



HEALTH, SAFETY & WELLBEING POLICY

Policy Owner	Bridge Short Stay School
Last Reviewed	February 2020
Approved by Management Committee	February 2020
Next Review	February 2021

The policy has 4 parts;

Part A - Introduction

Part B - The Health and Safety Policy Statement

Part C - Management Arrangements

Part D - The detailed arrangements & procedures for Health, Safety and Wellbeing within the Bridge Centre Short Stay School.

Part E - The Key Performance Indicators.

A. Introduction

This policy statement complements (and should be read in conjunction with) the Staffordshire County Council Health and Safety Policy. It records the local organisation and arrangements for implementing the Staffordshire County Council's policy.

B. Policy Statement

The requirement to provide a safe and healthy working environment for all employees is acknowledged and the Bridge Centre's Management Committee recognise and take responsibility for compliance with the statutory duties under the Health and Safety at Work etc. Act 1974.

The Management Committee will ensure so far as is reasonably practicable that:

- all places and premises where staff and pupils are required to work and engage in school activities are maintained in a condition which is safe and without risk to health. (This includes the health and safety of persons on the premises or taking part in educational activities elsewhere.)
- all plant and equipment is safe to use and that arrangements exist for the safe use, handling and storage of articles and substances at work.
- appropriate safe systems of work exist and are maintained.
- sufficient information, instruction, training and supervision is available and provided to ensure that staff and pupils can avoid hazards and contribute in a positive manner towards their own health and safety and others.
- a healthy working environment is maintained including adequate welfare facilities.

In addition to the above the Bridge Centre will ensure that so far as is reasonably practicable that the health and safety of other non-employees is not adversely affected by its' activities.

Employee involvement is an important part of managing safely, and consultation on health and safety with employees and employee representative's forms part of this policy.

This policy statement and the accompanying organisational arrangements supersede any previously issued.

[Signature]	[Signature]
[Name], Chair of Management Committee	[Name], Head of Centre
NEIL TOPLASS	JAMES MORRIS

C. Management Arrangements

The following procedures and arrangements have been established within the Bridge Centre to eliminate or reduce health and safety risks to an acceptable level and to comply with minimum legal requirements:

Competent Health and Safety Advice

The school obtains competent health and safety advice from	Sarah-Jane Walmsley – H&S Advisor at Staffordshire County Council
The contact details are	Tel: 01785 355777 ☎: Mobile: 07837 832584 ✉: sarah-jane.walmsley@staffordshire.gov.uk
In an emergency we contact the H&S Helpdesk ☎: (01785) 355777 ✉: hswadmin@staffordshire.gov.uk	

Monitoring Health and Safety

Name of person(s) responsible for the overall monitoring of health and safety in school:	James Morris – Head of Centre Lynnette Abell – School Business Manager
Our arrangements for the monitoring of health and safety are <ul style="list-style-type: none"> • To ensure that the H&S Self Audit is carried out and submitted to the H&S Team by the deadline of 31st January each year • To ensure that the Evaluation Checklist is completed and submitted to the H&S Team by the deadline of 31st October each year • To ensure that the H&S Planner for Schools is completed. This document outlines tasks and defines those which are required to be carried out daily, weekly, monthly, quarterly, annually and every 2 & 5 years. • To ensure that an annual H&S Report to the Management Committee is carried out and submitted to governors • To ensure that the SBM attends termly Headteachers' Health & Safety Briefings 	
The school carries out formal evaluations and audits on the management of	

health and safety twice a year.	
The last audit took place	Date: 31 st January, 2020 (next one due to be carried out by 31 st January 2021) By: Lynnette Abell
Name of person responsible for monitoring the implementation of health and safety policies	Name – James Morris
All staff are aware of the key performance indicators in part E and how they are monitored	
Workplace inspections -	Name of Person -
H&S Audit	Sarah-Jane Walmsley – H&S Advisor Staffordshire County Council

D. Detailed Health and Safety Arrangements

1. Accident Reporting, Recording & Investigation

Our arrangements for recording and investigating:
pupil accidents: on-line at https://staffordshirecc.info-exchange.com
staff accidents: https://staffordshirecc.info-exchange.com
visitor accidents: https://staffordshirecc.info-exchange.com
Any minor incidents are recorded in the Accident/Injury Record Book which is kept in the SBM's Office.
The person responsible for reporting accidents to the Health and Safety Executive (under RIDDOR) is: Lynnette Abell
Our arrangements for reporting to the Management Committee are: through an annual Report to Governors or if a major incident the Chair of the Management committee would be contacted asap.

2. Asbestos

Name of Premises Manager responsible for Managing Asbestos.	Name: Lynnette Abell
Location of the Asbestos Management Log or Record System.	Location: Main Office
Our arrangements to ensure contractors have information about asbestos risk prior to starting any work on the premises are: all contractors to read and sign Asbestos Book Register	
Our arrangements to ensure all school staff such as class teachers or caretakers have information about asbestos risk on the premises: are advised to check the Asbestos Book if wanting to undertake any work within the classrooms	

Staff must report damage to asbestos materials to:	Name: Lynnette Abell
Staff must not drill or affix anything to walls without first obtaining approval from the premises manager.	

3. Communication

Name of SLT member who is responsible for communicating with staff on health and safety matters:	Name: Lynnette Abell
Our arrangements for communicating about health and safety matters with all staff are: via emails or during staff meetings	
Staff can make suggestions for health and safety improvements by: speaking either with James Morris, Head of Centre, or Lynnette Abell, SBM.	

4. Construction Work *See also Contractor Management

Name of person coordinating any construction work / acting as Client for any construction project.	Name: Nigel Birch, Building Surveyor for Lichfield
Our arrangements for managing construction projects within the scope of the Construction Design and Management Regulations are: all work to be discussed with Nigel Birch before any works are approved	
Duty holders will be identified and named as part of any Construction project.	
Our arrangements for the exchange of health and safety information / risk assessments/safe working arrangements/monitoring are: all contractors carrying out any work within centre will need to complete a Hazardous Exchange Form before work commences.	
Our arrangements for the induction of contractors are: to meet with Lynnette Abell prior to commencement of works	
Staff should report concerns about contractors to: Lynnette Abell	

5. Consultation

Name of SLT member who is responsible for consulting with staff on health and safety matters:	Name: Lynnette Abell
Our arrangements for consulting with staff on health and safety matters are: during staff briefings or via email	
Staff can raise issues of concern by: Lynnette Abell	

6. Contractor Management

Name of person responsible for managing	Name: Lynnette Abell
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and monitoring contractor activity	
Our arrangements for selecting competent contractors are: using the Staffordshire County Approved List of Contractors	
Our arrangements for the exchange of health and safety information / risk assessments/safe working arrangements/monitoring are: meet with contractors on site prior to commencement of work and complete Hazardous Exchange Forms	
Staff should report concerns about contractors to: Lynnette Abell	

7. Curriculum Areas – health and safety

Name of person who has overall responsibility for the curriculum areas as follows: PE Art/Graphics	Head of Dept. or Curriculum Lead Name James Nation Bryony Lindley/Simon Randall
Risk assessments for these curriculum areas are the responsibility of:	Name(s) James Nation Bryony Lindley

8. Display Screen Equipment use (including PC's, laptops and tablets)

The school assesses the risk of the use of computers/laptops by carrying out a DSE assessment for staff using this type of equipment continuously and regularly for over an hour.	
Our arrangements for carrying out DSE assessments are: every staff member who uses DSE for longer than an hour will be asked to complete a Display Screen Equipment Assessment	
Name of person who has responsibility for carrying out Display Screen Equipment Assessments	Name: Lynnette Abell
DSE assessments are recorded and any control measures required to reduce risk are managed by	Name: Lynnette Abell

9. Educational visits / Off-Site Activities

Name of person who has overall responsibility for Educational Visits	Name: James Nation
The Educational Visits Coordinator is	Name: James Nation
Our arrangements for the safe management of educational visits: James Nation to complete a risk assessment via EVOLVE for any offsite activities. These are then authorised by James Morris, Head of Centre.	

10. Electrical Equipment [fixed & portable]

Name of person responsible for arranging Fixed Electrical Wiring Tests and taking any remedial action required:	Name of person arranging test: Staffordshire County Council Remedial Action: Lynnette Abell
Fixed electrical wiring test records are located:	Via the Asset Management Portal https://ams.entrust-It.co.uk/site/property
All staff visually inspect electrical equipment before use.	
Our arrangements for bringing personal electrical items onto the school site are: any personal electrical items are to be checked by our Site Supervisor. Staff are to request check by entering request in the 'Site Supervisor's Job Book' which is located in the Main Office.	
Name of person responsible for arranging the testing of portable electrical equipment (PAT):	Name: Colin Abell (Site Supervisor)
Name of person responsible for defining the frequency of portable electrical equipment (PAT) testing:	Name: Lynnette Abell
Portable electrical equipment (PAT) testing records are located:	In the SBM's Office
Staff must take defective electrical equipment out of use and report to:	Name: Lynnette Abell
The portable electrical equipment on the school/academy site owned and used by contractors is the responsibility of the contractor, who must provide records of this if requested:	

11. Fire Precautions & Procedures [and other emergencies incl. bomb threats]

Name of competent person responsible for undertaking & reviewing fire risk assessment in addition to any associated action planning	Name: James Morris/Lynnette Abell
The Fire Risk Assessment is located	Electronically on the SBM's area and also a hard copy can be found in the SBM's H&S File kept in the SBM's Office.
The site has a fire alarm which activates a response from Chubb Fire and Security who then send a signal to the Fire Brigade and also Securitas (when activated out of school hours). Due to frequent activation by students it has been agreed between the SBM and the Fire Commissioning Officer that calls to the Fire	

Brigade will only be made if it is an actual fire emergency. Securitas will call the school to confirm if it is a false alarm or not.	
Name of person responsible for arranging and recording of fire drills	Name: Lynnette Abell
Name of person responsible for creating and reviewing Fire Evacuation arrangements	Name: James Morris/Lynnette Abell
Our Fire Evacuation Arrangements are published electronically in the 'staff shared' area and have also been emailed to staff.	
Our Fire Marshals are listed in the Fire Evacuation Arrangements Plan	Location : KS3 – James Nation KS4 – Lynnette Abell
Results of the testing and maintenance of fire equipment and installations is recorded in a Fire Log Book located in the Main Office	
Name of person responsible for training staff in fire procedures	Name: James Morris/Lynnette Abell
All staff must be aware of the Fire Procedures in school	

12. First Aid *see also Medication

Name of person responsible for carrying out the First Aid Assessment	Name: Lynnette Abell
The First Aid Assessment is located	Location: SBM's H&S File kept in SBM's Office
First Aiders are listed	Lynnette Abell – expires Jan 2023 James Nation – expires Jan 2023
Name of person responsible for arranging and monitoring First Aid Training	Name : Lynnette Abell
Location of First Aid Box	SBM's Office
Name of person responsible for checking & restocking first aid boxes	Name: Lynnette Abell/James Nation
In an emergency staff are aware of how to summon an ambulance	
<p>Our arrangements for dealing with an injured person who has to go to hospital are:</p> <p>Pupils</p> <ul style="list-style-type: none"> • Parents/carers are contacted with nature and seriousness of accident and are informed, if necessary, which hospital the child will be taken too • Either 1st Aider or a member of the support staff will accompany a pupil to hospital <p>Staff</p> <ul style="list-style-type: none"> • Depending on seriousness of incident, the staff member's Next of Kin will be contacted. • 1st Aider or a member of the support staff will accompany the staff 	

<p>member to hospital</p> <p>Visitors</p> <ul style="list-style-type: none"> • Next of Kin details to be sought, if possible. Then a member of the support staff will accompany visitor, if required, to hospital
<p>Our arrangements for recording the use of First Aid are kept on file in the SBM's file.</p>

13. Glass & Glazing

All glass in doors and side panels are constructed of safety glass
All replacement glass is of safety standard
A glass and glazing assessment took place in 2009 and the record can be found on the Asset Management Portal.

14. Hazardous Substances (COSHH)

Name of person responsible for carrying out risk assessment for hazardous substances (COSHH Assessments)	Name: James Morris/Lynnette Abell
<p>Our arrangements for managing hazardous substances (selection, storage, risk assessment, risk control etc.) are:</p> <p>The school does not use CLEAPPS as a resource as Bridge does not deliver science at the time this policy was reviewed.</p>	

15. Health and Safety Law Poster

The Health and Safety at Work poster is located in: Main Office

16. Housekeeping, cleaning & waste disposal

All staff and pupils share the responsibility for keeping the school site clean, tidy and free from hazards
Our waste management arrangements are: Lichfield District Council collect general waste weekly and PHS collect/exchange sanitary bins 6 weekly basis
Our site housekeeping arrangements are: The Bridge Centre have their own in-house cleaner, working 16.25 hrs/week Monday to Friday.
<p>Cleaning staff have received appropriate information, instruction and training about the following and are competent:</p> <ul style="list-style-type: none"> • Work equipment • Hazardous substances

Waste skips and bins are located away from the school building
All staff and pupils must be aware of the arrangements for disposing of waste and the location of waste bins and skips.
Staff in all Depts. who generate waste (e.g.catering/cleaning/curriculum areas) must be aware of the risk assessments and control measures in place for their role.

17. Infection Control

Name of person responsible for managing infection control:	Name: Lynnette Abell
Our infection control arrangements (including communicable diseases/hand hygiene standards) are: communicated to staff via email as and when updates are received.	

18. Lettings – The Bridge Centre does not currently Let the premises at time of reviewing this Policy

Name of Premises Manager or member of Leadership team responsible for Lettings	Name
Our arrangements for managing Lettings of the school/academy /rooms or external premises are:	
The health and safety considerations for Lettings are considered and reviewed annually.	
Hirers have in place their own risk assessments, first aid arrangements/ fire procedures and emergency procedures.	
Hirers are responsible for obtaining the necessary local authority licenses for their activities and these must be provided to the school on request.	
Hirers must provide a register of those present during a letting upon request.	

19. Lone Working

Our arrangements for managing lone working are – they are no staff currently class as ‘Lone Working’ at the time this Policy was reviewed.
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20. Maintenance / Inspection of Equipment (including selection of equipment)

Ladders and steps: Colin Abell PE equipment: James Nation Fire alarm and smoke detection: Lantern Security (quarterly) Emergency lighting: Lantern Security (quarterly) Fire extinguishers: Chubb Fire & Security – annually
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Security Alarm – Chubb Alarm & Security Hot water boiler located in Diner: Cater Shields Ltd (6 monthly)	
Records of maintenance and inspection of equipment are retained and are located:	Location: on-line Asset Management Portal
Staff report any broken or defective equipment to:	Name: Lynnette Abell
The equipment on the school site owned and used by contractors is the responsibility of the contractor, who must provide records of testing , inspection and maintenance if requested:	

21. Manual Handling

Name of competent person responsible for carrying out manual handling risk assessments	Name: Lynnette Abell
Our arrangements for managing manual handling activities are: <ul style="list-style-type: none"> • Staff must aware of the requirement to avoid hazardous manual handling and carry out risk assessment where the task cannot be avoided. • Staff who carry out manual handling must be aware of the manual handling risk assessment and the control measures in place for the task. • Staff are trained appropriately to carry out manual handling activities. • Where people handling takes place an Individual Manual Handling Plan must be in place and communicated to all parties (including where appropriate the young person/their parents/carers/support staff). 	

22. Medication

Name of person responsible for the management of and administration of medication to pupils in school	Name: Lynnette Abell
Our arrangements for the administration of medicines to pupils are: The Bridge Centre must receive, in writing, consent from parent/carer if any type of medication is to be administered within school. Details required is name of child, name of medication, dosage.	
The names members of staff who are authorised to give / support pupils with medication are:	Joanne Robb James Nation
Medication is stored:	Location: Main Office
A record of the administration of medication is located:	Location: Located in pupil's file
Staff are trained to administer complex medication by the school nursing service	

when required.
Our arrangements for administering emergency medication (e.g. Asthma inhalers/Epi pen) are: if a pupil is known to have any allergies that may require immediate action if triggered will be allowed to keep their Epi pen on their person and a spare Epi pen to be kept with the SBM.
Staff who are taking medication must keep this personal medication in a secure area in a staff only location.
Staff must advise the school leaders if they are taking any medication which might impair their ability to carry out their normal work.

23. Reporting Hazards or Defects

All staff and pupils must report any hazards, defects or dangerous situations they see at school.
Our arrangements for the reporting of hazards and defects: please inform the SBM or another member of the SLT. If non urgent all staff are to report hazards and defects in the Site Supervisor's 'Job Book' which is located in the Main Office

24. Risk Assessments

The school has in place risk assessments for any identified significant risk. Control measures which are put in place to eliminate or reduce risk are communicated to staff, pupils and other who may be exposed to the risk.	
Risk assessments are in place for the following areas:	
Premises and grounds Curriculum / classrooms Hazardous activities or events Contract work which may affect staff or pupils in the school Fire Risk Assessment Hazardous Substances Work Equipment Manual handling activities Risks related to individuals e.g. health issues Diner Mini Bus	
Name of person who has overall responsibility for the school/academy risk assessment process and any associated action planning	Name: James Morris/Lynnette Abell
Our arrangements for carrying out, recording, communicating and reviewing risk assessments are: carried out annually or when any significant change take place.	

Appropriate training is provided for staff who are creating, reviewing or implementing risk assessments.
When an accident or incident occurs a post risk assessment takes place when a new hazard has been identified.
Risk assessments are created or reviewed when something new is introduced or a change has occurred.

25. Smoking

No smoking or vaping is permitted on site or in vehicles owned or operated by the school.

26. Stress and Staff Well-being

Name of person who has overall responsibility for the health and wellbeing of school	Name : James Morris
All staff have responsibility to take care of their own health and wellbeing and the school supports staff to do this by implementing the following arrangements: A school counsellor is available if staff were to need the service. The Bridge Centre also has a Service Level Agreement with Occupational Health. If SLT feel the need to refer a member of staff due to any concerns relating to the staff members well-being they can do.	
Solutions to stress hazards and suggestions on how to minimise stress have been identified, discussed and communicated.	
All staff have an opportunity to contribute to discussions, meetings and initiatives around wellbeing issues at work.	
Individual stress risk assessments take place when a member of staff requires additional individual support.	
A team stress risk assessment has been completed involving all staff and this is reviewed regularly. Date completed January 2018. This does need reviewing at time of Policy review.	

27. Training and Development

Name of person who has overall responsibility for the training and development of staff.	Name: James Morris
All new staff receive an induction which includes health and safety, fire procedures, first aid and emergency procedures.	
Our arrangements for carrying out suitable and sufficient health and safety training for all staff are: any new members of the SLT are advised to attend the	

Leading & Managing H&S course. With regards to other staff, the SBM conducts a H&S Induction on appointment.	
Training records are retained and are located in the SBM's Office.	
Training and competency as a result of training is monitored and measured by:	Name: James Morris

28. Vehicles owned or operated by the school

Name of person who has overall responsibility for the school vehicles	Name: James Morris/ Lynnette Abell
The school operates 2 minibuses	
Name of person who manages the driver medical examinations	Name: Lynnette Abell
Name of person who manages the vehicle license requirements	Name: Lynnette Abell
Name of person who undertakes vehicle checks such as oil, water and routine roadworthiness.	Bridge Lichfield: James Nation Little Bridge: Adam Wheldon
Name of person who arranges servicing and maintenance of the school vehicles	Fleetcare via Lynnette Abell
Our arrangements for the safe use of school vehicles are: ensuring that all pupils and staff wear seatbelts before vehicle is moving. Ensuring all Service and MOT checks are kept up to date. Inspection of vehicle prior to use is paramount.	

29. Vehicle movement on site

Name of Premises Manager responsible for the management of vehicles on site	Name: Lynnette Abell
Our arrangements for the safe access and movement of vehicles on site are: <ul style="list-style-type: none"> • Special arrangements are in place for deliveries to be made before and after school hours • Skip exchanges to be carried out before and after school hours • Speed Limits are in place 	

30. Violence and Aggression and School Security

The school provides a place of work which is designed and managed to minimise the risk of violence and aggression to staff, pupils and visitors.
A risk assessment is carried out where staff are at increased risk of injury due to their work.
Training, information and instruction is available to staff to help them manage the risk of violence and aggression where required.

Staff and pupils must report all incidents of verbal & physical violence to:	Name : James Morris/Lynnette Abell
Incidents of verbal & physical violence are investigated by:	Name : James Morris
Name of person who has responsibility for site security:	Name : Lynnette Abell
Our arrangements for site security are: doors are kept closed at all times. There is a door access keypad on the main entrance door for staff. All visitors have to 'buzz' the door access keypad for attention. Once let into the building ID is sought and necessary DBS checks carried out. All visitors to Bridge have to sign the visitors book on arrival.	

31. Water System Safety

Name of Premises Manager responsible for managing water system safety.	Name : Lynnette Abell
Name of contractors who have undertaken a risk assessment of the water system	Name : Alchem
Name of contractors who carry out regular testing of the water system:	Name : Alchem (6 monthly) Site Supervisor (monthly)
Location of the water system safety manual/testing log	Location : SBM's Office
Our arrangements to ensure contractors have information about water systems are: ask all contractors to check manual before commencement of work.	

32. Working at Height

Name(s) of person responsible managing the risk of work at height on the premises:	Name : Lynnette Abell
Work at height is avoided where possible.	
Our arrangements for managing work at height are: a risk assessment is undertaken before any work is undertaken	
Appropriate equipment is provided for work at height where required.	
Staff who carry out work at height are trained to use the equipment provided	
Work at height equipment is regularly inspected, maintained and records are kept with the Site Supervisor.	

33. Volunteers

Name of person who has overall responsibility for managing/coordinating volunteers working within the school	Name : James Morris/Lynnette Abell
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Volunteers are considered as a member of staff and all health and safety arrangements including induction and training must apply.

E. Health and Safety Key Performance Indicators (KPI's)

It is important that school leaders, governors and managers can monitor the health and safety performance of their school in order to determine where progress is being made and where further actions and resources may be required.

At The Bridge, our key performance indicators include:

- 3 fire drills per academic year – one per term and logged in the fire log book held in the Main Office
- Fire call points tested weekly and recorded in the fire log book
- Fire extinguishers visually checked each week and serviced annually
- 12 water tests – carried out monthly and logged in the appropriate folder in the Main Office
- Emergency lighting checked monthly and recorded in the fire log book held in the Main Office
- Annual Review of the Health & Safety Policy
- Annual completion of the Premise Evaluation Checklist
- Annual Completion of Self Audit Tool