

Vision statement
BRIDGE is a family of schools committed to high performance. We embrace a universal culture of excellence in the learning communities we build.
Aims
To continue building a Trust that promotes strong values, an excellent education for all children, develops highly effective School Teams, is financially secure, and ensures effective governance.
To nurture, support and encourage aspirations by providing excellent learning opportunities, inspiring teaching environments, and a creative approach to curriculum subjects that secures engagement from all our learners resulting in high levels of academic progress and outcomes.
To develop outstanding leadership, teaching and support teams by valuing committed, reflective staff, and providing rigorous and challenging professional development for continual School Improvement.
To develop hubs as centres of learning excellence to disseminate best practice, firstly within and then beyond, the Trust.
To successfully engage and communicate with parents/carers in our local communities, supporting the children's progress, well-being and achievement.

Health & Safety Policy

Purpose
The objective of this policy is to attain and maintain high standards of health and safety performance throughout the Trust.

Autumn 2018

Date Policy Adopted	Spring 2019	By Trust Board	x
Version	1.1	Next Review Date	Autumn 2021

Statement of Health and Safety Policy

All persons conducting activities under the name of Bridgeschools will adhere to this Health & Safety Policy.

Bridgeschools will comply with the Health and Safety at Work etc. Act 1974 and Regulations subsequently laid under it and meet the standards required therein.

Hazards will be identified and the risk of injury, disease or dangerous occurrence will be minimised by the achievement and maintenance of high standards of health and safety. These standards will be achieved, so far as is reasonably practicable, by:

- Demonstrating a visible management commitment to high standards of health and safety performance and the promotion of a positive health and safety culture throughout the Trust.
- Providing and maintaining a safe working environment that is without risk to health, together with adequate facilities and arrangements for the wellbeing of staff.
- Providing and maintaining plant, equipment and systems of work that are safe and without risk to health.
- Providing and maintaining means of access to and egress from the workplace that are safe and without risk.
- Having in place adequate arrangements for the regular assessment of work activities in order to identify related hazards and to control associated risk.
- Having in place effective systems to protect staff and other persons affected by the organisations activities.
- Having in place adequate arrangements to ensure safety and the absence of risks to health in connection with the use, handling, storage and transport of articles and substances.
- Providing such information, instruction, training and supervision as is necessary to ensure the health and safety of staff of the Trust.
- Obtaining the co-operation of staff in enabling statutory obligations under health and safety legislation to be met.
- Will seek to inform pupils' parents or guardians of any health, safety or wellbeing issues relevant to their child or children.

Signed

Date

Chief Executive

Review Date

SECTION 1.0

ROLES AND RESPONSIBILITIES

It is recognised that individuals and groups of individuals have responsibilities for health, safety and wellbeing in the Trust. The individuals and groups identified below are expected to have read and understood the Trust's policies and procedures for ensuring health safety and wellbeing and to conduct their duties in accordance with them.

1.1 Board of Trustees

The Trust is governed by a Board of Trustees.

The Board has ultimate responsibility to ensure the health, safety and welfare of all Trust staff, both teaching and non-teaching, pupils, volunteers and members of the public. Although the legal duty remains theirs, they have delegated the performance of that duty to the Chief Executive.

The Board will ensure that the Chief Executive is provided with all the resources and assistance necessary for legal duties to be performed.

As members of the Board, Trustees carry individual and collective responsibility for decisions made at Board level that may affect the health, safety and welfare of personnel exposed to the activities of the Trust.

Trustees have overall responsibility for health, safety and welfare. They will therefore ensure that:

- All Health and Safety aspects and implications are given due consideration in all executive decisions.
- Adequate resources are available to enable legal and moral obligations to be met.
- The Health and Safety Policy is implemented.
- Staff with delegated health and safety duties have the necessary training and resources and are given sufficient time in order to comply with their obligations.
- The management inform them of RIDDOR reportable injuries, dangerous occurrences and occupational illnesses / diseases.
- Adequate communications exist within the Trust and that the Chief Executive is informed of any major issues by the Senior Leaders.
- They consistently set a good personal example.

1.2 Chief Executive

The Chief Executive is the nominated Person Responsible for Health and Safety, a role which they will carry out with the co-operation of, and through co-ordination with the other Trustees and Executive Heads / Heads of School.

The Chief Executive has overall responsibility for the health, safety and welfare of all School staff, both teaching and non-teaching, pupils, volunteers and members of the public and the fulfilment of all legal duties imposed on them, as the Employer, by relevant legislation.

In recognition of the legal duties imposed upon them, the Chief Executive will:

- Understand the main requirements of the Health and Safety at Work, etc. Act 1974.
- Ensure that Health and Safety aspects and implications are given due consideration in all executive decisions.
- Ensure that Trustees and Executive Heads / Heads of School are aware of their obligations and carry them out in accordance with Health & Safety Policy.
- Ensure that Health & Safety performance is regularly reviewed at Board level.
- Ensure adequate resources are available to enable legal and moral obligations to be met.
- Seek advice, as and when appropriate, on Health and Safety issues.

1.3 Area Executive Heads / Heads of School/ Headteachers

In practice, the Chief Executive delegates responsibility for Health and Safety management to the Area Executive Heads / Heads of School/Headteachers.

Area Executive Heads / Heads of School/Headteachers are responsible for ensuring that the provisions of the Health and Safety at Work, etc. Act 1974, associated regulations and policies are observed within their area of responsibility. Authority is delegated to Area Executive Heads / Heads of School/Headteachers to oversee and enforce the implementation of the Trust's Health and Safety Policy throughout their respective schools. Area Executive Heads / Heads of School/Headteachers report to the Chief Executive.

In recognition of the legal duties imposed upon them, Area Executive Heads / Heads of School/ Headteachers will:

- Understand the main requirements of the Health and Safety at Work, etc. Act 1974.
- Ensure that Health and Safety aspects and implications are given due consideration in all decisions.
- Ensure that Health & Safety performance is regularly reviewed by schools Boards of Governors.
- Ensure adequate resources are available to enable legal and moral obligations to be met.
- Ensure that all new staff receive adequate induction training as soon as is reasonably practicable after joining the School.
- Ensure that accidents and near misses are recorded.
- Maintain effective communication routes throughout the School and ensure staff are aware of the Trust Health and Safety Policy and other Health and Safety matters as they arise.
- Take immediate action in respect of:
 - Prohibition and improvement notices;
 - Matters of complaint by Health and Safety Executive Inspectors;
 - Concerns by staff, pupils or others, of Health and Safety standards; and
 - Accidents, incidents and near misses involving School staff.
- Ensure all staff receive suitable information, instruction, training and where appropriate, supervision to assure their competence for the work they are to undertake.
- Ensure staff and pupils are provided with PPE as identified by risk assessment.
- Ensure staff and pupils are trained in the use and maintenance of PPE.
- Ensure that all injuries, diseases and dangerous occurrences involving School staff and pupils are investigated and, where appropriate, reported as required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013.
- Seek advice, as and when appropriate, on Health and Safety issues.

1.4 Local Governing Body

The Board of Trustees has delegated to Local Governing Body's (LGBs) the responsibility to monitor and report on health and safety at individual schools. This includes:

- receiving reports from the Trust or third parties
- conducting monitoring visits to review the effectiveness of the Trust Health and Safety Policy

1.5 The Duties of the Trust Health and Safety Co-ordinator

The Trust Health and Safety Co-ordinator shall work closely with the Area Executive Heads/ Heads of School/ Headteachers to ensure the development of safe working practices and the provision of a safe environment for pupils, staff and any other person using the premises or engaged in activities sponsored by the school.

The Trust Health and Safety Co-ordinator is to ensure that arrangements are in place to cover the foreseeable, significant risks to health and safety arising at the academy. To do this the Trust Health and Safety Co-ordinator shall:

- Understand the main requirements of the Health and Safety at Work, etc. Act 1974.
- Ensure that all plant, equipment and materials are safe and suitable for the work for which they are to be used.
- In respect of hazardous substances, ensure that appropriate information is available to enable suitable assessment of the process to be conducted.
- Ensure that Health and Safety management within the School is periodically audited to ensure that high standards of Health and Safety performance are being maintained and to identify areas where improvements are to be made.
- Co-ordinate and manage the risk assessment process for the school to allow the prompt identification of potential hazards.
- Co-ordinate a system of general workplace monitoring inspections and performance monitoring processes.
- Ensure that records are kept of all health and safety related activities.
- Ensure staff are adequately instructed in health, safety and welfare matters in connection with their specific work place and the academy generally.
- Ensure that any defects in the premises, its plant, equipment or facilities which relate to or may affect the health and safety of pupils, staff and others are closely monitored by the site manager and made safe without delay.
- Ensure that accident and incident information is collated through the academy first aider and, when necessary, carry out accident and incident investigations.
- Arrange periodic reviews and safety audits on the findings of the health and safety management system.
- Advise the Head of School of situations or activities that are potentially hazardous to the health and safety of staff, pupils and visitors.
- Carry out any other devolved functions assigned by the Head of School.

1.6 The Duties of the Site Manager

It is the responsibility of the Site Manager to ensure that arrangements are in place to manage all aspects of the school's sites, buildings and premises in compliance with the health and safety policy and associated guidance. The school's Site Manager is responsible for the day to day maintenance of safe working practices and conditions for staff, pupils and others using the academy premises.

The Site Manager plays a key role in ensuring health and safety throughout the school.

To do this the Site Manager shall:

- Prepare and keep up to date a series of risk assessments in respect of all of the school buildings and outdoor facilities.
- Act as a first point of contact for other managers in respect of concerns relating to school health and safety issues.
- Ensure that any defects in the premises, its plant, equipment or facilities which relate to or may affect the health and safety of pupils, staff and others are made safe without delay and where this is not possible ensure that the hazard is reported to the Trust's Premises Managers and effectively managed until the defect can be remedied.
- Ensure that hirers and contractors and others using the school premises are made aware of the need to and follow safe working practices whilst on school premises.
- Maintain an asbestos register for the school.
- Maintain an asbestos management plan for the school.
- Ensure periodic inspections of the school water supplies and associated infrastructure and keep accurate and appropriate records in accordance with statutory guidance on the control of legionella.

The Site Manager will also need to comply with the duties set out in the next section in respect of his/her own team of caretaking and cleaning staff.

1.7 The Duties of all Members of Staff

All persons employed by the Trust, including volunteers, have a duty to themselves, their colleagues, the academy, the Trust and the community they serve, to work in a safe and responsible manner.

To that end, they must assist the Trust in achieving its health and safety objectives by:

- Taking action to prevent work related accidents and ill health.
- Reporting unsafe processes, practices and equipment to supervisors or managers.
- Raising health and safety concerns with supervisors or managers.
- Reporting all health and safety incidents, however minor, to supervisors or managers.
- Following the appropriate safety rules and procedures relating to each work activity.
- Using the safe systems of work, control measures, protective clothing, equipment and devices where required.
- Not intentionally or recklessly interfering with, or misusing anything provided in the interest of health, safety and wellbeing.
- Co-operating with their manager in implementing necessary health and safety arrangements and procedures as required.

Setting a good example to others, always behaving in a responsible manner and never instigating or participating in any form of reckless behaviour will ensure that a safe and enjoyable working/learning environment is maintained for the good of all users of the school.

1.8 Pupils

Pupils are expected to exercise personal responsibility for the health and safety of themselves and others, to observe standards of behaviour and dress consistent with safety and/or hygiene and to observe all the health and safety rules of the school and in particular, the instructions of staff given in an emergency.

They should use and not wilfully misuse, neglect or interfere with facilities or equipment provided for their and others health and safety.

1.9 Hirers, Contractors and Others

When premises are used for purposes not under the direction of the Head of School/ Headteacher then the person in charge of the activities for which the premises are in use will have responsibility for the safe practices undertaken.

The Trust's Health and Safety Co-ordinator will seek to ensure that clear information is available to all hirers and contractors in respect of the academy expectations and ensure that hirers, contractors and others who use the academy premises conduct themselves and carry out their operations in such a manner that all statutory and advisory safety requirements are met at all times. The Premises Manager will ensure that information including the academy Asbestos Register is provided to all contractors. Contractors will be responsible for ensuring that information provided by the academy through the Premises Manager is provided to any sub-contractors.

When the school premises or facilities are being used out of normal academy hours for an academy-sponsored activity then, for the purposes of this policy, the organiser of that activity, even if an employee, will be treated as a hirer and will comply with the requirements of this.

When the premises are hired to persons outside the employment of the Trust, it will be a condition for all hirers, contractors and others using the school premises or facilities to familiarise themselves with this policy, to comply with all safety directives and to agree that they will not, without the prior consent of the Trust:

- Introduce equipment for use on the school premises.
- Alter fixed installations.
- Remove fire and safety notices or equipment.
- Take any action that may create hazards for persons using the premises or the staff or pupils of the academy.

All contractors who work on the school premises are required to ensure safe working practices are followed by both their own employees and any sub-contractors they bring onto site according to the appropriate legal requirements and must pay due regard to the safety of all persons using the premises.

In instances where the contractor or his sub-contractors create hazardous conditions and refuses to eliminate them or to take action to make them safe the Head of Learning will take such action as is necessary to prevent persons in their care being put at risk from injury.

1.10 Volunteers

Volunteers (such as parent-helpers, etc.) have a responsibility to act in accordance with the Trust's policies and procedures for Health and Safety and to report any incident or defective equipment to a member of staff immediately.

- Volunteers are expected to act only under the supervision of a qualified teacher.
- Volunteers are expected to read and implement the code of practice supplied to them.

SECTION 2.0

GENERAL ARRANGEMENTS FOR HEALTH AND SAFETY

2.1 Risk Assessment

The underlying process which informs this policy is risk assessment. Assessments of significant risks will be made by those persons responsible for the activity/area affected and recorded in writing. It will be the responsibility of the Head of School/ Headteacher to ensure that relevant risk assessments are maintained and kept up to date. This process will be co-ordinated by the Trust Health and Safety Co-ordinator.

2.2 Partnerships

The Trust will exchange health and safety policies and procedures when entering any formal partnership arrangements and ensure that the health and safety of all academy staff and users will be protected to a level which is reasonably practicable and equivalent in standard to that provided by the academy. In particular, partners will be required to provide school staff and others, who might be directly affected, with sufficient guidance and advice on any risks or procedures that will be new or unusual in comparison with the school's routine activities.

2.3 Accident/Incident Reporting

Every injury must be reported and recorded in-line with the identified procedures. Any injury that needs medical attention or involves time off work must be investigated by the person in charge of the area or activity where the incident occurred and reported to the Trust Health and Safety Co-ordinator.

2.4 Communication and Consultation

Members of staff with concerns should normally raise them with their Head of School/ Headteacher. Staff should feel free to contact the appropriate trade union appointed safety representative. The Trust welcomes the support of trade unions in health and safety matters and will continue to work and consult with safety representatives appointed by trade unions in the implementation of sensible health and safety practices. The Trust shall:

- Communicate Health and Safety information, where it relates to Academy activities as it becomes available by the quickest possible means.
- Consult with its staff on Health and Safety matters in accordance with the Health and Safety (Consultation with Employees) Regulations 1996.
- In the absence of elected health and safety representatives, the Trust will consult staff individually or in groups on matters of health and safety.
- The Trust will ensure that all information, instruction and training is provided to all staff in a language and format that the member of staff can readily understand. This will include any translated inductions, safety briefings, signage, work procedures, risk assessments, health and safety updates and all other forms of communication deemed necessary to ensure that the member of staff is competent to carry out their work activities.

2.5 Contractors

Contractors carrying out work for the Trust will be vetted for their health and safety performance. They will be required to act in accordance with this policy and the Trust's specified local arrangements. Contractors will be required to assess the risks to anyone who might be affected as a result of the performance of the contract. In particular, they will be required to make appropriate arrangements with the Head of School/ Headteacher to ensure that the Trust and users are sufficiently and suitably informed and consulted on issues relevant to risk control.

2.6 Curriculum Safety

All programmes of study require that pupils should be taught about how to identify and reduce risks in the way that they work and a balance must be achieved between independent learning and the supervision necessary to ensure safety. Staff will ensure that they are familiar with all risks that might arise from the tools, equipment, materials and processes they plan for pupils to use.

2.7 Fire Safety

The arrangements for fire prevention and dealing with an emergency are contained within the Trust's Fire Policy and Emergency and Critical Incident Plan documents. These documents will indicate the actions to be taken in the event of a major incident so that everything possible is done to save life, prevent injury and minimise loss.

2.8 First Aid

The Trust is committed to providing sufficient numbers of first-aid personnel to deal with accidents and injuries. The Trust will provide information and training on first aid to staff to ensure that statutory requirements and the needs of each school are met. The Trust has produced detailed arrangements for managing this, as set out in the Trust's first aid policy and procedures.

2.9 Inspection and Monitoring

The Trust Health and Safety Co-ordinator will put in place the necessary arrangements for procedures to be examined and check that workplaces are inspected to ensure that workplace precautions remain suitable and sufficient. The central component of this process is the undertaking and reviewing of periodic risk assessment and safety review document(s). All Heads of School/ Headteachers will provide robust and comprehensive risk assessments of their areas of responsibility and feedback from this process will be referred periodically to the Trust.

2.10 Lettings/shared use of premises

The Trust will ensure that any hirer/tenant has public liability insurance and will share with the hirer/tenant all relevant academy health and safety information. The hirer/tenant will be required to provide a copy of their risk assessment where their activities present a significant hazard either to the building itself or to the safety or health of the occupants within it.

2.11 Medication Arrangements

There is no legal duty requiring the Trust to administer medicines. However, the Trust recognises that pupils with medical needs have the same rights of admission to their academies and therefore the Trust has produced detailed arrangements for managing this, as set out in the Trust's medical conditions policy.

2.12 Offsite Visits

Suitable and sufficient arrangements are in place in respect to any visits off the Trust's premises. The activity is managed through each school's Educational Visits Co-ordinator.

2.13 Personal Safety

Certain personal safety issues may arise, such as lone working, work affecting new and expectant mothers, young people and volunteers. The Trust will ensure that such issues are appropriately risk assessed, controlled, supervised and managed through line managers and Heads of School/ Headteachers.

2.14 Training and Information

Training and development needs will be evaluated and appropriate briefing and training provided as needed. Once this has been completed the training needs identified through the evaluation exercise will be added to records of training undertaken and maintained by the Trust's central team

From time to time, the Department for Education (DfE), the Health and Safety Executive (HSE) and other regulatory or advisory bodies will issue codes of practice on particular topics. The Trust Chief Executive will normally incorporate such codes into this health and safety policy and Trust procedures.

If the Chief Executive considers the inclusion of all or any such documents into this policy to be inappropriate, the Trust will demonstrate that the current codes of practice and methods of working achieve a similar or higher standard of health and safety.

It is only by the adoption of safe methods of work and good practice by every individual within the Trust that everyone's personal health and safety can be ensured. The Trust Board will take all reasonable steps to identify and reduce hazards to a minimum, but all pupils and staff must appreciate that their own safety and that of others also depends on their individual conduct and vigilance while on school premises or while taking part in school-sponsored activities.

SECTION 3.0

WORKPLACE ARRANGEMENTS FOR HEALTH AND SAFETY

3.1 Asbestos

The Trust will take all necessary steps to avoid the possibility of uncontrolled asbestos release and exposure by carefully controlling building and refurbishment projects on its estate and maintaining the Asbestos Management Plan. The Trust will maintain an Asbestos Register on each of their sites through the Trust Premises Managers and individual site teams and make details available to any contractors operating on the site, as needed, before any work is commenced. The arrangements in place will be in accordance with statutory guidance and advice.

3.2 Buildings/Premises

The Trust premises will be kept in a condition which is safe for staff, pupils and others who may be present, in accordance with statutory requirements, including statutory inspection and maintenance of workplace plant and equipment.

3.3 COSHH

The Trust recognises its fundamental duty to provide safe systems of work and a safe and healthy working environment. This is particularly important when staff are using substances and chemicals, some of which may be hazardous. The aim is to reduce the risk of using hazardous substances by carrying out COSHH risk assessments and then establishing appropriate control measures.

3.4 Display Screen Equipment

All workstations consisting of Display Screen Equipment (DSE) will be the subject of an ergonomic assessment to identify the measures required to reduce the risk of harm occurring to the operators/users of such workstations, in accordance with the Health and Safety (Display Screen Equipment) Regulations 1992.

3.5 Driving on Trust Business

All staff driving on Trust business must be qualified and medically fit to drive the vehicle and hold adequate insurance. Staff must inform the Trust of any disqualifications or other reasons such as medical conditions that may affect their ability to drive or operate vehicles or plant.

3.6 Electricity

The Trust recognises the need to ensure that all fixed electrical installations shall be safe at all times. This will be achieved by conducting a documented inspection of the fixed electrical installation at intervals not exceeding five years, or at a frequency specified on the Electrical Installation Condition Report and by ensuring all items are PAT assessed on a regular basis.

3.7 Legionella

The Trust will take all necessary steps to avoid the possibility of infection by carefully controlling water supplies and associated infrastructure.

A Responsible Person and deputy shall be appointed who shall be responsible for identifying and assessing sources of risk and putting in place a management plan (including a written scheme for the prevention and control of the risk for each water system) to comply with general legislation and the Approved Code of Practice L8: The Control of Legionella Bacteria in Water Systems.

3.8 Moving and Handling

Any activities that involve significant manual handling tasks shall be risk assessed and, where appropriate, training provided for staff.

3.9 Slips, Trips and Falls

Trailing leads and hoses are laid to minimise the risk of trips. Cable protection is fitted, when possible, to reduce the risk of tripping. Floor coverings will be sound and in good state of repair. All spillages will be cleared away immediately. All corridors, accesses, egresses and stairwells will be adequately lit and kept clear of obstacles and rubbish. Offices and working areas will be kept tidy at all times and all rubbish will be removed at the end of each day.

3.10 Work at Height

All work at height will be conducted in accordance with the Work at Height Regulations 2005 (as amended). The Trust's overriding principle is to do all that is reasonably practicable to prevent anyone from falling. The Trust shall:

- Avoid work at height where they can.
- Use work equipment or other measures to prevent falls where they cannot avoid working at height.

Where they cannot eliminate the risk of a fall, use work equipment or other measures to minimise the distances and consequences of a fall should one occur. The Trust will ensure:

- All work is properly planned and organised.
- All work at height takes account of weather conditions that could endanger health and safety.
- Those involved in work at height are trained and competent.
- The place where work at height is done is safe.
- Equipment for work at height is appropriately inspected.
- The risks from fragile surfaces are properly controlled.
- The risks from falling objects are properly controlled.