



Health & Safety policy

Also see **Safeguarding & Child Protection Policy**

Effective from: April 2026

Review date: April 2027

Statement of Intent

At Bridge 2 Education & Employment we are committed to ensuring, so far as is reasonably practicable, the health, safety, and welfare of all pupils, staff, visitors, and others who may be affected by our activities. This includes pupils who are educated **on site** and those who attend **off-site provision**, educational visits, work placements, or alternative learning environments.

This policy is written to meet the **Independent School Standards (ISS)**, in particular **Part 3 – Welfare, Health and Safety of Pupils**, and is aligned with the organisation's **Educational Visits & Off-Site Provision Policy**.

The policy supports duties under the Health and Safety at Work etc. Act 1974, the Management of Health and Safety at Work Regulations 1999, and reflects expectations of Ofsted and Keeping Children Safe in Education (KCSIE).

Health and safety is the responsibility of everyone.

Scope

This policy applies to:

- All staff, including teaching, support and office
- Pupils attending on-site or off-site provision

- Volunteers, contractors, and visitors
- All activities undertaken during the day and as part of B2EE provision

Aims

We aim to:

- Safeguard pupils' welfare in line with **ISS Part 3**
- Provide a safe and secure learning environment on site and off site
- Promote positive attitudes to health and safety
- Identify and manage risks effectively, including during off-site education
- Ensure compliance with the **Educational Visits & Off-Site Provision Policy**
- Meet all statutory and regulatory requirements

Roles and Responsibilities

Directors

- Ensure compliance with health and safety legislation
- Ensure appropriate policies, procedures, and resources are in place
- Monitor health and safety performance

Director of Operations

- Take overall responsibility for health and safety
- Ensure this policy is implemented and reviewed
- Ensure staff are trained and competent
- Ensure risk assessments are completed and followed

Health & Safety Lead

- Coordinate health and safety arrangements
- Maintain records of risk assessments and incidents
- Monitor premises safety and off-site provision safety
- Liaise with external agencies where required

All Staff

- Take reasonable care of their own health and safety and that of others
- Follow policies, procedures, and risk assessments
- Report hazards, concerns, and incidents immediately
- Always supervise pupils appropriately

Pupils

- Follow health and safety instructions
- Behave responsibly to keep themselves and others safe

Risk Assessment

Risk assessments form the basis of safe practice and are a requirement of **ISS Part 3**.

- Written risk assessments will be completed for:
 - On-site premises, activities, and equipment
 - Educational visits and off-site provision (in line with the Educational Visits & Off-Site Provision Policy)
 - Work experience and vocational placements
 - Individual pupils where required, including behaviour, SEND, and medical needs
- Risk assessments will identify hazards, control measures, and supervision arrangements
- They will be reviewed regularly and following incidents, near misses, or significant change
- Staff must always follow control measures

On-Site Health & Safety Arrangements

Premises Safety

- Regular checks of buildings, grounds, and equipment
- Safe access and egress always maintained
- Defects reported and acted upon promptly

Fire Safety

- Fire risk assessment in place
- Fire alarms and equipment tested regularly
- Fire drills conducted at least termly
- Clear evacuation procedures displayed

First Aid

- Trained first aiders available during operating hours
- First aid kits maintained and accessible
- Records kept of all accidents and treatment provided

Medical Needs

- Individual healthcare plans in place where required
- Medication stored and administered safely
- Staff informed of relevant medical conditions

Off-Site Provision, Educational Visits, and External Placements

The provision recognises its **continuing responsibility for pupils educated off site**.

All off-site education and visits are managed in line with the **Educational Visits & Off-Site Provision Policy**.

Approval and Planning

- All off-site provision and visits must be formally approved by the Director of Operations or delegated senior leader
- A suitable and sufficient risk assessment must be completed prior to attendance
- Parental/carer consent will be obtained where required

Selection and Monitoring of Off-Site Providers

- Providers will be appropriately vetted
- Health and safety, safeguarding, and supervision arrangements will be checked
- Evidence of insurance and compliance will be obtained
- Regular monitoring visits and reviews will take place

Supervision, Transport, and Travel

- Supervision levels will be determined through risk assessment
- Transport arrangements will be risk assessed and monitored
- Clear procedures will be in place for arrival, departure, attendance, and absence

Work Experience and Vocational Placements

- Pre-placement health and safety checks completed
- Risk assessments shared with parents/carers where appropriate
- Pupils briefed on health and safety expectations and behaviour

Behaviour, Safety, and De-escalation

- Positive behaviour approaches are used to reduce risk
- Staff trained in de-escalation and positive handling where appropriate
- Physical intervention used only as a last resort and recorded in line with policy

Safeguarding and Health & Safety

- Health and safety concerns that may impact safeguarding will be reported via CPOMS
- Staff must remain vigilant to risks to pupils' welfare
- Safeguarding procedures take precedence where concerns arise

Accidents, Incidents, and Near Misses

- All accidents, incidents, and near misses must be reported
- Records will be kept and reviewed to identify patterns
- Serious incidents will be reported in line with RIDDOR where applicable

Training and Information

- Staff receive health and safety training as part of induction
- Ongoing training provided as required
- Pupils receive age-appropriate health and safety guidance

Monitoring and Review

- Health and safety arrangements are monitored to ensure compliance with **ISS Part 3**
- The Head of Provision and Proprietor/Governing Body will review health and safety performance
- This policy will be reviewed annually or following a significant incident, visit, or change in provision

Linked Policies

- Safeguarding and Child Protection Policy
 - Behaviour Policy
 - CPOMS Use Policy
 - **Educational Visits & Off-Site Provision Policy**
 - First Aid Policy
 - Fire Safety Policy
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Policy Approval

Policy Owner: Bridge 2 Education and Employment

Approved by: Director of Operations

Date Approved: April 2026

Next Review Date: April 2027

