



# Health and Safety Policy

Reviewed 5<sup>th</sup> February 2018

## **WE Bridge Academy**

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# SECTION 1: Statement of General Policy

WE Bridge Academy recognises the importance of health and safety and is therefore committed to ensure the effective management and continuous improvement of health and safety issues.

WE Bridge Academy commits to ensure, so far as is reasonably practicable, the health, safety and welfare, at work, of our employees and of others who may be affected by our workplace and work activities, both on and off company premises in accordance with current legal duties and best practice.

In order to achieve our policy aims, adequate resources will be made available to safeguard our employees, and any other person who may be affected by our activities, from any reasonably foreseeable hazard to health and safety in new or existing working conditions, equipment and systems of work.

Maintaining a successful Health & Safety culture is a key objective. Company Directors are committed to providing a safe workplace and safe systems of work by visible and active leadership in planning and implementing standards in partnership with employees by promoting commitment, involvement and participation of all staff at all levels.

Staff involvement in health and safety issues is fundamental in maintaining effective systems of work. In order to achieve our aim our policy is to regularly consult with and communicate to employees, their representatives and the company Health & Safety Advisor.

Our policy is to provide health and safety training to all new entrants and to identify health and safety training needs for all our employees and to provide information and training to meet those needs. The main policy document is available for all staff and each will receive a copy of the policy statement.

All staff, once informed and/or trained, are expected to take reasonable care of the health and safety of both themselves and of others who may be affected by their acts or omissions whilst at work and are expected to co-operate to enable WE Bridge Academy to meet its legal duties and best practice requirements.

WE Bridge Academy will continually monitor its health and safety performance and regularly review the health and safety policy to meet all relevant legal and best practice requirements, particularly as the business changes in nature and size.



Signed:

Dave Henson, Managing Director

Date: November 2017

## SECTION 2: Organisational Responsibilities

### Responsibilities

Overall and final responsibility for health and safety within WE Bridge Academy is that of the Managing Director.

A detailed organisational chart is maintained by the Managing Director.

Managing Director:	Dave Henson
Director of Studies:	Georgeta Bradatan
Health & Safety Officer:	Paul Stephens
Appointed First Aiders:	Displayed throughout floor 2 and 10
Fire Marshals:	Georgeta Bradatan, Andre Murray and Paul Stephens

### Responsibilities of Directors

1. Ensure that they develop and are familiar with the WE Bridge Academy Health & Safety Policy to satisfy appropriate health and safety legislative requirements.
2. Define and implement health and safety arrangements appropriate to the needs of their area of responsibility, including insurance arrangements.
3. Appoint at least one office-based representative for employee safety.
4. Monitor, appraise and direct the company performance in health and safety matters.
5. Ensure all significant hazards are the subject of a suitable and sufficient risk assessment and that subsequent steps are taken to eliminate, reduce or control that risk.
6. Ensure all employees and others are familiar with emergency procedures.
7. Investigate accidents/incidents in their area of responsibility, establish the direct and indirect cause and where necessary take action to prevent a recurrence.
8. Take appropriate steps to prevent unauthorised persons from entering defined prohibited areas.
9. Provide such information as is required to ensure, so far as is reasonably practicable, the health and safety of all people under their control and others who may be affected by activities or premises under the control of WE Bridge Academy.
11. Consult employee representative(s) to ensure progressive and positive methods are adopted for promoting health, safety and welfare at work and provide arrangements for their participation in the development of such measures.
12. Consult with employee representative(s) when planning new developments, processes or systems of work, planning staff health and safety training and when purchasing new equipment.

13. Ensure that where work is carried out on their behalf by non- WE Bridge Academy staff, that the non-WE Bridge Academy staff fulfil their contractual responsibilities in accordance with any current statutory regulations.
14. Ensure that where work is carried out on their behalf by non- WE Bridge Academy staff that those non-WE Bridge Academy staff are provided with such information to ensure health and safety.

## **Manager Responsibilities**

Managers at WE Bridge Academy are responsible for the detailed adoption of the company's Health & Safety Policy in the areas they supervise, and in assisting in achieving the objectives of the policy ensuring that:

1. They, together with the employees under their control, know and understand their responsibilities under the health and safety policy.
2. Employees are made fully aware of all emergency procedures.
3. At all times, a safe and healthy environment is maintained, and that all work is carried out in accordance with appropriate statutory regulations and codes of practice, which are regarded as the absolute minimum standard.
4. All necessary equipment is in a safe condition and that safe access to, and egress from, places of work are always maintained.
5. Accidents involving personal injury or ill health or near miss (no personal injury) occurring within their areas are reported on the appropriate form, investigated in conjunction with the representative of employee safety and remedial action taken to prevent a recurrence and report to the Managing Director.
9. Defective equipment is reported and taken out of use until repaired or replaced.
10. Fire escape doors and alarm points in their areas are at all times kept clear of obstruction and that escape doors can be readily opened from the inside. Fire doors are to be kept closed and not wedged open.
11. Any health and safety matter brought to their attention by an employee or representative is dealt with promptly and effectively.
12. A Director's attention is drawn to any unsafe practices.

## **Responsibilities of Employees**

Every employee at WE Bridge Academy has a responsibility to:

1. Take reasonable care of the health and safety of themselves and of any other person who may be affected by their acts or omissions.
2. Co-operate with WE Bridge Academy's Directors and Line Managers ensuring legal compliance.
3. Not to interfere or misuse any equipment provided for health and safety purposes.
4. Observe all instructions, whether written or verbal, given to ensure personal safety and the safety of others. Where the instruction is recognised as unsafe as a result of the employee's training/competence that he/she must report this to his/her Line Manager.
5. Report any situation to their Line Manager that they would recognise, by way of any training received, that would create a serious or imminent risk to the health and safety of any person whilst at work.

6. Conduct themselves at all times in an orderly manner in the workplace.
7. Maintain equipment in good condition and report any defects to their Line Manager.
12. Report all accidents to their Line Manager, whether injury is sustained or not.
13. Attend appropriate health and safety training courses.
14. Be familiar with the emergency evacuation procedure and the location of fire alarm points and emergency equipment.

## **SECTION 3: Working Arrangements**

### **Accidents**

An accident is an unplanned incident resulting in injury to person(s) or damage to property.

Any accident resulting in injury, no matter how minor, must be recorded in the accident book located in the teachers' room on floor 10 and at Reception on floor 2. All accidents are to be reported to the appointed Health and Safety Officer, who will report this to the Managing Director if deemed necessary.

The master copy of the accident form should be retained in the accident book and two copies made; one for the Health and Safety Officer and one for the student/staff file.

### **First Aid**

Appointed Persons and/or First Aiders are nominated to take charge of any situation if a serious injury or major illness occurs.

A sufficient number of Appointed Persons and/or First Aiders will be appointed to account for absence, both planned and unplanned. First Aiders are displayed throughout our premises on both floor 2 and 10.

After appointment, and before practicing first aid, Appointed Persons and/or First Aiders will receive suitable training to enable them to perform their duties.

Records of First Aid training are maintained and prompt refresher training in accordance with statutory requirements.

A First Aid box is located in the Teacher's Room on floor 10 and at Reception on floor 2. Company First Aiders are responsible for maintaining the provision of First Aid equipment.

First Aid provision will be reviewed as the nature and size of the Company changes to ensure an appropriate level of provision.

All employees should familiarise themselves with the emergency procedures and who to call in the event of an emergency in case of any incident.

### **Contractors and Visitors**

Company premises are predominantly for teaching and office administration, limiting the number of visiting contractors.

WE Bridge Academy recognises that it will have high numbers of visitors in the form of students on premises. WE Bridge Academy will implement the necessary control measures to ensure, so far as is reasonable practicable, the health, safety and welfare of its students. All students will be provided with pertinent information relating to their safety in regards of emergency evacuation procedures for fire, first aid arrangements and any specific risks and the necessary precautions to be taken in the event of a school social activity.

All contractors and visitors will be given information on housekeeping, site rules and fire evacuation procedures on arrival at the company premises. All works to be undertaken by contractors or visitors will be reviewed prior to commencement of the works. All visitors are required to sign in at Reception and are issued with a yellow visitor's lanyard.

## Electrical Safety

WE Bridge Academy will take reasonable steps and exercise due diligence to comply with the Electricity at Work Regulations 1989. Danger in these regulations is considered to be the risk of death or injury from electrical fire, explosion, burn, arcing or shock. Consideration will be given to the following in preventing exposure to danger.

## Portable Appliances

The user must inspect all portable electrical equipment prior to use.

No staff member shall use a defective portable electrical appliance. Staff must request evidence of testing and inspection when hiring portable electrical equipment for use at work.

All WE Bridge Academy portable electrical appliances are subject to a testing regime:

- Electrical items are checked visually each week by the Health and Safety Lead.
- Full PAT testing shall be carried out every two years on office equipment, laptops, projectors etc.

## Fire Safety

The Managing Director maintains fire action, means of escape and training. Fire extinguishers on the company premises are checked by the landlord.

No smoking is allowed on company premises.

Fire Marshals are appointed and trained to assist with the evacuation process. Evacuation procedures cater for the safe evacuation of persons, for calling the Fire Brigade, monitoring the assembly point and liaising with the building manager/team.

All employees are instructed in fire prevention and action when safe to do so.

Fire safety provision will be reviewed as the nature and size of the Company changes to ensure an appropriate level of provision.

## Fire Action at WE Bridge Academy located within South Gate House

- If you discover a fire, activate the nearest call point and evacuate the premises in accordance with the evacuation plan displayed throughout the Academy. Fire Marshals will ensure all areas are cleared, including the toilets and prayer room.
- Only Fire Marshals who are suitably trained to tackle a fire with the appliances provided may do so after raising the alarm, if it is safe to do so, without putting themselves at risk.
- On hearing the alarm, evacuate the building using the nearest exit and proceed to the Fire Assembly Point. Lifts must not be used in the event of a fire/fire alarm.
- The Director of Studies, or their Deputy when absent, acts as the 'Incident Controller'.
- **Floor 2** - non-teaching staff on floor 2 during a fire/fire alarm are to ensure everyone evacuates safely and hand the white fob to the Porter, confirming the premises have been cleared.

**Floor 10** - once the premises have been evacuated, the Incident Controller or Fire Marshal will take the white fob from Reception and pass it to the Porter to show the premises have been checked and cleared. Names of any persons in the Refuge Point to be given to the porter.

**Plan A** - Any staff or student with a disability that restricts mobility should attempt to leave the building as per the evacuation process.

**Plan B (FLOOR 10 ONLY)** - In the event a disability restricts evacuation, go to the designated Refuge Point located between the staff room and classroom 6 and remain there **with a Fire Marshal**. A second Fire Marshal must inform both the porter and fire service that persons are still on the premises and their exact location. **Staff/students using the Refuge Point in the event of a fire must have pre-arranged permission to remain there.**

**Incident Controller to confirm that both floors have been fully evacuated.**

**Never** hesitate or return to the premises for personal belongings.

All staff must adhere to the risk control measures outlined in any safe system of work for the prevention of fire. In addition, all employees must observe the following general precautions:

- Do not smoke in areas where smoking is prohibited.
- Switch off non-essential mains electrical equipment when not in use.
- Ensure escape routes or fire exit doors remain unobstructed.
- Never allow the accumulation of combustible materials/debris.
- Do not tamper with or obstruct access to fire extinguishers.
- Do not wedge fire doors open.
- Ensure you know what to do in case of fire.
- Make certain you know the escape route.

## Social Activities

WE Bridge Academy engages groups of students in a number of extra-curricular activities, on occasion, within the school premises and within the local area.

For all activities, WE Bridge Academy, where applicable, will contact the host premises and conduct a risk assessment on the activity. WE Bridge Academy will ensure that appropriate control measures are in place prior to and for the duration of the visit/activity.

Examples of some of the factors that will be assessed and adequately controlled are;

- The nature of activity and its inherent risks.
- Are there facilities or restrictions on special needs, e.g. young persons, learning disabilities?
- The supervisory ratio between adults and students.
- Expected visitor conduct and any activity specific rules.
- First aid arrangements.
- Emergency evacuation arrangements.
- For students aged under 18, is parental consent required and how this information is communicated to parents and students.

## Students with Disabilities

Protecting the health and safety of students with a disability or who have specific learning needs must be done in a way that does not place any unreasonable restrictions on students' rights to autonomy, privacy or dignity.

WE Bridge Academy recognises that:

- There should be a balance between the health and safety considerations of employees and individual students' rights to dignity, autonomy and privacy.

- Employees' health and safety should be maintained, but this should not be used as an excuse for denying disabled students and students with SEN access to educational opportunities.
- Effective management of health and safety considerations for disabled students and students with SEN should allow them maximum opportunities in their education.

## Manual Handling

WE Bridge Academy acknowledges that manual handling is classified as the 'transporting or supporting of a load (including the lifting, putting down, pushing, pulling, carrying or moving thereof) by hand or bodily force'.

Staff are advised and informed via training, best practice when manual handling may be necessary:

- Avoid hazardous manual handling operations so far as is reasonably practicable.
- Assess any hazardous manual handling operations that cannot be avoided.
- Reduce the risk of injury so far as is reasonably practicable.

Staff and students are advised to seek help if they feel an object is too heavy to move or lift.

Instances when manual handling may be required within WE Bridge Academy:

- Taking and moving of deliveries, such as paper and other heavy objects.
- Moving of classroom furniture (e.g. tables in preparation for an exam).

## Display Screen Equipment (DSE)

Display Screen Equipment (DSE) is a device or equipment that has an alphanumeric or graphic display screen, regardless of the display process involved; it includes both conventional display screens and those used in emerging technologies such as laptops, touch-screens and other similar devices.

WE Bridge Academy recognises that computer workstations or equipment can be associated with neck, shoulder, back or arm pain, as well as with fatigue and eyestrain. That doesn't mean that DSE work is risky – it isn't. Staff are advised to follow effective practice, set up their workstations properly and take breaks during prolonged use. By just taking a few simple precautions, work with DSE can be more comfortable and productive.

Staff are advised on best practice when setting up and using a work station:

- To ensure the top of the monitor is at eye level.
- Avoid glare and reflection on the screen, such as positioning away from a window.
- To use a screen that tilts, when possible, for best comfort and adjustment.
- Keyboard and mouse positioned within easy reach and room to allow wrists to rest on the workstation.
- Monitor is clear, flicker-free and set correctly for best performance. Ensure the user knows how to adjust the settings (e.g. contrast and brightness).
- User can reach all DSE easily.
- Ensure the user knows how to adjust the chair.
- Ensure the working environment is comfortable (ample air flow, adequate lighting, space and noise).

WE Bridge Academy advises best practice to staff in the safe and comfortable use of DSE and will offer advice through training and induction. Ultimately, responsibility for DSE is with the user.