



Approval	Name	Signature	Date
Approved for Issue (Chair of Management Committee)	Michayla Poulton		March 23

**BRIDGE ACHIEVEMENT CENTRE
HEALTH & SAFETY POLICY**

RATIONALE

This policy should be read in conjunction with all Newport City Council health and safety policies.

The management of the Bridge Achievement Centre recognises its corporate responsibility as an employer to maintain a safe and healthy environment for staff, pupils, parents and all others who use the premises.

This policy sets out the arrangements in place to ensure standards meet current legislation, with the day to day management of H&S matters resting with the Manager.

The policy will be reviewed once every two years or when necessary (whichever comes first) and will be available to all employees. In the absence of the Manager, the deputy Manager will take responsibility for all H&S issues.

H&S publications and updates will be brought to the attention of all staff by the Manager and stored for their use in the shared drive area. The Centre's SLA agreement with the local authority's H&S team ensures that adequate provision is made for relevant staff training and the auditing of processes and procedures at the Centre. The LA H&S team are regularly consulted on matters of H&S.

AIMS

- This policy aims to ensure that the care, safety and well being of pupils is our first priority
- A safe and healthy working environment is maintained for everyone, taking account of statutory requirements
- Premises, equipment and processes are maintained with minimum risk to the health of all
- Training is provided to enable employees to perform their work safely and efficiently
- Safety equipment and protective clothing is provided to enable tasks to be carried out as safely as possible
- Specialist staff are engaged to support and maintain a safe environment and working practices

Employees have a duty to cooperate with the policy's aims and adhere to any supplementary workplace rules.

The role of the Management Committee

The Management Committee has a duty to support the PRU in ensuring that the environment complies with H&S regulations and that safe practices are in place and being adhered to. The Management Committee provides a H&S representative whose knowledge and expertise will support the safe running of the Centre.

The role of the Centre Manager

The Centre Manager has responsibility for the day to day maintenance and development of safe working practices and conditions for all Centre based staff, pupils, visitors and any other person using the premises or engaged in activities provided by the PRU. The Centre Manager is required to take all necessary and appropriate action to ensure that the requirements of all relevant legislation, codes of practice and guidelines are met in full at all times.

In particular, the Centre Manager will:

- be aware of the basic requirements of the Health and Safety at work, etc Act 1974 and any other H&S legislations and codes of practice relevant to the work of the Centre
- ensure at all times the health, safety and welfare of staff, pupils and others using the Centre premises and facilities
- ensure safe working practices and procedures throughout the school
- consult with members of staff, including safety representations on H&S issues
- arrange risk assessments to allow for the prompt identification of potential hazards
- carry out periodic reviews of safety audits and the finds of risk assessments
- identify the training needs of staff and pupils and ensure, with the financial resources available, that all members of staff and pupils who have identified training needs receive adequate and appropriate training and instruction on health and safety matters
- encourage staff, pupils and others to promote H&S

- ensure that any defects on the premises, its plant, equipment or facilities which relate to, or may affect the H&S of pupils, staff and others are made safe without delay
- encourage all staff to suggest ways and means of reducing risk and collate accident and incident information and, when necessary carry out accident and incident investigations
- monitor the standard of H&S throughout the school, including all school based activities, encourage staff, pupils and others to achieve the highest possible standards and discipline those who consistently fail to consider their own wellbeing or the H&S of others
- monitor first aid and welfare provision

All staff

The safety and wellbeing of pupils during all school activities is the responsibility of **all** staff. All staff are expected and have a duty to:

- exercise effective supervision of pupils
- ensure that they have addressed any potential emergencies with pupils
- set an example by using safe working methods and abiding by safety rules
- ensure that where personal protection is required for themselves or for pupils or voluntary helpers/student helpers, that it is working, kept in good condition and replaced as necessary
- make recommendations to the Centre Manager for improvements where problems or risks are identified
- work safely and efficiently
- report incidents or hazards that may lead to injury to the Centre Manager
- complete relevant documentation for reporting incidents, accidents or near misses
- observe workplace rules and comply with legislation
- not misuse equipment or endanger themselves or others by their actions. Inspecting and checking work areas for which they are responsible, ensuring that safety standards are being maintained
- monitor compliance with safety rules and safe systems of work
- develop and enforce any additional safety rules or guidance in order to reduce risk
- report any potential hazards, accidents or near miss situations

- implement and maintain the H&S policy including advice on storage of hazardous substances
- complete risk assessments on the work areas for which they are responsible
- complete risk assessments prior to taking any groups off site

Contractors and others

The Centre Manager will seek to ensure that contractors and others who use the school premises conduct themselves and carry out their operations in such a manner that all statutory and advisory safety requirements are met at all times. All contractors who work on the school premises are required to ensure safe working practices by their own employees.

Maintenance monitoring

Weekly premises checks are carried out by the site manager and any areas of concern are reported to a senior member of staff. Any work identified is identified and prioritised. A site premises folder is maintained with all certificates, testing checks etc. Site staff are responsible for ensuring that all maintenance and repairs are resolved as quickly and efficiently as possible.

Safety arrangements

Fire safety

Fire exit signs are clearly displayed in all areas along with procedures for responding to the fire alarm. These procedures are practised regularly by staff and pupils.

The fire warden and site premises staff, in conjunction with the Centre Manager are responsible for fire related matters, which includes:

- organising at least 1 fire drill per term
- reviewing fire procedures, as necessary, and checking continued suitability for the predetermined assembly points
- checking that fire notices are displayed in prominent positions throughout the building
- carrying out monthly checks on fire alarms and exits ensuring that they open easily and are free of obstructions
- checking that free exits open easily and are free of obstructions
- training newly appointed staff in emergency procedures

- ensure annual testing of systems and maintenance of fire fighting appliances is completed
- maintaining records of all tests, inspection checks and evacuations carried out
- coordinate and monitor fire arrangements for all staff
- review and update (where necessary) fire risk assessment or other relevant and appropriate documentation annually

Accident reporting/serious incident reporting (see Appendix 1)

All staff are requested to ensure:

- all accidents and incidents are reported immediately to the Centre Manager or another senior member of staff
- an employee accident report is completed and emailed to the Centre Manager. This will then be sent to the Local Authority's H&S team with a copy being maintained by the Centre Manger.
- an entry is made in accident book - this applies to all accidents, whether to pupils or staff

First aid

Trained first aiders are responsible for the administration of first aid and recording treatment given.

First aid boxes are located at all our sites. The Centre admin support keeps a list of qualified first aiders and arranges training. The first aiders are responsible for restocking first aid boxes.

When pupils are taken out on trips and visits, the member of staff accompanying the pupils must ensure that a fully stocked first aid kit is taken with them. Any medical needs of pupils must be highlighted on the risk assessment.

COSHH

The Control of Substances Hazardous to Health Regulations can affect every employee. Hazardous substances should only be purchased and used if there is no safer alternative. It is the responsibility of the site premises staff to maintain updated assessment records and to ensure that staff have received training and instructions for their use and that hazards and safety procedures are observed. Where protective clothing is provided, it is the responsibility of employees to look after items and to report any defects to the site premises

staff or the Centre Manager. Cleaning products used by cleaning staff are the responsibility of the cleaners in terms of COSHH regulations.

Staff will be informed of:

- the nature of the substances they work with and the risks created by exposure
- the precautions they should observe
- control measures, their purposes and how to use them
- how to use the personal protective clothing
- emergency procedures
- copies of all COSHH Risk Assessments are kept by site premises staff

Portable electrical appliances

Portable electrical equipment, including leads and plugs will be inspected by site premises staff at the start of each term to ensure they are maintained in a safe condition. Such checks must be recorded by them on the monitoring check sheet and equipment register.

Site premises staff will arrange for formal testing (PAT) of all such appliances on an annual basis and ensure records are maintained.

Staff are responsible for carrying out visual checks before using any equipment, for reporting defective items and for ensuring that they are taken out of use until repaired or disposed of. Personal electrical items brought into school must only be used with consent of the Centre Manager and will be subject to inspection and testing.

Use of extension leads and multi-plug adapters is discouraged. Where they are used, staff must calculate the total amperage so as not to exceed the maximum power load. Any extension leads used in the building must be used with precaution, particularly where trailing leads are required. Where possible, trailing leads should be taped down. Additional plug sockets should be requested via the Centre Manager.

Playgrounds and Equipment

Site premises staff will carry out termly inspections of outdoor play equipment, informing the Centre Manager of any hazards or problems. Each member of staff using play equipment should make a visual check before use.

Visual display screen equipment

Every effort will be made to provide work systems and an environment that will not create health problems. Any computer user who suffers discomfort must report such conditions to their line manager. In compliance with the Display Screen Equipment (DSE) Regulations. All staff who use computers for most of their working day must have completed the DSE e-learning module available via My Development and should read the guide below:

[Safe use of display screen equipment guidance](#)

The Council has arrangements in place to fund eyesight testing for staff classed as DSE users. Details can be found via My Employment or using the following link <https://portal.eyecareplans.co.uk/np204ur>

Students/volunteers/visitors

The Deputy Manager is in charge of students and volunteers. She ensures that students and volunteers are aware of the school's H&S procedures, regulations and guidelines, including what to do when the fire alarm sounds. It is the student's/volunteer's responsibility to ensure they make themselves familiar with the nearest fire exits.

In general, visitors should not be left unaccompanied. Where visitors are allowed free access to certain parts of the building they should be provided with basic instructions as to what to do in an emergency and asked to sign in on arrival and sign out on departure. All visitors will wear a name badge that is issued by the office staff during signing in.

Smoking

Smoking is **NOT** permitted in any part of the school building or grounds. This applies at all times including out of school hours. It includes: cigarettes, e-cigarettes, vaporisers etc.

It should be noted that this policy is not concerned with whether anyone smokes, but with WHERE they smoke and the effect that this has on non-smoking colleagues. Visitors and temporary members of staff are expected to abide by the terms of this policy at all times. This will be explained to visitors at the time of their initial visit.

Training

All staff are responsible for identifying and ensuring that updating their own training, including renewal of qualifications is highlighted to the school's lead for professional learning (currently **Sarah Pugh**).

Risk assessments

The Management of Health and Safety Regulations 1992 requires all employees to assess the risks to which their employees and non employees may be exposed to risk as a result of their understanding. The Centre Manager will undertake risk assessments in conjunction with staff and advise staff of any identified risks and the preventive and protective measures which they should observe. Risk assessment training and updated training is given to all staff on a regular basis.

The monitoring of risk assessments for educational visits is managed by the EVC: **Sarah Pugh**.

Alcohol and substance misuse

The following list is a guide to what is considered expedient to encourage safety in the school:

- do not come to school under the influence of alcohol or drugs
- do not bring alcohol or non-prescribed drugs onto the school premises
- check with your doctor or pharmacist about the side effects of medications
- never drive or operate machinery if you are affected by alcohol or drugs

On recognising or being made aware of the symptoms of alcohol or drugs, the Centre Manager will assess the member of staff's ability to carry out their duties and decide whether work activities are likely to put the individual or others at risk and can remove that individual from their duties.

Personal safety

The safety of all staff is important. Any staff member who feels at risk when working in the PRU must inform the Centre Manager. Staff have training on managing challenging behaviours and this is updated regularly. Aggressive parents/visitors will not be given access to the building until they are calm. Staff should not leave personal possessions unattended unless they are locked away in a secure place. Staff who bring money or other items of value into the buildings do so at their own risk. Visitors and pupils are encouraged to keep their personal possessions with them or leave them at home.

Late working

Any staff working late in school must be mindful of their personal safety and the safety of others i.e. ensuring all windows and external doors are locked.

External doors should be kept locked and visitors should only be allowed in if they are signed in and have a reason to be there.

Home visits

The value of home visits cannot be underestimated, but staff must remember that they can be vulnerable when visiting a pupil's home. It is the responsibility of all staff to ascertain as much information as possible regarding the family they are visiting and where possible, to carry out the visit with another member of staff. If this is not possible then the *Lone Working Policy* must be read and followed [Lone Worker Policy](#)

In addition, staff should adhere to the following procedures:

- log all planned visits in the school diary
- let colleagues or a family member know where you are going, and what times you are expected back
- ensure you are contactable via mobile phone and leave that number with someone who knows where you are going
- if you have any concerns or are unaware of the family ensure you discuss the proposed home visit with a member of SLT
- avoid visiting alone in the hours of darkness
- only enter premises if invited and you feel it is safe to do so
- trust your feelings and if you feel threatened leave immediately

Educational visits

Educational trips and visits play an important part of the learning at the Bridge Achievement Centre. Most groups will participate in a wide variety of visits. All visits are planned and discussed with a member of SLT. Risk assessments are completed prior to the trip. Training for staff is given regularly on the protocol for visits.

The LA's procedures of EVOLVE are used for all visits in order to manage off-site activities. This is coordinated by the Deputy Manager, **Sarah Pugh**.

Health and hygiene care

Blood spills

- put on gloves and apply pressure to the wound
- use wipes and dispose of them in yellow bags
- when the blood flow has stopped, clean the child up, remove gloves and wash hands thoroughly
- any blood spills should be cleaned up in the same way

In the event of a serious injury, contact reception and ask for an ambulance to be called.

Vomit

- A similar procedure to the above should be followed
- put on gloves, reassure the pupil and use wipes for the pupil's face and clothes
- use a suitable container for the pupil to vomit into or direct them to the toilet

Pupil medication

Some of our pupils need to take regular medication e.g. for conditions such as ADHD. If a pupil needs to take medication whilst in school, this must be handed in to a first aider at the start of the school day and kept locked away until needed. The exception to this are asthma inhalers or epi pens which pupils can keep with them.

All medication must be correctly labelled and the medicines log filled out when administered to the pupil.

Staff medication

All staff are strongly advised to inform their line manager and the Centre Manager/Deputy Centre Manager of any medical condition they may have e.g. allergy, asthma, heart condition etc that requires essential medication that needs to be kept on school premises.

- staff are advised not to bring any non essential personal medication into school
- all medication must be kept away from pupils and stored in a locked cupboard in the classroom
- a risk assessment may be required to support some staff returning to work after a period of sickness which may now require medication. This will be completed via the return to work procedures and managing attendance procedures for the LA.

Emergency planning

Emergency planning should be placed on standby at the start of an incident so that their service can respond more quickly if they are needed later. In the event of an Emergency Planning Officer not being available through the LA switchboard they can be contacted through the Fire and Rescue Service.

Sources of bomb threats

There are many groups who are capable of causing disruption and injury through the use, or by threatening the use of explosive devices. Bomb threats may be conveyed in several ways:

- **Telephone calls:** bomb warnings will often be made by telephone and could be received by a member of staff. All staff should familiarise themselves with the procedure for dealing with such calls and follow the bomb threat protocol, including completing a checklist for telephone bomb warnings. Staff should note carefully any code words for details given, as accurately as possible.
- **By letter:** any member of staff receiving a written bomb warning should initiate the bomb threat procedure
- **In person:** if someone alleges that a device has been placed, the member of staff given (or overhearing) the warning should initiate the bomb threat procedure
- **Discovery of a suspect package:** any person discovering a device should initiate the bomb threat procedure; this will initially mean evacuation of the immediate area

Action required dealing with bomb threats: the action required of anyone learning of or detecting a suspicious object is:

1. safeguard pupils, staff and visitors
2. inform senior staff of threat

The emergency actions required of a person discovering a threat are as follows:

1. inform the school office. The school office will inform the most senior member of staff on site, inform the police. Senior member of staff informs Emergency Planning (Deb Westwood)
2. If you contacted the office by phone, remain by the phone and do not allow anyone else to use it. If you contacted the office in person, remain in the office. You will be informed as to what action is being taken.
3. In some circumstances it may be necessary to initiate the Emergency Evacuation Procedures. If the fire bell sounds then you should immediately follow the evacuation procedure.

Evacuating the building

Pick up immediate possessions and evacuate in the usual way. Close all windows and doors.

The most senior member of staff present will be the evacuation coordinator and all operations will be directed through them.

Transport arrangements

A number of our young people arrive at their provision by taxi or car. Some are collected by our own staff in the town centre and brought to the Stephenson Street site. A driver and escort rota is in place for this transport.

Taxi drivers and parents have been asked to ensure they park safely outside the buildings, don't block roads or drives and to ensure they drop off and pick up in a safe space. Any parents or taxis not adhering to these rules should be either spoken to by the member of staff present or referred to a senior member of staff (parents) or the admin support (taxis), so that they can be contacted and reminded of the rules. Under no circumstances should pupils cross Stephenson Street in order to get into cars or taxis on the other side of the road.

Staff driving the Centre transport should only drop off/pick up pupils from safe areas e.g. designated drop off/pick up points, car parks etc. Under no circumstances should pupils be allowed to leave the transport whilst the vehicle is temporarily stopped e.g. at traffic lights. Any pupil who does this (despite being told not to by staff), will be subject to a temporary transport ban.

Security

- Overall site security is the responsibility of the Centre Manager
- Staff should never give their keys or fobs to pupils and should be vigilant about the potential for a pupil to try to snatch their keys if left unattended
- External doors should remain secure at all times and gates closed and locked
- All staff and visitors must sign in and sign out each visit, including if they are returning later in the day
- It is the responsibility of **all staff** to question unfamiliar people in the building and its grounds. Identification should be requested and the Manager/Deputy Manager or informed of the person's presence on the premises
- In the event of an unwanted person gaining unauthorised access to any area of the school, then staff must keep pupils in classrooms and ensure that the doors are shut

- Staff are advised not to bring valuables or large sums of money to work
- All personal belongings are an individual's responsibility and should be stored in a safe place, preferably in a locked cupboard
- All school monies must be handed to the main office where it will be secured in the safe and banked as soon as possible

Absconding pupil

- in general NO pupil will be allowed to leave the site without support from staff, unless is part of an agreed behaviour plan
- If a pupil is found to be missing then a search should be carried out immediately. If they still can't be located then a member of staff should widen their search to the area surrounding. If there is no sign after 15 minutes then the pupil should be reported as missing to the police using the protocol below
- Parents should be contacted to see if they are able to contact the pupil and to inform them that their child has gone missing
- If a pupil walks off site a member of staff should follow them and try to persuade them to return. If they refuse to return they should be told that the police and parents will have to be contacted in order to ensure their safety

Procedure for reporting a pupil as "missing"

Let senior staff/main office know that the pupil is missing. They will then report the pupil as missing. If they are unable to do so, follow the procedure below:

1. Dial 101 - you will be asked which authority you require. Say "GWENT". You will be asked to confirm this. Say "YES". You may then have to wait for your call to be answered
2. Have to hand the pupil's name, date of birth, address and a contact name and number for parents/carers
3. Have to hand a description of the pupil and what they were wearing
4. You will probably be asked if the pupil is "vulnerable", so you will need to know if they have recently threatened to self-harm or if they have self-harmed, or if they are on the CP register
5. You will be asked what time the pupil left the site, where you think they may be heading and other information about the pupil
6. Finally, you will be given a log number. Make a note of this as it will need to be used should the pupil return. If they return you will need to contact 101 again to let them know

7. Complete a safeguarding report for the pupil with the log number

Violence at work

Good security is essential to avoid unwanted violence to staff by members of the public.

- All visitors are encouraged to make appointments to see members of staff rather than “cold call”
- Training is provided regularly in behaviour management and safe physical intervention techniques (Team Teach) to enable staff to deal with pupils who have become dysregulated. Physical interventions are recorded in the bound and numbered book kept in the main office.

Dress code

- Staff are advised to wear comfortable clothing that is suitable for the variety of work they undertake
- low/flat shoes or boots are recommended to be worn, as directed by Team Teach training. Flip flops or similar are not recommended.
- revealing clothing is not recommended or appropriate for work
- jewellery and scarves that could be yanked or pulled should be avoided
- any lanyards worn around the neck should have quick release fastenings. Please be aware, however, that pupils may pull these in order to grab keys

Chewing gum

Pupils and staff are strongly discouraged from bringing chewing gum or bubble gum onto the premises. It can present a choking hazard and is an unnecessary nuisance if not disposed of properly

Resources: curriculum and work equipment

- all hazardous activities must have a risk assessment carried out to reduce potential accidents. Some of these may need to be specific to the area, the pupils involved or the staff working with them
- all equipment must be safely stored when not in use and away from doors, walkways and fire exits
- all staff must practice “good housekeeping” to reduce risks of slips, trips and falls

- many items of equipment are inherently dangerous if used or misused by staff or pupils, therefore, it is most important that extreme care is taken with such equipment and that all activities are adequately supervised
- all sharp knives/tools/implements in food technology, science and DT areas must be stored in lockable cupboards when not being used and pupils with specific risk assessments around these items must be carefully supervised when using them. Sharp knives etc must be counted out and back in again at the start and end of a lesson
- No member of staff may leave a teaching/recreational area until he/she is satisfied that all electrical or other equipment has been left in a safe condition
- Hot drinks must not be carried from room to room unless secured with a no spill lid
- if a teacher is concerned that a piece of equipment or apparatus is faulty it should be removed from use, if possible, and reported to the Centre Manager/Deputy Centre Manager
- If the item cannot be removed and needs to be repaired, it should be clearly labelled as out of use, reported, as above, and recorded in the Safety Log and Repair Book maintained in the main office
- Similarly, any defects to the fabric of the building should also be reported and noted and the area blocked off if it is deemed to be unsafe
- electrical points, especially with computer use, should not be overloaded
- all portable electrical appliances undergo regular PAT testing, carried out by an appointed technician
- equipment must be used for the purpose for which it was designed e.g. standing on tables and chairs to facilitate a higher reach is not correct use of furniture. Step ladders should always be used
- large pieces of equipment must not be moved by staff single handedly; help must always be sought. All staff should abide by regulations for moving and handling inanimate objects

Curriculum

Science

- care must be taken when carrying out all investigations and experiments whether they are carried out in classrooms or in the science room or outside
- the science subject leader is responsible for ensuring that there is minimal risk from any materials that might be used
- no specialist equipment is to be used without authority from the specialist science teacher
- safe working practises must be observed at all times. Any item for staff use only, must be kept well out of the reach of pupils

PE/Activity

- all staff engaged in physical activity must ensure that they are familiar with the safety requirements applicable to their activities. Guidance is given in the DES booklet, *Safety in Physical Education* and also *Safe Practice in Physical Education*
- PE equipment and all outdoor play equipment will be inspected annually by a recognised company but it is the responsibility of school staff to check it on a day to day basis
- care must be taken when moving apparatus, with two people involved in moving large items and pupils being given clear instructions about safe conduct
- staff and pupils are expected to wear appropriate clothing and footwear for all physical education activities

ICT

- workstations should be sited as close to the electrical points as possible to avoid trailing cables
- all computers should be used in rooms with adequate and appropriate heating , lighting and ventilation
- H&S DSE Regulations 1992 will be followed as far as possible for frequent users of ICT

DT

No persons shall be employed on any of the machinery unless:

1. they have been adequately trained to use the machinery and are authorised to operate it
2. have been instructed on the precautions to observe the correct use of guards and safety devices

- protection of the eyes must receive high priority. Suitable goggles or safety glasses will be provided and worn where there is a risk of eye injury
- adequate ventilation must be obtained
- the practical areas should be kept free of clutter, particularly the floor. All materials should be carefully and safely stored so that they do not constitute a hazard
- staff exposed to wood dust must be given sufficient instructions in the hazards arising and precautions to observe
- equipment must be kept locked away and only issued when staff are fully supervising pupils

This policy will be reviewed as detailed in the Centre's review plan. It may also be necessary to review and amend it sooner to reflect both local and national changes.