

Copies of regulatory checks (Fire, Legionella, Electric, Gas etc) will be held in an online shared H&S folder to be available for review by the H&S Team. Risk assessments and safe working procedures are reviewed during audits and ongoing advice provided by the H&S Team.

Incident and near miss reports are reviewed by the Senior Leadership Team and included in reports to Trustees.

Risk and Compliance reports are compiled and circulated by the The Bridge H&S Team with the aim of monitoring compliance and sharing lessons learned. Risk & Compliance reports are shared with Headteachers on a monthly basis.



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## 22. Health and Safety Information and Training

### 22.1 Consultation

The Board of Trustees meets termly to discuss health, safety and welfare issues affecting staff, pupils, and visitors. The Head of H&S receives challenge and action points from these meetings and works in collaboration with the Senior Leadership Team and Headteachers on responses.

### 22.2 Communication of Information

The Health & Safety Law poster is displayed in reception. Details of First Aiders, Fire Wardens, the H&S Rep. and the allocated The Bridge H&S Manager are also displayed including contact details.

### 22.3 Health & Safety Training

All employees will be provided with:

- Induction training in the requirements of this policy
- Update training in response to any significant change and refresher training where required
- Training in specific skills needed for certain activities, (e.g. use of hazardous substances, work at height etc.)

Training records are maintained to evidence completion. The Headteacher is responsible for assessing the effectiveness of training received.

Each member of staff is also responsible for drawing their line manager's attention to their own personal needs for training, and for not undertaking duties unless they are confident that they have the necessary competence.

Training and information are available from the The Bridge H&S Team. The team is also able to provide advice on how to meet training needs relevant to H&S matters from external specialist companies, where required.

Specific training is available for Headteachers, line managers and H&S Reps.

#### **Policy Owner and Contact Details**

Dr. Penny Barratt, CEO

For further information on the Policy, please contact via email  
penny.barratt@thebridgetrust.academy or phone 020 7619 1000

Next Review Date: September 2024