

New Bridge Alternative Education



Health and Safety Policy

Updated: May 2024

Signed: Diane Robinson / Tracey Lecointe

Review Date: May 2025

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Rationale

This document is produced in respect of New Bridge Alternative Education and is written with reference to LA policies and procedures.

Statement of Intent

New Bridge Alternative Education recognises the need to promote health and safety in order to achieve improved standards and safe methods of work.

It is New Bridge Alternative Education's responsibility to take all steps within its powers to prevent personal injury, health hazards and damage to property. It is also New Bridge Alternative Education's responsibility as far as is reasonably practicable to extend this protection to students and members of the general public from foreseeable risks.

In conjunction with the Education Department's Policy Statement and in liaison with the appropriate Safety Representatives, it is recognised that all problems and hazards associated with the following must be brought to the attention of the staff and Directors.

1. Equipment and systems of work.
2. The handling and storage or transportation of articles and substances.
3. The supply of adequate information, instruction, training or supervision to either staff or students.
4. The place of work or access to it.
5. The provision of protective clothing, equipment for the safe use and handling of machinery and substances.
6. The working environment.
7. Welfare facilities

It is important that all staff within New Bridge Alternative Education and other persons, who may visit or use any site or area of the provision, must adopt the following standards of working in accordance with the Act: -

- a) To work safely and efficiently.
- b) Not to misuse any machine or substance.
- c) To use the approved protective clothing and equipment.
- d) To report any defect in any machine, accessory or electric cabling.
- e) To comply with all instructions issued for their safety and to adhere to correct procedures including the use of safety equipment and protective clothing.
- f) To take reasonable care for the health and safety of other persons who may be affected by their acts or omissions at work

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Organisation

New Bridge Alternative Education recognises the need to identify organisational methods for implementing and controlling the health and safety of all persons who work within the provision. New Bridge Alternative Education recognises that it will be responsible for producing and reviewing its own Health and Safety Policy to ensure organisation and arrangements are in place for the health and safety of all employees, students, visitors, contractors or any persons who may be affected by their activities.

RESPONSIBILITIES OF DIRECTORS AND OPERATIONS MANAGER

1. To be familiar with the content of the Children and Young People's Services Health and Safety Policies, the Health and Safety at Work Act 1974 and any other health and safety legislation which may affect their area of work.
2. To ensure that all employees carry out their health and safety duties and responsibilities.
3. To ensure that all hazards within their area of responsibility are identified.
4. To ensure that risk assessments are carried out and appropriate control measures are implemented within their area of responsibility.
5. To ensure that all works undertaken within their area of responsibility take into account the health and safety of any person likely to be affected by such works, including employees and non-employees.
6. To ensure that all risk assessments are recorded, monitored and reviewed according to the level of risk identified.
7. To involve relevant employees in the risk assessment process.
8. To ensure the effective use of resources in order to achieve health and safety objectives.
9. To ensure that all employees working within their area of responsibility, whether permanent or temporary, are given adequate safety information, instruction and training to enable them to reach a minimum level of competence to carry out their work without undue risks to their own or others' health and safety as part of their induction process.
10. To ensure that all incidents (accidents, near misses, violence and aggression) are properly reported investigated, and actions taken to avoid recurrence.
11. To inspect and monitor the operations and activities under their control, in accordance with this policy, and take necessary remedial action.
12. To take appropriate action under established disciplinary procedures for any employee failing to comply with their duties, responsibilities of safe working practices as laid down in policies and procedures.
13. To demonstrate commitment by taking a proactive approach in health and safety matters.
14. Named staff are **Fire Marshall** - Diane Robinson, **First Aider** – Gee Lecointe

Monitoring records will be kept and general themes communicated to staff through briefings and whole school communication e.g. email.

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Individual breaches of the policy will be addressed with the personnel concerned and repeat breaches will be addressed in conjunction with New Bridge Alternative Education's disciplinary policy.

Provision Staff

All staff must conform with responsibilities as specified. They must ensure that where conditions apply all students or persons under their control receive instruction and are provided with on-the-job training to enable them to operate in a safe and efficient manner. ***All staff will be asked to sign that they have read and understood this policy.***

Employees

All employees have responsibilities under the Health and Safety at Work Act and are asked to report any possible hazards/defects to initially the Directors and Operations Manager at New Bridge Alternative Education.

All employees will be given access to New Bridge Alternative Education's Health and Safety Policy and are asked to make themselves familiar with all documents relating to Health and Safety within the provision. Copies of the Health and Safety Policy will be available on the provision's website or a hard copy can be requested.

Employees are required to assist with the carrying out of risk assessments and to report to Directors any matter that they consider presents a risk to the health and safety of anyone who may be affected by the activities being undertaken. Employees are to attend training as directed and all briefings in respect of matters of health and safety, and act upon the information, instruction and training given.

Employees are asked to report all hazards, accidents, near misses and incidents of violence and aggression whether they result in injury or property damage. The form to be completed.

Updates

Employees must ensure that they keep abreast of any changes to procedures by regularly checking the policy folder and emails and morning briefing notes

Display Screen Equipment Regulations

All staff should complete a DSE Assessment as required

Risk Assessments

Assessments are to be carried out by nominated competent persons and will include aspects of the following:

- The risks to the health and safety of employees to which they are exposed whilst they are at work.
- The risks to the health and safety of other persons arising out of or in connection with work activities.
- Significant findings of the assessment will identify hazards, risks, groups of people especially at risk, existing control measures in place, effectiveness of the measures, remaining risk and the control measures required to comply with requirements of health and safety legislation.

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- For new equipment, risk assessments are completed before introduction or commencement of the activity or equipment.
- Assessments must be reviewed at least every 12 months, or when there is reason to suspect that they are no longer valid or significant changes have occurred.

Control of Substances Hazardous to Health (COSHH)

Through the review of risk assessments, New Bridge Alternative Education can identify issues that may arise regarding the control of substances hazardous to health. Subsequent control measures can then be put into place to eliminate or minimise risk.

Completion of COSHH assessments is the responsibility of the Director. Details of the COSHH assessments and chemical inventories are kept in the provision office in the event of a major incident or fire.

Substances must be stored and used correctly. This is the responsibility of the Directors and Operations Manager. Signs are displayed within the learning areas

Fire and Emergency Procedures – Arrangements

New Bridge Alternative Education recognises its obligations to identify arrangements designed to make its health and safety policy effective.

- a) At a fixed time each term, the alarm will be tested by New Bridge to ensure that it is effective.
- b) Fire drills must be carried out at least once per term to enable everyone to become familiar with the evacuation procedure.
- c) In each room there are instructions about exits and the Assembly Point.
- d) On sounding the alarm, the fire brigade must be summoned, and all staff, students and visitors must leave the building immediately, closing doors behind them, if possible.
- e) If there is no risk to personal injury, attempts may be made to tackle the fire using a suitable extinguisher if trained. Also, switching off power supplies from the mains.
- f) At all times, fire exit doors must be unobstructed. All fire exit doors must be unlocked whilst there are people in the building.
- g) Exits must be clearly identified and marked.
- h) The use of display material must be controlled in fire exit routes. Fire retardant spray used in controlled areas.
- i) All visitors to the provision should be made aware of arrangements in case of fire. Details are provided upon arrival at the provision.

Action on Hearing the Fire Alarm

- a) If necessary, the Fire Brigade will be called. If the authorised person is not available, then you must proceed to Dial 999.

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- b) The Teacher or responsible adult will supervise children leaving the building by the appropriate exit, closing the door when the last person is out. Exit routes are displayed in each room.
- c) Staff will be aware of those who require help and assistance when evacuating the premises.
- d) Proceed to assembly point
- e) Everyone should walk quickly but do not run.
- f) Keep quiet.
- g) Do not stop or return for any clothing, belongings or books.
- h) Registers and Fire Log will be taken out by the designated staff member to teachers for roll call. Form Teachers are responsible for registers until collected by the designated staff member for purposes of fire procedure.
- i) Teachers must call out all names and visibly check for students' attendance.
- j) Each teacher will be asked to account for all students if all students.
- K) Access must be clear for the fire brigade.

Combustible waste

This should not be left in escape routes or in the corridors.

Such materials should be put in metal or non-combustible containers and properly disposed of as soon as possible.

Teachers and classroom support staff take responsibility for their classroom to ensure there are not excess amount of combustible material left in the room.

Large quantities of paper and card must be locked away in the cupboards provided to manage the risks associated with fire and arson. Fire retardment spray is used on displays and paper/card in the Art room that cannot be locked away.

Displays and decoration.

Decorations must not be placed near temporary heaters or suspended from light fittings. There should be a limited and reasonable amount of display material within the classroom. Where possible displays should be placed behind a transparent Perspex screen to manage the risks associated with arson. If this is not possible then they should be treated fire-retardant chemicals to manage the risk of fire with the combustible materials.

Smoking

Smoking is not allowed in any part of the provision premises.

Electrical Supplies and Fittings

Any faults must be reported immediately to the Director and Operations Manager

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First Aid

In order to comply with The Health and Safety (First-Aid) Regulations 1981 there are nominated trained First Aiders who are equipped with the skills and equipment to deal with incidents of this nature.

- a) A termly updated list of First Aiders will be displayed in all provision offices and classrooms.
- b) Normally a qualified First Aider will attend in the case of First Aid being required depending on the above categories of person.
- c) First Aid Boxes are kept in the kitchen
- d) A small first aid kit will be kept by the nominated First Aiders with PPE to deal with the beginning of a First Aid incident.
- e) It may only be stocked with items recommended by relevant official documentation.

Training Documents will be kept by the provision detailing the training undertaken to fulfil the role of the First Aider.

Arrangements

- a) In cases of serious injury, the responsibility of the New Bridge Alternative Education ends when the patient is handed over to medical care of the parent/guardian.
- b) All injuries, whether staff, student or visitor must be entered in the Accident Log.
- c) The Accident Log Book is kept in the office.
- d) All serious injuries should be transported to hospital by ambulance as the patient's condition could worsen.
- e) If a sporting activity must be ended or postponed, this will have to be accepted.

Medicines

Non-prescription medication

No non-prescription medicines are kept in the provision.

Prescription medication

No student may be given prescribed medicines or Asthma Inhalers in the provision unless the parent/guardian gives written consent with instructions and the medicine is in the original container bearing his/her name and the recommended dosage. These must be locked away in a designated cupboard by a member of staff responsible for First Aid (See Medical Policy).

Prescribed medicines/asthma inhalers etc will be administered, logged, and signed. The process of administering medication is coordinated by a First Aider. For further information relating to the administration of medication please refer to Medical Policy.

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Use of Scissors and Knives within School

All staff must be aware of the need to be vigilant and careful around the use of scissors, knives and other sharp objects. Under no circumstances should staff, students or visitors bring into school any sharp knives, scissors, or other objects for use within the provision. Craft knives in the art room are used under strict supervision or by staff only. These are locked away when not in use and along with scissors and sharpeners count in and out at the beginning and end of every lesson.

Only scissors and other instruments purchased through New Bridge Alternative Education are to be used within the classroom environment. This is paramount when dealing with students with special needs and who have complex behavioural needs. The use of scissors and knives in classroom areas are governed and the risks controlled through specific risk assessments.

First Aid Boxes

First Aid boxes will be stocked as recommended by official documentation. The Operations Manager will ensure adequate stocks are maintained. Disposable plastic gloves, latex-free and powder-free are available. Plastic bags are available for the disposal of soiled dressings etc and must be double wrapped.

All first aid containers must be marked with a white cross on a green background in accordance with the Safety Signs and Signal Regulations, 1996.

Contents of First Aid Boxes

First aid boxes and travelling first aid kits should contain enough suitable first aid materials. Contents of the boxes and the kits should be replenished as soon as possible after use to ensure that there is always an adequate supply of materials. Items should not be used after the expiry date shown on the packets. It is essential that first aid equipment be checked frequently.

A typical first aid kit in our school is based on a risk assessment of need. (See HSE website)

First Aid provision should contain only those items which a first aider has been trained to use. Nitrol gloves to be used in case of known allergies to latex.

Travelling First Aid Kits

Before undertaking any off-site activity a trained First Aider, will assess what level of first aid provision is needed. Where there is no risk identified, a minimum stock of first aid items for travelling first aid containers is:

- a leaflet giving general advice on first aid;
- six individually wrapped sterile adhesive dressings;
- one large sterile unmedicated wound dressing (approximately 18cm x 18cm);
- two triangular bandages;
- two safety pins;
- individually wrapped moist cleansing wipes;
- One pair of disposable gloves.

These are kept fully stocked.

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Equivalent or additional items are acceptable. Additional items may be necessary for specialised activities.

It is the responsibility of the visit organiser to collect, and return, these kits on each visit.

Accidents

- a) All accidents must be reported to the Directors or Operations Manager and entered in the Accident Log kept in the office.
- b) Fatal or major injuries must also be reported immediately by telephone to the LA's Health and Safety Section and to the CEO and the child's host school/provision. The Health and Safety Form should be completed and forwarded to the Health and Safety Team at the relevant authority. A copy is retained at the provision.
- c) Dangerous occurrences must also be reported immediately. Accident Forms must be completed and sent to the LA. (RIDOR)
- d) In the event of a fatal or serious injury, nothing at the site of the accident must be moved, except for helping the injured, until an examination has been carried out.

Electrical Equipment

Installations/PAT

All equipment should be tested regularly and labelled by an electrical technician undertaking the test (PAT Testing). New Bridge Alternative Education will use approved Contractors to complete PAT testing.

Under no circumstance should staff bring electrical items into school. As they will not be PAT tested and the origins of purchase are not clear. As a consequence, the school is unable to decipher whether they are safe and they pose an electrical fire risk.

If personal electric items are brought onto the premises that compromise the safety of the building and the people within, action will be taken against the individual(s) in question.

Any defective equipment should be marked "UNSAFE – DO NOT USE" and stored safely until they are disposed.

Swimming

There must be qualified lifeguard at all public swim sessions. Teachers are instructed that they do not allow students into the pool unless the pool lifeguard is in attendance or if the individual teacher(s) possess the relevant qualifications.

Equipment

It is the responsibility of all personnel to visually check electrical devices for defects before they are used. This includes devices used by students such as keyboards, laptops, computers, or tablets. If a defect is identified, then the equipment must be isolated and not used immediately.

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Visitors to New Bridge Alternative Education

All visitors to New Bridge Alternative Education have a legal duty to care for their own health and safety, and that of others, whilst they are in the provision.

A designated member of staff must take responsibility for the visitor and they should not be left unsupervised with students at any time. Any third-party contractors who have been commissioned on behalf of New Bridge Alternative Education should have the appropriate checks conducted and their details entered onto the provision's Single Central Record (SCR).

The visitors pass issued must be worn at all times whilst in the provision and returned upon leaving.

Safeguarding

1. If any member of staff is subjected to any aggression on school premises they must inform a Director/DSL immediately.
2. Staff are asked to keep written accounts of such episodes, according to policy.
3. Appropriate steps will be taken by the Directors and Operations Manager to deal with such situations.
4. Violence can take many forms, including:
 - Physical force against an individual
 - Verbal abuse and threats
 - Rude gestures – innuendos
 - Sexual or racial harassment

The Directors and Operations Manager must ensure that risk assessments are undertaken in respect of all sources of potential violence to employees.

All acts of violence either of a physical or verbal nature must be recorded and reported to the Directors / Operations Manager.

If a member of staff is seriously injured or is off work for more than seven consecutive days as a result of the incident it will be reportable to the Health and Safety Executive under The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations, 1995.

Home Visiting

1. Some staff may need to visit students and/or parents/carers in their homes.

This may involve travelling to known problem areas of a town and/or evening visits.

2. All staff must sign out detailing the destination if possible to ensure details of their whereabouts are known by site staff. If the meeting is of a sensitive nature then a member of Directors and Operations Manager must be informed.
3. Visits should be made avoiding evenings whenever possible and in pairs in all situations where there has been an identified risk. Employees must ensure that they carry a mobile phone with them, if possible and make periodic contact with the provision.