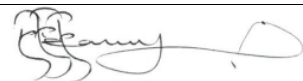
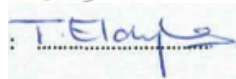


	<b>HEALTH AND SAFETY POLICY</b>	
	<p><b>Summary</b></p> <p>This is an overarching policy that is applicable to and will support The Bridge School staff members to meet their legal health and safety obligations, as well as its learners, visitors and other users of the premises. It applies to the main school premises at Rear of 2A Bensham Manor Road, CR7 7AA. The policy also aims to show how the Governors and Academic Manager discharge their duties under the Health and Safety regulations prevalent.</p> <p>The policy has been reviewed and changes made as appropriate to ensure they remain valid.</p> <p><b>Legislation:</b></p> <p>Following legislations apply:</p> <ul style="list-style-type: none"> <li>• The Care Act 2014</li> <li>• Civil Contingencies Act 2004</li> <li>• The Electricity at Work Regulations 1989</li> <li>• The Food Safety and Hygiene (England) Regulations 2013</li> <li>• The Gas Safety (Installation and Use) Regulations 1998</li> <li>• The Hazardous Waste (England and Wales) Regulations 2005</li> <li>• Health and Safety at Work etc. Act 1974</li> <li>• The Health and Safety (First Aid) Regulations 1981</li> <li>• Management of Health and Safety at Work Regulations 1999</li> <li>• The Manual Handling Operations Regulations 1992</li> <li>• The Regulatory Reform (Fire Safety) Order 2005</li> <li>• The Workplace (Health, Safety and Welfare) Regulations 1992</li> <li>• The Health and Safety (Miscellaneous Amendments) Regulations 2002</li> <li>• The Control of Substances Hazardous to Health Regulations 2002</li> <li>• Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)</li> </ul>	

	<p><b>Purpose</b></p> <ul style="list-style-type: none"> <li>• To set out the approach adopted by The Bridge SEN School to fulfil their legal duties and health and safety obligations</li> <li>• To identify the roles and outline individual responsibilities within The Bridge SEN School for the effective management and monitoring of the requirements of the Health and Safety at Work Act 1974 and its subordinate legislation</li> <li>• To support The Bridge SEN School in meeting its responsibilities and complying with existing health and safety regulations that are valid and active in the country</li> </ul> <p><b>Scope</b></p> <p>This policy applies to all staff members, students, Contractors, Consultants, professionals, parents and family members, social and support workers, Advocates and representatives, Local Authority, Commissioners, other external Health professionals and NHS.</p> <p><b>Objectives</b></p> <ul style="list-style-type: none"> <li>• The Bridge SEN School has a written statement of general policy, as required by the Health and Safety at Work etc. Act 1974, and to ensure that this is reviewed annually.</li> <li>• This policy and procedure will be read alongside all of the health and safety policies, procedures and supporting documentation at The Bridge SEN School.</li> </ul> <p><b>Policy</b></p> <p>The Bridge SEN School recognises that it has a responsibility to ensure that reasonable precautions are taken to provide and maintain working conditions which are safe, healthy and comply with all statutory requirements and codes of practice relating to its activities.</p> <p><b>Statement of Intent</b></p> <p>Right Support Management Ltd. as the Employer and The Bridge SEN School as its division acknowledges and accepts the responsibilities placed on it as an 'Employer' by the Health and Safety at Work etc. Act 1974 and other relevant legislation. The Management Team of the School and the Governing Body consider that a safe and healthy working environment is a prerequisite to achieving the safe, high-quality Care and a safe working environment for the staff and those who work on our</p>	
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	<p>behalf. The Bridge SEN School is committed to provide and maintain a healthy and safe working environment to minimize the number of instances of occupational accidents, incidents, illnesses and near-misses.</p> <p>Through the implementation of the Health and Safety Policy, The Bridge SEN School is committed to the following:</p> <ul style="list-style-type: none"> <li>• Ensure that all reasonable steps are taken to ensure the health, safety and welfare of users of the premises and all participants in school trips, as far as reasonably practicable.</li> <li>• Establish and maintain safe working procedures for staff and learners.</li> <li>• To provide and maintain safe school buildings and safe equipment for use in school</li> <li>• Develop safety awareness, by appropriate training if necessary, amongst staff, learners and others who help in school.</li> <li>• Formulate and implement effective procedures for use in the event of fire and other emergencies.</li> <li>• Investigate accidents and take steps to prevent a re-occurrence.</li> <li>• To make arrangements for ensuring safety in connection with the use, handling, storage and transport of articles and substances are in place</li> <li>• Health and safety policy, standards and management systems (including procedures and work instructions) will be defined, documented, implemented and maintained</li> <li>• Creating for staff, as far as is practicable, a working environment where potential work-related stressors are avoided, minimised or mitigated through good management practices, effective human resources policies and staff development</li> <li>• Ensuring, as far as reasonably practicable, that risks associated with travel by staff for The Bridge SEN School are appropriately managed</li> <li>• Making sure that all staff are aware of their health and safety responsibilities and know what is expected of them and what they must do to discharge the responsibilities assigned to them</li> <li>• Providing access for staff to appropriate training and development to enable them to discharge competently the responsibilities assigned to them</li> <li>• Having an effective system for communicating and consulting on health and safety matters and securing the co-operation of staff, contractors and commissioners in implementing the Health and Safety Policy and Procedure</li> <li>• To have in place arrangements to plan, implement, monitor and review measures to address risks arising from the activities of The Bridge SEN School.</li> <li>• To strive to continuously improve the health and safety performance The Bridge SEN School.</li> <li>• Ensuring the appointment of a competent person to support The Bridge SEN School in meeting its statutory health and safety duties</li> <li>• To provide sufficient resources with which The Bridge SEN School can effectively discharge their duties in maintaining a healthy and safe working environment for all who work and live in the premises of The Bridge SEN School.</li> </ul>	
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	<p>Signed:  (Director)</p> <p>Signed:  .... (On behalf of Chair of Governors)</p> <p>Dated: ...10.12.2024.....</p> <p>The Bridge SEN School will review its health and safety systems and procedures at least annually to ensure that they reflect legal responsibilities associated with applicable HSE laws, regulations, approvals, licences and other legal requirements, as per:</p> <ul style="list-style-type: none"> <li>▪ International, national and regional standards</li> <li>▪ Industry codes and best practice</li> <li>▪ Contractual requirements</li> <li>▪ Expectations of regulators and other key stakeholders</li> </ul> <p>Systems and procedures will be made available to those working for and on behalf of The Bridge SEN School so that they are aware of their individual health and safety obligations.</p> <p>A health and safety management structure is implemented to support the delivery of health and safety policies, systems, objectives and targets, to review health and safety performance and respond to health and safety incidents.</p> <p>The Bridge SEN School is charged with implementing this policy by use of a suitable safety management system. Edith Eneanya-Bonito, the Principal and Director, seeks and expects full co-operation and support of entire The Bridge SEN</p> <p>School team to ensure that the Health and Safety Policy and the arrangements that are put in place to support the objectives of the policy are implemented effectively. The School Principal/Director will have day-to-day responsibility for ensuring compliance with this policy.</p> <p>The Health and Safety Policy '<b>Statement of Intent</b>' at The Bridge SEN School will be ratified and signed, which signifies the commitment of The Bridge SEN School to ensuring that the successful management of health and safety is of paramount</p>
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	<p>importance within The Bridge SEN School. A copy of the Health and Safety Policy 'Statement of Intent' is displayed in a prominent location at The Bridge SEN School and will be reviewed at least annually.</p> <p><b>Health and Safety Roles and Responsibilities in The Bridge SEN School</b></p> <p><b>The Executive:</b> The Director has ultimate control of the school. She will:</p> <ul style="list-style-type: none"> <li>• Decide policy and ensure its effectiveness on a regular basis.</li> <li>• Give strategic guidance.</li> <li>• Monitor and review health and safety issues.</li> <li>• Ensure adequate resources for health and safety are available. T</li> <li>• Take steps to ensure plant, equipment and systems of work are safe.</li> <li>• Ensure that the school provides adequate training, information, instruction, induction and supervision to enable everyone in the school to be safe.</li> <li>• Maintain the premises in a condition that is safe and without significant risk.</li> <li>• Provide a working environment that is safe and healthy.</li> <li>• Provide adequate welfare facilities for staff &amp; learners.</li> <li>• In their critical friend role, maintain an interest in all the health and safety matters.</li> <li>• Review and monitor the effectiveness of this policy.</li> </ul> <p><b>The Academic Manager is responsible for the day to day running of the school. They will:</b></p> <ul style="list-style-type: none"> <li>• Promote a positive, open health and safety culture in school</li> <li>• Report to Director and Governors on key health and safety issues</li> <li>• Seek advice from other organisations or professionals, such as the Health and Safety Executive, safety advisers etc. as and when necessary</li> <li>• Ensure that all staff co-operate with the policy</li> <li>• Devise and implement safety procedures</li> <li>• Ensure that risk assessments are reviewed on an annual basis</li> <li>• Ensure relevant staff have access to appropriate training</li> <li>• Ensure any building/grounds issues are dealt with in a timely manner</li> </ul> <p><b>The Administrative Manager will support the Academic Manager in their role. They will:</b></p> <ul style="list-style-type: none"> <li>• Ensure risk assessments are accurate, suitable and reviewed annually</li> </ul>	
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	<ul style="list-style-type: none"> <li>• Deal with any hazardous practices, equipment or building issues and report to the Academic Manager if they remain unresolved</li> <li>• Provide a good example, guidance and support to staff on health and safety issues</li> <li>• Carry out a health and safety induction for all staff and keep records of that induction</li> <li>• Keep up to date with new developments in Health and Safety issues for schools</li> <li>• Carry out investigations into accidents and produce reports / statements for any civil or criminal action which may arise</li> <li>• Ensure any contractors on site are competent in health and safety matters</li> </ul> <p><b>The Welfare Officer is responsible for day-to-day maintenance and other issues. They will:</b></p> <ul style="list-style-type: none"> <li>• Ensure that any work that has health and safety implications is prioritised</li> <li>• Report any concerns regarding unresolved hazards in school to the senior management team immediately</li> <li>• Ensure that all work is undertaken in a safe manner</li> <li>• Carry out quarterly checks of the premises to spot any disrepair or potential hazards</li> <li>• Ensure that all cleaning staff are aware of safe working practices, especially regarding reporting of hazards, the use of hazardous substances and manual handling</li> <li>• Carry out a weekly test of the fire alarm</li> <li>• Ensure all contractors are 'inducted' and shown the relevant risk assessments, asbestos records and are made aware of any fragile roofs or other hazards in the areas where they will be working</li> <li>• Fully co-operate with health and safety arrangements during larger building projects</li> </ul> <p><b>All School Staff will:</b></p> <ul style="list-style-type: none"> <li>• Read the Health and Safety Policy and sign it</li> <li>• Comply with the School's health and safety arrangements</li> <li>• Take reasonable care of their own and other people's health and safety</li> <li>• Leave the classroom / playground / office in a reasonably tidy and safe condition</li> <li>• Follow safety instructions when using equipment</li> <li>• Supervise learners and advise them on how to use equipment safely</li> <li>• Report practices, equipment or physical conditions that may be hazardous to their line manager and/or the appropriate member of staff</li> <li>• Follow the accident reporting procedure (which is a separate document)</li> <li>• Contribute to and highlight any gaps in the school's risk assessments In accordance with the school rules and procedures on discipline</li> </ul> <p><b>Learners will:</b></p>	
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	<ul style="list-style-type: none"> <li>• Follow safety and hygiene rules intended to protect the health and safety of themselves and others</li> <li>• Follow safety instructions of teaching and support staff, especially in an emergency</li> </ul> <p><b>The Governing Body Will:</b></p> <ul style="list-style-type: none"> <li>• provide advice and guidance to help schools fulfil their health and safety responsibilities</li> <li>• answer queries from staff on health and safety issues</li> <li>• visit where necessary to give advice on all aspects of new and existing health and safety policies and procedures</li> <li>• collect information on accidents and incidents to report to HSE where necessary</li> <li>• advise on and facilitate (when possible) staff safety training</li> <li>• draft and/or advise on policies, procedures and guidance for health and safety</li> <li>• interpret and advise on new legislation impacting on the working environment</li> <li>• ensure the director is maintaining occupational safety issues</li> </ul> <p><b>Health and Safety Poster</b></p> <p>The Bridge SEN School will display a Health and Safety Poster and ensure it is kept up to date. Registered Manager, as the Health and Safety Officer, will have their name clearly displayed.</p> <p><b>First Aid</b></p> <p>The Bridge SEN School have undertaken an assessment of first aid needs and provided sufficient equipment and suitably trained personnel accordingly at the School.</p> <p><b>Procedure and arrangements</b></p> <p>1. <b>Risk and Hazard Management</b></p> <ul style="list-style-type: none"> <li>• Risk assessments will be carried out to evaluate and adequately control hazards, to ensure the health, safety and welfare of staff and others who may be affected by the work activities of The Bridge SEN School</li> <li>• Risk assessments will be recorded in appropriate documents in accordance with the Risk Assessment Policy and Procedure at The Bridge SEN School</li> <li>• Arrangements will be made for putting into practice the preventative and protective measures that follow on from the risk assessment</li> </ul>	
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	<ul style="list-style-type: none"> <li>• Risk assessments will be regularly monitored and reviewed to ensure they remain suitable and sufficient. They are updated in accordance with legislative and contractual requirements, standards and codes of practice</li> <li>• The outcomes of risk assessments will be readily available and communicated to staff. Staff receive instructions and training associated with the level of risk identified and the control measures taken to prevent or control risks</li> <li>• Contractors and employees are involved in the development of risk assessments and The Bridge SEN School will seek their feedback and act on any concerns</li> <li>• Risk assessments in relation to Contractors will be kept under their possession and staff informed of this arrangement</li> </ul> <p><b>2. Accidents and Incident Reporting</b> The accident reporting folder can be found at reception.</p> <ul style="list-style-type: none"> <li>• In the event of an accident/incident, staff will ensure that a detailed entry of the event is recorded on an accident form and will notify their line manager who will subsequently determine, in conjunction with the Health and Safety Committee at The Bridge SEN School, where appropriate, if notification is required under <u>The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013</u></li> <li>• Where an accident/incident has occurred, it is necessary to carry out a review of the risk assessment of the task being undertaken at the time, to ascertain if additional precautions, an alteration to the method of work or additional control measures are necessary. This must be written down and the conclusions clearly defined and acted upon</li> <li>• The Bridge SEN School will use the information to prevent re-occurrences where reasonably practicable</li> <li>• If an accident, incident or near miss involves a contract or Contractor, London Borough of Croydon's Safeguarding Team will be informed. The Bridge SEN School will be aware of their requirements in relation to the Duty of Candour.</li> </ul> <p><b>Administration of Medicines</b> (See the school's medical policy for further information)</p> <ul style="list-style-type: none"> <li>• Medication is only administered to learners when the parental consent form has been completed.</li> <li>• The medicine will be administered by one nominated member of staff for each pupil and appropriate records kept and signed by two members of staff.</li> </ul>	
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	<ul style="list-style-type: none"> <li>• Medicines are only administered during school time when they have been prescribed by a child's GP or other relevant medical professional</li> <li>• The only exceptions to this are asthma medication and 'epipens' (following discussion with parents) which may be kept in appropriate locations, out of the reach of other learners, as appropriate</li> <li>• The doses administered during the school day are to be kept to the minimum, e. g. a course of antibiotics requiring four doses a day - only one dose (lunchtime) will normally need to be administered at school</li> <li>• The school medical rooms are located on the ground floor next to classroom 3 and on the first floor next to the storage room and opposite classroom 5.</li> </ul> <p><b>Cleaning</b></p> <p>The Bridge SEN School recognises the importance of maintaining clean and hygienic premises. The following health &amp; safety arrangements are in place:</p> <ul style="list-style-type: none"> <li>• A cleaning rota has been established for all areas of the school.</li> <li>• Suitably competent staff have been employed to clean the premises on a regular basis.</li> <li>• Cleaning staff are provided with suitable protective clothing (e.g. plastic gloves and aprons).</li> <li>• Cleaning staff are provided with suitable hand washing facilities.</li> <li>• All cleaning products are kept in cupboards out of reach of learners.</li> <li>• All premises are to be cleaned and tidied before learners arrive.</li> <li>• Hygienic and safe cleaning materials are available for use in emergencies.</li> <li>• Toilets are regularly checked for cleanliness.</li> <li>• Surfaces and tables are wiped clean between activities during the school day and the additional uses of the premises used after hours or on the weekend.</li> <li>• Cushions and blankets are regularly washed.</li> <li>• Regular pest control visits are conducted by a competent specialist pest control contractor for preventative control.</li> <li>• The school office holds COSHH records of all products used by cleaning staff and the pest control contractor in case of emergencies.</li> <li>• Good health and hygiene practices are actively promoted through notices, signs, posters, leaflets and staff meetings.</li> </ul> <p><b>Control of Hazardous Substances</b></p> <ul style="list-style-type: none"> <li>• The use of hazardous substances in school will be kept to a minimum</li> <li>• They will complete a COSHH assessment for all hazardous substances used on site</li> <li>• The associated procedures and control measures will be funded and enforced</li> </ul>	
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	<p><b>Educational Visits</b></p> <ul style="list-style-type: none"> <li>• The Educational Visits co-ordinators are the SENCO and Academic Manager.</li> <li>• All off site trips will be subject to risk assessment.</li> <li>• Guidelines for Education Visits are kept in the school office.</li> </ul> <p><b>Electrical Testing</b></p> <ul style="list-style-type: none"> <li>• All items of portable electrical equipment in school are inspected and checked annually</li> <li>• Records of these checks are kept in the school office</li> </ul> <p><b>Employee Health and Wellbeing</b></p> <ul style="list-style-type: none"> <li>• The school Staff handbook outlines in the school's Sickness/Absence Policy</li> </ul> <p><b>Fire Safety &amp; Evacuation of the Building</b></p> <ul style="list-style-type: none"> <li>• Fire exits have appropriate signage</li> <li>• Plans showing exit routes are displayed by the door of each classroom</li> <li>• A fire drill is practised and documented once a term by the Site Manager</li> <li>• Evacuation times and any issues which arise are reported to the Governors</li> <li>• Fire extinguishers are checked annually by E-tech</li> <li>• A separate fire safety policy and risk assessment has been produced</li> <li>• Emergency lights and Fire alarm system are tested annually by E-Tech</li> </ul> <p><b>First Aid Provision</b></p> <ul style="list-style-type: none"> <li>• All staff and most support staff have first aid training.</li> <li>• Notes are sent home for bumped heads or any injuries sustained during the school day.</li> <li>• Portable first aid kits are taken on educational visits</li> <li>• All accidents and cases of work-related ill health are recorded in the accident book in the school office and reported to the authority when required.</li> </ul> <p><b>First Aid Kits</b></p> <ul style="list-style-type: none"> <li>• All first aid kits are clearly identifiable with a first aid sign and available to all staff.</li> <li>• First aid kits are replenished regularly. Supplies are kept in the school office. The Secretary/Administrator is responsible for ensuring the contents of first aid kits are regularly checked, items are sterile/suitable for use, in-date, replenished when needed and stock ordered.</li> </ul>	
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	<ul style="list-style-type: none"> <li>• First aid kits are located in the following areas of the school: <ul style="list-style-type: none"> <li>○ In reception</li> <li>○ In the therapy room on the first floor</li> <li>○ In the therapy room on the ground floor</li> <li>○ In the ground floor kitchen</li> </ul> </li> </ul> <p><b>Gym facilities</b></p> <ul style="list-style-type: none"> <li>• All learners using the facilities will do so under staff supervision</li> <li>• Procedures and policies for use of this facility will be made aware to all staff</li> <li>• All equipment will be regularly maintained</li> <li>• Gym will be regularly cleaned to ensure hygiene</li> <li>• Cleaning and hygiene products will be available for use during use of the facilities</li> <li>• All materials will be securely stored</li> </ul> <p><b>Hydro therapy facilities</b></p> <ul style="list-style-type: none"> <li>• All learners using the facilities will do so under staff supervision</li> <li>• Procedures and policies for use of this facility will be made aware to all staff</li> <li>• Hydro therapy room will be regularly monitored and maintained</li> <li>• Tub will be covered when not in use</li> <li>• Drainage pump will be only be used by designated trained staff</li> </ul> <p><b>Infectious Diseases</b></p> <p>The following arrangements are in place in order to minimise the risk to staff and pupils of infectious diseases:</p> <ul style="list-style-type: none"> <li>• A member of the office staff is responsible for keeping abreast of any new information relating to infectious, notifiable and communicable diseases and local health issues. New information shall be disseminated to staff members and parents/carers as necessary.</li> <li>• Infectious diseases posters are displayed in the school office and staff room.</li> <li>• If a pupil feels unwell, is sick, has diarrhoea, has an accident and/or staff feel that they may have an infectious disease that may put other pupils/staff at risk, they will be isolated in the dedicated room for treatment and care and arrangements made for collection by their parent/carer.</li> <li>• For COVID-19 related symptoms, pupils will be isolated in the designated area until collection.</li> <li>• Emergency contact numbers will be used if the parent/carer cannot be contacted.</li> <li>• The pupil and parent's right to confidentiality shall be respected.</li> <li>• The pupil shall be treated in a sympathetic, caring and understanding manner.</li> </ul>	
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	<ul style="list-style-type: none"> <li>• Parents/carers shall be kept informed of any infectious diseases occurring at the school.</li> <li>• We expect, and inform, parents/carers to notify us if their child is suffering from any infectious disease that may put others at risk.</li> <li>• We expect, and inform, parents/carers to call or email the school office in the morning if their child is unwell and will not be attending school.</li> <li>• We expect, and inform, parents/carers to state the reasons for absence in their child's home message book or email to the school office upon returning following illness.</li> </ul> <p><b>Manual Handling</b></p> <ul style="list-style-type: none"> <li>• Learners and staff must only lift equipment and furniture within their own individual capability</li> <li>• Manual handling training will be provided for appropriate members of staff including, if necessary, include how to lift learners safely</li> </ul> <p><b>Playground/Park use Supervision</b></p> <ul style="list-style-type: none"> <li>• Appropriate levels of supervision will be maintained in school associated playgrounds or parks</li> </ul> <p><b>Risk Assessment</b></p> <ul style="list-style-type: none"> <li>• The school maintains a comprehensive set of risk assessments that cover curriculum-based activities in school; school visits and the running of the school building and grounds</li> <li>• They are all available on the school central server for staff to inspect and refer to as necessary</li> <li>• The management team will take steps to ensure that appropriate staff are aware of the risk assessments appropriate to their role and will monitor compliance with control measures specified in the risk assessments</li> <li>• All risk assessments are reviewed on an annual basis</li> <li>• Specific risk assessments relating to individuals, e.g. staff member or pupil, are held on that person's file and will be undertaken and approved by the Academic Manager and/or the office staff. Such risk assessments will be reviewed on a regular basis by the Academic Manager and/or the office staff.</li> <li>• It is the responsibility of employees to inform the Academic Manager and/or the office staff of any medical condition (including pregnancy) which may impact upon their work.</li> <li>• It is the responsibility of learner's parents/carers to inform the Academic Manager and/or the office staff of any medical condition which may require support during school hours.</li> <li>• Risk assessments for curriculum activities will be carried out by the responsible staff member, referring to the model risk assessments, and the office staff for advice if required.</li> <li>• Whenever a new course is adopted or developed, all activities are checked against the model risk assessments and significant findings incorporated into the course plan documentation.</li> </ul>	
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	<ul style="list-style-type: none"> <li>Refer to Risk Assessment Policy for more information.</li> </ul> <p><b>Security</b></p> <p>The Bridge SEN School treats the security of our pupils as a top priority. Security arrangements are monitored and reviewed regularly by the school office, and following a security related incident or feedback from an interested party.</p> <p>Security arrangements currently in place include:</p> <ul style="list-style-type: none"> <li>CCTV &amp; Intruder Alarm System (contractor maintained 24/7)</li> <li>Steel shutters behind each door</li> <li>Keeping all external doors magnetically locked or alarmed to prevent unwanted visitors and to ensure pupils cannot leave the premises unaccompanied.</li> <li>Keeping the front door locked as an extra security measure when the premises are empty.</li> <li>Keeping internal and external areas secure by closing all shutters, all gates and front door on departure from the premises.</li> <li>Ensuring all visitors and staff sign-in in the visitor's book upon arrival, and sign-out when they depart, with the time recorded and witnessed by a staff member.</li> <li>Ensuring all visitors show identification upon arrival if unknown to the school.</li> <li>Ensuring pupils never open the front door and staff only admit known/expected persons to the school.</li> <li>Keeping all doors and shutters in good repair and checked regularly.</li> <li>Providing lockable filing cabinets for personnel files etc. to satisfy data protection and confidentiality requirements.</li> <li>High galvanised steel fence on the border of the school to the railway</li> </ul> <p><b>Slips Trips and Falls</b></p> <ul style="list-style-type: none"> <li>The potential for slips trips and falls in school has been risk assessed and appropriate controls have been put in place</li> <li>This includes working procedures for mopping floors, absorbent floor mats near entrances and regular hazard spotting inspections</li> </ul> <p><b>Smoking</b></p> <p>The Bridge SEN School operates a no-smoking policy applying to all staff, pupils, parents, visitors, work experience students and contractors when they are on the school site.</p> <p>The school site is an entirely smoke free environment and this includes the use of e-cigarettes and other tobacco products.</p> <p>Smoking is not permitted at any time anywhere in the school grounds including toilets, corridors, or staff room.</p>	
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	<p><b>Snow and Ice</b></p> <ul style="list-style-type: none"> <li>• A plan has been produced outlining the main pedestrian routes that the site staff will strive to keep open during snowy and icy conditions</li> <li>• If it becomes impossible to keep these routes clear the Academic Manager is informed immediately and this information contributes to any decision to close the school</li> </ul> <p><b>Staff Wellbeing</b></p> <ul style="list-style-type: none"> <li>• All staff members must declare to the Academic Manager any medical condition and regular medication they require, as well as providing emergency contact details for use in emergencies. All employee records shall be treated as confidential.</li> <li>• A staff room has been provided for employees to take their breaks, rest periods and refreshments in.</li> <li>• Employees may discuss in confidence with the Academic Manager any personal health or domestic issue which they feel may impact on their role at the school.</li> <li>• Employees must report to the Academic Manager any incidents relating to staff well-being such as violence, intimidation, stress or bullying.</li> </ul> <p><b>Stress at Work</b></p> <ul style="list-style-type: none"> <li>• Reactive – individuals who are identified to be suffering from excessive levels of stress (caused by work or personal issues) are supported in accordance with the school's welfare policies and, if necessary, by accessing the Employee Health and Wellbeing Service.</li> </ul> <p><b>Supervision of Learners</b></p> <ul style="list-style-type: none"> <li>• Sensible, safe behaviour will be promoted to learners by all members of staff</li> <li>• Dangerous or risky behaviour displayed by learners will be addressed and dealt within the school rules</li> <li>• Learners will only be allowed into or stay in classrooms under adult supervision</li> <li>• Appropriate supervision of cloakrooms and toilet access will be in place at busy times</li> </ul> <p><b>Working at Height</b></p> <ul style="list-style-type: none"> <li>• No staff should attempt to work at heights either outside or inside the school buildings. All work will be contracted externally.</li> <li>• Teaching and other staff who assist in putting up displays in school have been given appropriate in-house training and advised that they must:</li> <li>• Use appropriate access equipment - step ladders, kick stools etc.</li> </ul>	
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**Commented [1]:** Update welfare policy and the implementation of the Employee Health and Wellbeing Service for the school

**Commented [2R1]:** Ok

	<ul style="list-style-type: none"> <li>• Wear flat shoes whilst putting up displays</li> <li>• Not climb on furniture to put up displays</li> <li>• No staff have unauthorised access to the roof</li> </ul> <p><b>Monitoring compliance and effectiveness</b></p> <p>Line managers will undertake ongoing monitoring to ensure staff compliance with the policy, with observations for improvement passed to The Principal, Edith Eneanya-Bonito for review.</p> <p>The policy document itself will be reviewed by Edith Eneanya-Bonito and The Bridge School Senior Management members on an annual basis. The effectiveness of this policy will also be monitored by the Health and Safety Committee at The Bridge SEN School. This review may include:</p> <ul style="list-style-type: none"> <li>• Audit</li> <li>• Risk Assessment</li> <li>• Systematic inspections</li> <li>• Incident and accident statistics</li> <li>• Sickness and ill health statistics</li> <li>• Risk registers</li> </ul> <p>Items identified as requiring significant amendment will be referred for authorisation before being actioned to The Bridge SEN School.</p> <p><b>Written and implemented policies and procedures</b></p> <p>The Bridge SEN School will ensure that staff have access to the Health and Safety Policies at The Bridge SEN School. Staff members can request a copy from the Academic Manager if needed. These policies will be reviewed periodically to ensure they dovetail with both the procedures at The Bridge SEN School and any local or contractual procedures.</p>	
	Updated: December 2024	Next review: December 2025

## The Bridge SEN School – Health and Safety Policy

### ANNEXURE-1

#### STATEMENT OF INTENT

The Bridge SEN School is a division of Right Support Management Ltd. (RSML). RSML as the Employer and The Bridge SEN School as its division acknowledges and accepts the responsibilities placed on it as an 'Employer' by the Health and Safety at Work etc. Act 1974 and other relevant legislation. The Management Team of the School and the Governing Body consider that a safe and healthy working environment is a prerequisite to achieving the safe, high-quality Care and a safe working environment for the staff and those who work on our behalf. The Bridge SEN School is committed to provide and maintain a healthy and safe working environment to minimize the number of instances of occupational accidents, incidents, illnesses and near-misses.

Through the implementation of the Health and Safety Policy, The Bridge SEN School is committed to the following:

- Ensure that all reasonable steps are taken to ensure the health, safety and welfare of users of the premises and all participants in school trips, as far as reasonably practicable.
- Establish and maintain safe working procedures for staff and learners.
- To provide and maintain safe school buildings and safe equipment for use in school
- Develop safety awareness, by appropriate training if necessary, amongst staff, learners and others who help in school.
- Formulate and implement effective procedures for use in the event of fire and other emergencies.
- Investigate accidents and take steps to prevent a re-occurrence.
- To make arrangements for ensuring safety in connection with the use, handling, storage and transport of articles and substances are in place
- Health and safety policy, standards and management systems (including procedures and work instructions) will be defined, documented, implemented and maintained
- Creating for staff, as far as is practicable, a working environment where potential work-related stressors are avoided, minimised or mitigated through good management practices, effective human resources policies and staff development
- Ensuring, as far as reasonably practicable, that risks associated with travel by staff for The Bridge SEN School are appropriately managed
- Making sure that all staff are aware of their health and safety responsibilities and know what is expected of them and what they must do to discharge the responsibilities assigned to them
- Providing access for staff to appropriate training and development to enable them to discharge competently the responsibilities assigned to them
- Having an effective system for communicating and consulting on health and safety matters and securing the co-operation of staff, contractors and commissioners in implementing the Health and Safety Policy and Procedure



- To have in place arrangements to plan, implement, monitor and review measures to address risks arising from the activities of The Bridge SEN School.
  - To strive to continuously improve the health and safety performance The Bridge SEN School.
  - Ensuring the appointment of a competent person to support The Bridge SEN School in meeting its statutory health and safety duties
- To provide sufficient resources with which The Bridge SEN School can effectively discharge their duties in maintaining a healthy and safe working environment for all who work and live in the premises of The Bridge SEN School.

Signed: ...  ..... (Director)

Signed:  ..... (Chair of Governors)

Dated: ...10.12.2024.....

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**Dist. to:**

- Academic Manager
- Welfare Officer
- Secretary / Administrator