



Health & Safety Policy

Document Control Information**Health & Safety Policy, Issue 9 – August 2017****Review Period**

Annually

Review Committee

MAT Trustees

Revision History

Author	Summary of changes	Issue	Date Authorised
W Warren	New policy	1	April 2007
W Warren	Policy review re new regulations	2	May 2008
R Righini	Policy review	3	September 2009
R Righini	Policy review	4	May 2010
R Righini	Policy review	5	March 2011
R Righini	Policy review	6	May 2012
R Righini	Policy review	7	October 2014
R Righini	Policy framework audit	8	31 August 2017
J Ford	Policy review re MAT requirements	9	20 Nov 2017

Authorisation**Approved By:** *Trustees***Date Approved:** *20/11/2017***Date of Next review:** *20/11/2020***Document Owner & Reviewer:** *Operations Director***Equality Impact****Statement**

We welcome feedback on this document and the way it operates. We are interested to know of any possible or actual adverse impact that may affect any groups in respect of any of the Equality Act 2010 protected characteristics.

The person responsible for equality impact assessment for this document is the Director of Equality and Diversity.

Screening

This document has been screened by the Equality Team and the impact has been assessed as:

- Not applicable
- Low
- Medium
- High

1. Purpose

1.1. This is the Health & Safety policy for the New Bridge Group.

1.2. Health & Safety is everyone's responsibility and we must be all continuously aware of our own safety and the safety of others in everything we do.

2. Scope of Policy

2.1. This policy applies to all New Bridge Group stakeholders. It sets out our intentions in taking adequate control of the health and safety risks arising from work activities.

3. Reason for Review

3.1. This policy was reviewed as part of a policy framework audit.

4. Aim(s)

4.1. The aim of this policy is to ensure that staff and young people will be safeguarded whether or not they are on the premises and that the premises for which they are responsible are safe for visitors as well as young people and staff.

5. Procedures and practice

5.1. Our statement of general policy is:

5.1.1. To provide adequate control of the health and safety risks arising from our work activities.

5.1.2. To consult with our staff on matters affecting their health and safety.

5.1.3. To provide and maintain plant, machinery and equipment which is safe, has been manufactured to a British, European or International standard, is regularly inspected, tested and maintained as appropriate and that offers protection from danger by being suitably guarded (where appropriate). This would include such items as heating and hot water plant, kitchen equipment and appliances, powered cleaning equipment and portable electrical appliances.

5.1.4. To ensure that mandatory testing and inspections to meet current regulations are carried out.

5.1.5. To ensure safe handling, use, storage and transport of articles and substances.

5.1.6. To provide adequate information, instruction and training to enable staff and young people to carry out their work activities in a healthy and safe manner, and to enable them to contribute positively to their own health and safety and that of others.

5.1.7. To ensure all staff are competent to do their tasks.

5.1.8. To prevent accidents and cases of work-related ill health.

5.1.9. To make arrangements within the organisation for the reporting of specific accidents to the Health & Safety Executive (HSE).

- 5.1.10. To make positive arrangements for fire evacuation, first aid and other emergency situations.
- 5.1.11. To provide and maintain safe and healthy buildings with safe access and egress, paying particular attention to the structure of the buildings, the electrical installation, draining, glazing, maintenance of floors / corridors / playgrounds / steps / doorways / fire escape routes and security arrangements which would minimise the risk of acts of violence.
- 5.1.12. To provide and maintain a safe and healthy working environment with effective management of illumination, temperature, ventilation, dust, smoke, fumes, noise, cleanliness and food hygiene and adequate protection against occupational disease and infestation.
- 5.1.13. To provide and maintain adequate welfare arrangements such as eating, washing and toilet facilities and accommodation for clothing and personal belongings.
- 5.1.14. To maintain safe and healthy working conditions.
- 5.1.15. To review and revise this policy annually or sooner if necessary.

5.2. Statement of Intent

- 5.2.1. The CEO and Directors are committed to establishing and implementing arrangements which will ensure that staff and young people will be safeguarded whether or not they are on the premises and that the premises for which they are responsible are safe for visitors as well as young people and staff.
- 5.2.2. We, the New Bridge Group, will comply with The Health and Safety at Work Act 1974 [and associated regulations](#)

5.3. Equal Opportunities

- 5.3.1. Please refer to the Equal Opportunities policy.

5.4. Responsibilities

- 5.4.1. Trustees have overall responsibility for Health and Safety for ensuring safety of premises, staff, young people and visitors. In so doing, Trustees will delegate certain tasks and responsibilities to other members of staff and will refer appropriate matters to the Health & Safety Executive (HSE) and seek specialist advice when needed.
- 5.4.2. The CEO is responsible as Senior Line Manager for ensuring that staff, young people and visitors (including contractors) adopt safe working practices and generally conduct themselves in such a way that they will not injure themselves or others. The CEO is also responsible for:
 - 5.4.2.1. ensuring that the organisation has a health and safety policy statement

- 5.4.2.2. reviewing it once a year, and drawing the attention of all Trustees and staff to any revisions including issues in the Development Plan if necessary
 - 5.4.2.3. checking that the Health and Safety requirements are actually implemented and keeping a record of the periodic monitoring undertaken by the Health and Safety Manager
 - 5.4.2.4. seeing that all Trustees, staff, young people and visitors either have a copy of the policy statement and the relevant supporting documents or know where the statement etc. can be seen.
 - 5.4.2.5. passing on information received on Health and Safety matters to the appropriate people
 - 5.4.2.6. ensuring that each member of staff's responsibility regarding Health and Safety is included in their job description
 - 5.4.2.7. ensuring that risk assessments are undertaken as necessary
 - 5.4.2.8. receiving and dealing with complaints about unsafe premises equipment or work practices
 - 5.4.2.9. ensuring that emergency evacuation procedures are in place
 - 5.4.2.10. ensuring that the requirements of the Fire Prevention and Environmental Health Officers are properly addressed
 - 5.4.2.11. ensuring that adequate first aid provision is made
 - 5.4.2.12. liaising with the Trustees and the Health & Safety Executive (HSE) on policy issues and any problems in implementing the Health and Safety policy
 - 5.4.2.13. undertaking certain responsibilities as identified below
- 5.4.3. Governors are responsible for:
- 5.4.3.1. complying with their duties under the Local Management Scheme, making appropriate provision within the school's delegated budget, and generally supporting Health and Safety within the organisation. This includes requirements under the Health and Safety Act 1974 to take measures which are within their power to ensure that premises are safe and without risk to health. They will consider periodic reports on Health and Safety submitted to them by the CEO and will take an interest in Health and Safety issues through the Premises Board
 - 5.4.3.2. undertaking Health and Safety responsibilities and producing any reports required to the Trustees Committee

5.4.4. Heads of Site are responsible for

5.4.4.1. Overseeing the Health and Safety arrangements at their school/site. This includes requirements under the Health and Safety Act 1974 to take measures to ensure that premises are safe and without risk to health.

5.4.4.2. Ensure that staff carry out their Health and Safety obligations including completion of the risk assessment cycle (e.g. senior staff for higher risk subjects/departments). They will consider periodic reports on Health and Safety submitted by the Operational Director or the Health and Safety Manager and will take an interest in Health and Safety issues through the Business Board and Premises Board

5.4.5. All staff are responsible for:

5.4.5.1. Day-to-day Health and Safety compliance within their departments/subject areas/work environment, ensuring they understand and comply with the requirements of relevant risk assessments, ensuring that all health and safety measures are applied and adhered to, carrying out informal regular inspections, seeing that action is taken where needed

5.4.5.2. Completion/review of risks assessments for their subject/work area (as instructed/ delegated by the Head of Site). Maintenance of equipment (where not carried out by premises staff) and general work areas.

5.4.5.3. ensuring all accidents are notified to the Health and Safety Manager or CEO, who will ensure that specific accidents are reported to the Health & Safety Executive (HSE) and if necessary any appropriate action taken to prevent recurrence

5.4.5.4. the Health and Safety of themselves, their colleagues, young people and visitors. They must comply with any duty or requirements imposed by any Manager with Health and Safety responsibility, and must not intentionally or recklessly interfere with, or misuse anything provided, in the interests of health, safety and welfare

5.4.6. The Operational Director is responsible for:

5.4.6.1. ensuring that property matters are properly dealt with

5.4.6.2. the management and co-ordination of all premises related work undertaken

5.4.7. The Health and Safety Manager is responsible for:

5.4.7.1. Compiling and updating all Group corporate Health and Safety Policies under the direction of the Operational Director and CEO,

- 5.4.7.2. Collecting statistical information about accidents/incidents, reporting to HSE as required. Investigating accident notifications (where appropriate)
 - 5.4.7.3. The dissemination of Health and Safety information and advice. Identifying Health and Safety training requirements (notwithstanding item 7 below).
 - 5.4.7.4. Carrying out periodic Health and Safety and Fire Safety audits of New Bridge Group sites. Findings from audits will be reported to Heads of Site.
 - 5.4.7.5. Providing suitable leadership and support to Heads of Site, Site leads (for Health and Safety) and premises staff in ensuring that appropriate health and safety arrangements are in place in order to comply with the Health and Safety at Work Act 1974 as well as relevant secondary legislation
 - 5.4.7.6. Where required, supporting the Operational Director and Estate Manager in the oversight of health and safety issues during premises related work.
- 5.4.8. Other staff with Health and Safety responsibilities:

Staff member/role	Responsibilities
Estate Manager, Site manager or caretaker	<p>Ensure that all premises and equipment maintenance schedules and repairs are carried out in a timely manner.</p> <p>Maintain a comprehensive record of maintenance schedules for equipment and premises.</p> <p>Keep an up to date log of daily/weekly/monthly/annual maintenance and inspection via the Weblog system</p> <p>Support Heads of Site in delivering findings from Health and Safety/Fire Audits</p>
Site/School lead staff member for Health and Safety	<p>Support the Health and Safety Manager and Site Managers in ensuring New Bridge schools/sites comply with their Health and Safety requirements.</p> <p>Liaise with the Health and Safety Manager in agreeing a manageable Health and Safety support role in order to achieve the above objective.</p>

5.5. Training

5.5.1. The CEO is responsible for seeing that he is sufficiently trained and that appropriate staff receive the necessary training.

5.5.2. The CEO is responsible for keeping records of the training which is undertaken and having a system for ensuring that refresher training is undertaken within the prescribed limits.

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

5.6. First Aid

5.6.1. Please refer to the first aid policy.

5.7. Emergency Procedures

5.7.1. Please refer to the Fire Evacuation procedures and Emergency procedures.

5.7.2. Medication

5.7.2.1. Please refer to the Administering Medication policy

5.8. Child Protection

5.8.1. Please refer to the Child Protection policy

5.9. Statutory maintenance inspection/service periods

Equipment/Inspection	Service Period
Sprinkler pressure system tested	2 x monthly
Fire Alarm test	weekly
Hoists & lifting equipment inspection	2 x year
Hoists & lifting equipment service	1 x year
Electrical visual inspection	prior to use by user
Electrical recorded visual inspection	2 x year
Portable appliance testing	1 x year
Legionella testing	as per Unity Partnership guidelines
Lighting	as per Unity Partnership guidelines
Fire	as per Unity Partnership guidelines

6. Sources and references

6.1. This policy complies with the statutory requirement laid out in the SEND Code of Practice 0-25 (July 2014) and has been written with reference to the following guidance and documents:

6.1.1. Equality Act 2010: advice for schools DfE Feb 2013

6.1.2. SEND Code of Practice 0-25

6.1.3. Schools SEN Information Report Regulations (2014)

6.1.4. Statutory Guidance on supporting pupils at school with medical conditions April 2014

6.1.5. The National Curriculum in England Stage 1 and 2 framework document Sept 2013

7. Other useful documents

7.1.1. Safeguarding Policies

7.1.2. Admissions policy

7.1.3. Assessment, Recording and Reporting policy and procedures

7.1.4. Administration of Prescribed Medication policy

7.1.5. Accessibility Plan

7.1.6. Compliments and Complaints Policy

7.1.7. Anti-Bullying Strategy

7.1.8. Equality Impact Scheme

7.1.9. Health & Safety policy

7.1.10. Knowing our School

7.1.11. Knowing our Curriculum

7.1.12. Group Focus

7.1.13. Teachers Standard 2012

8. Monitoring

This policy will be monitored through the Group's accountability framework.