



Health & Safety policy

Policy Owner: Bridge 2 Education & Employment

Linked Policies: Safeguarding & Child Protection Policy, Behaviour Policy, Educational Visits Policy, Business Continuity Policy, Missing Child Policy

Effective Date: June 2026

Review Date: June 2027

Statement of Intent

Bridge 2 Education & Employment (B2EE) is committed to ensuring, so far as is reasonably practicable, the health, safety and welfare of all pupils, staff, visitors, contractors, volunteers and others who may be affected by our activities.

This commitment applies equally to pupils educated:

- On-site
- Within community learning environments
- During educational visits
- During vocational learning activities
- During work experience placements
- Whilst attending alternative learning environments commissioned by B2EE

The organisation recognises that effective health and safety management contributes directly to safeguarding, wellbeing, attendance, engagement and positive outcomes for learners.

This policy is written to meet:

- Health and Safety at Work etc. Act 1974
- Management of Health and Safety at Work Regulations 1999

- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR)
- Independent School Standards (Part 3 – Welfare, Health and Safety of Pupils)
- Equality Act 2010
- Keeping Children Safe in Education (KCSIE 2025)

Health and safety is everyone's responsibility.

Scope

This policy applies to:

- All employees
- Tutors
- Support staff
- Visitors
- Pupils attending B2EE provision

The policy applies to all activities undertaken by or on behalf of B2EE.

Aims

B2EE aims to:

- Safeguard the health, safety and welfare of all individuals.
- Provide safe learning environments.
- Promote positive attitudes towards health and safety.
- Identify and manage risks effectively.
- Ensure safe off-site learning opportunities.
- Comply with statutory requirements.
- Promote a proactive culture of safety and risk management.

Competent Health & Safety Advice

B2EE recognises its duty under the Management of Health and Safety at Work Regulations 1999 to access competent health and safety advice.

The Director of Operations is responsible for ensuring that suitable and sufficient health and safety arrangements are in place and that competent advice is obtained where required.

B2EE will obtain competent health and safety advice from appropriately qualified and experienced professionals, consultants, contractors or advisers when specialist support is required.

Competent advice may be sought regarding:

- Health and safety legislation
- Premises compliance
- Fire safety

- Educational visits
- Risk assessments
- Work experience placements
- Accident investigations
- RIDDOR reporting
- COSHH
- Manual handling
- Contractor management
- Emergency planning
- Business continuity arrangements

Roles and Responsibilities

Director of Operations

The Director of Operations has overall responsibility for health and safety and will:

- Ensure compliance with legislation.
- Ensure appropriate resources are available.
- Monitor health and safety performance.
- Ensure suitable training is provided.
- Ensure risk assessments are completed and reviewed.
- Ensure corrective actions are implemented.

Provision Manager / Health & Safety Lead

The Provision Manager will:

- Coordinate day-to-day health and safety arrangements.
- Maintain accident and incident records.
- Monitor premises safety.
- Monitor educational visit arrangements.
- Undertake regular inspections.
- Liaise with external agencies where necessary.
- Report significant concerns to the Director of Operations.

All Staff

All staff must:

- Take reasonable care of their own health and safety and that of others.
- Follow policies, procedures and risk assessments.
- Supervise pupils appropriately.
- Use equipment safely.
- Participate in training.
- Report hazards, concerns, accidents, incidents and near misses immediately.

Reporting Procedure

All hazards, concerns, accidents, incidents and near misses must be reported immediately to:

- The Provision Manager
- The Director of Operations
- The designated lead for the activity (where applicable)

Where the issue presents an immediate risk, staff should take reasonable steps to make the area safe and prevent further harm.

Where a health and safety concern impacts a pupil's welfare, staff must also:

- Record the concern on CPOMS.
- Notify the Designated Safeguarding Lead.

Pupils

Pupils are expected to:

- Follow health and safety instructions.
- Behave responsibly.
- Report concerns to staff.
- Use equipment safely.
- Respect the safety of others.

Risk Assessment

Risk assessments form the foundation of safe practice.

Written risk assessments will be completed for:

- Premises
- Activities
- Educational visits
- Off-site learning
- Work experience placements
- Vocational learning activities
- Individual pupils where necessary

Risk assessments will:

- Identify hazards.
- Assess risks.
- Establish control measures.
- Determine supervision requirements.

Risk assessments will be reviewed:

- Annually.
- Following incidents.

- Following significant change.
- Following safeguarding concerns.

Premises Safety

B2EE will ensure:

- Buildings are maintained safely.
- Defects are reported promptly.
- Access and egress routes remain clear.
- Equipment is maintained appropriately.
- Welfare facilities are available.

Regular inspections will be undertaken and audits conducted.

Fire Safety

B2EE will maintain:

- Fire risk assessments.
- Fire detection systems.
- Firefighting equipment.
- Emergency evacuation procedures.

Fire drills will be conducted at least termly.

All staff will receive fire safety instruction as part of induction.

First Aid

B2EE will ensure:

- Adequate first aid provision.
- Trained first aiders are available.
- First aid kits are maintained.
- Treatment records are completed.

Parents/carers will be informed where appropriate.

Medical Needs

The organisation will support pupils with medical needs through:

- Individual healthcare plans.
- Medication procedures.
- Staff awareness.
- Risk assessments where required.

Off-Site Provision, Educational Visits and Work Experience

B2EE recognises its ongoing duty of care for pupils educated away from the main provision.

All activities will comply with the Educational Visits & Off-Site Provision Policy.

This includes:

- Formal approval processes.
- Provider checks.
- Risk assessments.
- Safeguarding checks.
- Transport arrangements.
- Attendance monitoring.
- Emergency procedures.

Behaviour, Safety and De-escalation

Positive and relational approaches will be used to minimise risk.

Staff will receive training in:

- Behaviour support.
- De-escalation.
- Trauma-informed practice.

Safeguarding and Health & Safety

Health and safety concerns can become safeguarding concerns.

Staff must remain vigilant to:

- Unsafe environments.
- Missing children.
- Attendance concerns.
- Medical risks.
- Emotional wellbeing concerns.

Safeguarding procedures take precedence where concerns arise.

All safeguarding concerns must be reported via CPOMS.

Accidents, Incidents and Near Misses

B2EE is committed to ensuring that all accidents, incidents, dangerous occurrences and near misses are reported, recorded and reviewed.

Reporting

Staff must immediately report:

- Accidents.
- Injuries.
- Near misses.
- Dangerous occurrences.
- Defects.
- Unsafe conditions.

Reports must be made to:

- Provision Manager
- Director of Operations

Recording

Accidents and incidents will be formally recorded.

Where a pupil is involved, relevant safeguarding recording procedures may also apply.

Investigation

Significant incidents will be investigated to:

- Identify causes.
- Identify lessons learned.
- Review risk assessments.
- Improve practice.

RIDDOR

The Director of Operations will determine whether incidents require reporting under RIDDOR and will ensure appropriate notifications are made.

Monitoring

Accident and incident records will be reviewed termly to identify trends and areas for improvement.

Data Protection and Health & Safety Records

Health and safety records may contain personal and special category information.

All records will be managed in accordance with:

- UK GDPR
- Data Protection Act 2018

Data Protection Officer

For advice relating to data protection matters contact:

Email: info@bridge2ee.co.uk

The Data Protection Officer can provide advice regarding:

- Information sharing
- Data breaches
- Record retention
- Subject Access Requests
- Confidentiality

Training and Information

All staff will receive:

- Health and safety induction.
- Fire safety instruction.
- Risk assessment awareness.
- Educational visit training (where relevant).
- First aid training (where appropriate).

Refresher training will be provided as required.

Monitoring and Review

Health and safety arrangements will be monitored through:

- Premises inspections
- Risk assessment reviews
- Accident analysis
- Safeguarding audits
- Staff feedback

Quality Assurance

Termly health and safety audits will be completed by the Provision Manager and findings reported to the Director of Operations as part of the organisation's quality assurance framework.

This policy will be reviewed annually or sooner if:

- Legislation changes.
- Significant incidents occur.
- Organisational changes take place.

Policy Approval

Policy Owner: Bridge 2 Education and Employment

Approved by: Director of Operations

Date Approved: June 2026

Next Review Date: June 2027