The BRIDGE SCHOOL

Health & Safety Policy

January 2026

HALTON BOROUGH COUNCIL

Health and Safety Policy Statement – The Bridge School

Under the Health and Safety at Work (etc) Act 1974 employers have a duty to safeguard 'so far as reasonably practicable' the health safety and welfare of employees and others affected by their actions.

This Health, Safety & Welfare Policy outlines the roles and responsibilities with regard to the management of health and safety in order to comply with the requirements of the Health and Safety at Work (etc) Act 1974, the Management of Health and Safety at Work Regulations 1999 (as amended 2006) and other associated Regulations and Approved Codes of Practice.

In particular the aims of the Health and Safety at Work (etc) Act 1974 are to:

(a) Provide a legislative framework to promote, stimulate and encourage high standards of health and safety in the workplace; and

(b) Promote safety awareness to ensure a safe organisation and to continually improve performance.

Section 2 (3) of the Act requires employers to prepare a written safety Policy and to bring the Policy Statement to the notice of all staff, informing them of the organisation and arrangements for implementing the procedures outlined in the Policy document.

The Bridge School is committed to providing a safe and healthy environment for the school community. The school will ensure that:

- all legal requirements are met under both health and safety and fire legislation
- All advice and guidance provided by the LA in relation to health, safety and welfare is implemented or that systems equally or if not more effective are in place.
- The school is proactive in identifying hazards and managing risks relating to the pupils, employees, parents, contractors, members of the public, premises, equipment and both curriculum and extra-curriculum activities.

To establish a robust system for managing health, safety and welfare in school, the following responsibilities will have been allocated:

Management Committee Members

- The Management Committee will ensure that the school implements a health and safety management system based upon the advice and guidance provided by the LA or a competent[1] health and safety practitioner.

- In their decision-making capacity, management committee members will show due diligence by ensuring that where significant health and safety concerns arise, appropriate resources (human, financial, time) will be made available.

- The Management Committee will be kept informed of:

- Adopt Health and Safety policies;

- Health and safety related advice and guidance provided by the LEA;

- The findings and actions arising from premises, fire, stress, occupational and curriculum-related risk assessments;

- Any hazards identified outside of the risk assessment process;

- Significant accidents and their causes and any actions taken or recommended to prevent future incidents;

- The findings of the LA health and safety review and any recommendations translated into a school action plan;

- Health and safety issues[2] arising from the annual maintenance review carried out by Property Services.

1 "competent" requires Corporate Membership of the Institute of Occupational Safety and Health (MIOSH)

Head teacher:

The Head teacher has responsibility for the daily management of health and safety:

- There are relevant Policies meeting the requirements of Health and Safety legislation;
- As required by the Management of Health, Safety and Welfare at Work Regulations, 1999, ensuring that all categories of risk assessment[3] are carried out at recommended intervals;
- Ensuring that any actions arising from risk assessments are put into a time-bound action plan;
- Monitoring the implementation of action plans arising from both risk assessments and the health and safety review process;
- Delegating clear roles and responsibilities for health and safety functions;
- Identifying and supporting the provision of relevant health and safety training for school employees;
- Attending any training for Head teachers that is recommended by the LA;
- Ensuring that contractors have sight of the school's asbestos register before commencing work;
- Providing a safe working and learning environment;
- Ensuring that all activities are carried out safely;
- Communicating health and safety information;
- Investigating and recording accidents;
- Managing fire safety and safe escape routes; and
- Providing health and safety information to new employees upon induction

Local Authority

The LA is responsible for:

- Providing model Health and Safety Policies in meeting the requirements of Health and Safety legislation;
- Providing advice and guidance to support schools in meeting the requirements of Health and Safety legislation;
- Providing support in the investigation of significant accidents;
- Ensuring that schools are provided with up to date information on legislative changes;

- Providing Health and Safety training and where necessary identifying specialist course providers; and Monitoring the implementation of the LA guidance.

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2 health and safety issues in the annual maintenance reports are identified by the yellow hazard triangle and require prompt attention

3 risk assessments are required for: The premises, fire, occupational, stress, educational visits, curriculum activities

e.g. Science – refer to Section 2 of Health and Safety Guidance for Schools

Lead teacher/Tutor

Departmental Heads are responsible for ensuring that:

- Activities within their curriculum area are carried out safely;
- Any significant risks are identified and adequately controlled;
- Where appropriate, specialist guidance is followed e.g. BAALPE for Physical Education and CLEAPSS for science and design and technology And COSH for all vocational workshops
- All staff in the department are aware of safe practices and procedures;
- Systems are in place for the department to monitor Health and Safety performance;
- Thorough accident investigations are carried out for all curriculum related accidents; and
- Accidents are reported according to the requirements of the LA

All Employees

Employees are responsible for:

- Are responsible for their own health and safety and that of pupils, colleagues and any others who may be affected by their work;
- Have a duty to report any identified hazards;
- Should co-operate with the employer by following the Health and Safety Guidance; and
- Should be familiar with relevant sections of the Health and Safety Guidance provided by either the LA or the school's "competent advisor"

Consultation and Communication

The Head teacher and management committee will ensure that there is a two- way communication system for all health and safety matters by having health and safety as a standing item on the agenda of staff and departmental meetings. Trade Union representatives and employees are invited to take an active role in the management of health and safety in school.

The management committee members will also be informed of health and safety issues as required by the LA during the meeting of the full governing body.

HEALTH AND SAFETY ARRANGEMENTS

Overall and final accountability for health and safety within the school is:	Aarron Stafford

STATEMENT OF GENERAL POLICY	NAMES	ACTION/ARRANGEMENTS
Appropriate staff are given health and safety responsibilities	Named person/s in charge: Jennier Barrowcliff: science. Stace O'Donnell-hall: sports. Peter Nelson: buildings	1. Areas including, Science DT Sports 2. Educational Visits Coordinator & Deputy 3. Supporting Pupils with Medical Needs (Named Person) 4. Buildings, building maintenance and management of building contractors 5. Equipment and equipment maintenance
To prevent accidents and cases of work-related ill health and provide adequate control of health and safety risks arising from work activities.	Named person/s in charge of risk assessments: Peter Nelson	Relevant risk assessments completed where necessary and actions arising out of those assessments implemented. The risk assessments will include: 1. Occupational for staff including, Teachers/Teaching Assistants Midday assistants Manual staff Office staff

		Cleaning staff Manual Handling First Aid Needs Stress COSHH Violence and aggression 2. Building and Environments including, Fire Premises Classroom Security Driving within School Grounds School Kitchen Playgrounds Legionella Passenger Lifts sun Ladder Safety Checklist 3. Others arising from individual risks, Workstations (DSE) Sun SEN Lone Working

		Mini Bus Pregnancy COSHH 4. Activities Sports Educational Visits These are reviewed every year, or earlier if working conditions change.
To provide adequate training to ensure employees are competent to do their work.	Named person/s who organizes training and maintains records: Bev MacQuire	All staff given necessary health and safety induction with signed records. As identified or recommended, provided with appropriate training including, 1. General health and safety 2. Risk Assessment 3. Fire (general) 4. Medical & Administration of Medication 5. First Aid 6. Work at heights 7. Manual Handling 8. Team Teach 9. COSHH 10. Science & DT 11. Managing Conflict 12. Visit Leader

		13. Others as identified Records will be maintained of the training to ensure that they are reviewed and refreshed when required.
To communicate, engage and consult with staff on health and safety conditions	Named person responsible for communications: Peter Nelson	Systems for ensuring that health and safety information is communicated to staff include: Morning briefings. Email. Staff are routinely consulted on health and safety matters as they arise but also formally consulted at staff meetings The Governing Body have been made aware of health and safety matters formally at Governing Meetings
To provide advice and support on occupational health issues	Named provider: Bev MacQuire	Provision of an Occupational Health provider
To implement emergency procedures – evacuation in case of fire or other significant incident.	Named person/s in charge : Peter Nelson	Evacuation plans including fire, bomb, critical incidents are, • prepared, • communicated to staff, • tested from time to time (including termly fire drills); and • updated as necessary. Escape routes well signed and kept clear at all times.
To maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage/use of substances.	Named person/s in charge : Peter Nelson	Toilets, washing facilities and drinking water provided. System in place for routine inspections and testing of equipment and machinery and for ensuring that action is promptly taken to address any defects.

		Staff trained in safe handling/use of substances
To record and investigate accidents / incidents	Named First Aiders: Rachel Shannon. Lucy Pennington Josie Urmston Stace O'Donnell-hall Named person who reports under RIDDOR: Bev MacQuire.	In the event of accidents / incidents; to ensure that initial actions are taken and they are subsequently recorded and investigated. To ensure that, if required, they are reported to the HSE as required under RIDDOR,

Signed:

Chair of Governors

Date

Signed:

Head teacher

Date