Anstee Bridge

Health and Safety Policy

Version control

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Review Board	Anstee Bridge
Signed off by	Sheldon Snashall Associate Director Pupil Support Service, Achieving for Children)
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Contents

Statement of Policy 3

Organisation 3

1.1 Management Committee (MC) 3

1.2 Health and Safety Committee member **Error! Bookmark not defined.**

1.3 Anstee Bridge Coordinator 4

1.4 Fire Safety Manager 5

1.5 Building Manager **Error! Bookmark not defined.**

1.6 General Safety Monitor 6

1.7 Educational Visits Coordinator **Error! Bookmark not defined.**

1.8 Teaching Staff **Error! Bookmark not defined.**

1.9 Provision Staff **Error! Bookmark not defined.**

1.10 Students 7

Arrangements 8

1.11 Standards and Guidance 8

1.12 Competent Professional Health & Safety Support and Assistance: **Error! Bookmark not defined.**

1.13 Staff Consultation: 8

1.14 General Health & Safety: **Error! Bookmark not defined.**

1.15 Building Management: **Error! Bookmark not defined.**

1.16 Contractors, Agency Staff and Visitors: 9

1.17 Accidents, Incidents & Violence: 10

Statement of policy

It is the policy of Anstee Bridge to maintain high health and safety standards in order to protect students, members of staff, visitors and others who may be affected by provision activities. In particular it is the provision's policy to, so far as is reasonably practicable to:

- provide and keep plant and equipment and systems of work that are safe and suitable
- provide such information, instruction, training and supervision as is necessary to promote the health and safety of its employees, students and visitors
- provide and keep our workplace in a condition that is safe and with minimal risks to health, including means of safe access and exit from workplace, as well as adequate facilities and arrangements for employees' and students' welfare at work
- ensure that significant workplace hazards have been assessed for risk and suitable controls and safe systems of work have been put in place
- provide forums for active employee involvement in the continuous improvement of health and safety throughout the provisions activities, as staff make an invaluable contribution to reducing risks

Organisation

Anstee Bridge is based in an annex (Year 5 Block) at Stanley Primary school, Strathmore Road, Teddington TW118UH.

Achieving for Children (AfC)

AfC has responsibility for keeping standards of health and safety under review within the provision. Where deficiencies are identified AfC has responsibility for ensuring that corrective action is taken. AfC and Stanley Primary School also have particular responsibility for:

- ensuring the provision has access to competent health and safety advice and advisors
- ensuring that decisions of the management committee take account of, and comply with the health and safety policy of the local authority
- ensuring that sufficient resources are allocated to meeting the mandatory minimum standards
- ensuring that health and safety standards in the provision are monitored and reviewing the standards achieved by considering reports from the team at Anstee Bridge at least every term
- ensuring that provision premises, buildings and equipment for which they are responsible, are adequately maintained and inspected so as to ensure the health and safety of staff, students, visitors and contractors who may visit, use or work on the premises
- ensuring that where contractors are engaged to undertake work on provision premises or buildings, an adequate assessment of the prospective contractors involved is undertaken in order to ensure that any contractor selected has adequate resources and competence to undertake the work safely and without putting the contractor's employees, or provision staff, or students at risk
- ensuring that where volunteers are used to give assistance to the provision activities, or undertake work in provision premises, such work is adequately planned, organised and supervised, and the volunteers used have sufficient competence so as to ensure the health and safety of both of those undertaking the work and anyone who may be affected by it

Health and safety committee member

The elected health and safety member has the responsibility to liaise with the business and premises manager and others at Stanley primary school on health and safety issues. Their duties are to:

- monitor the action plans developed from the health and safety audits and inspections, and ensure adequate resources are identified by the management committee to make improvements
- take an active part in provision inspections and monitor the follow up actions
- review health and safety data including accidents and report to the management committee on the continuous progress being made into creating a safer and healthier provision
- commend staff and students where health and safety improvements have been made

Anstee Bridge coordinator

Katherine Greening has overall responsibility for the day-to-day management of health and safety in the provision. In particular, she has the following responsibilities.

- To ensure that appropriate health and safety standards are implemented and maintained at the provision.
- Ensure that appropriate staff are appointed to manage specific areas of health and safety.
- To ensure that provision staff receive adequate health and safety training appropriate for their responsibilities.
- To ensure that staff are adequately consulted on health and safety matters and that staff to be allocated health and safety responsibilities are adequately consulted on the type and nature of the duties.
- Attend appropriate health and safety training in order to be able to understand and carry out their role.
- Ensure arrangements are in place for health and safety inspection, and maintenance, including statutory inspections of plant and equipment across the provision.
- Ensure that all legally required documentation such as Asbestos management plans and Legionella control schemes are in place.
- To ensure that health and safety monitoring and inspection arrangements are implemented.
- To ensure that where new staff are recruited, the selection process takes adequate account of the training and competence of the prospective staff member to undertake the work safely, having regard to the degree of supervision they will receive.
- To ensure for any off-site event or trip, organised by, or on behalf of, the provision, that adequate arrangements are made for the supervision of the students involved and the safety of the staff and students.
- To ensure that, where required, provision specific risk assessments are undertaken and recorded. To ensure that the health and safety requirements identified in any risk assessments are implemented.

- To ensure there are adequate arrangements for first aid provision, both on provision premises and on provision outings, or activities.
- Ensure suitable safeguarding and security procedures are in place.
- Ensure accidents or incidents are suitably investigated and recorded.

Fire safety manager

Anstee Bridge is based in an annex of Stanley Primary school, Strathmore Road, Teddington and their facilities and premises manager oversees all health and safety of the whole school and annex where Anstee Bridge is held.

The facilities and premises manage at Stanley Primary school has responsibility for the planning and organisation of fire safety matters within the provision (across all sites), Katherine Greening (Head of Anstee Bridge) works in collaboration with Stanley School, in particular to:

- ensure there is a suitable and sufficient fire risk assessment in place
- ensure the provision's fire safety policy is up-to-date
- ensure that fire precautions in the provision premises are maintained to an appropriate standard
- ensure fire evacuation drills are undertaken at least every term and that all staff are aware of their particular responsibilities in the event of fire
- ensure that comprehensive records are kept of evacuation drills
- ensure that there are arrangements made for nominated members of staff to call the fire brigade and meet them on arrival
- ensure staff and students that require additional help to safely evacuate have an up to date personal emergency evacuation plan (PEEP)
- ensure that the inspection and maintenance of fire safety systems and equipment is taking place on a weekly basis

Building manager

Mark Middleton (Head of Stanley primary business services) together with Mark Bird (Facilities and premises manager), have responsibility for overseeing the planning and organisation of building safety matters within the provision, in particular:

- ensuring that statutory inspections of provision plant, equipment (including playground equipment) and systems are undertaken using competent staff or contractors in accordance with legal requirements and that any corrective action identified as necessary is promptly implemented and the required records are kept;
- ensuring the provision's Legionella Control Scheme is up-to-date
- ensuring the provision's asbestos management plan is up-to-date
- ensuring that inspections of portable electrical equipment, the fixed electrical installation, ladders, stepladders, playground equipment and gas equipment are undertaken in accordance with legal requirements and that records are kept

- ensuring that any necessary statutory inspections of lifting equipment, pressure vessels and exhaust ventilation equipment, etc are undertaken and records kept
- arranging any necessary corrective action identified by health and safety inspections detailed above
- ensuring that the day to day maintenance of the provision premises is undertaken and that serious deficiencies which cannot be quickly corrected are reported to the appropriate party for remedial action
- ensuring that weekly walk through inspections of the standards of housekeeping in the provision premises are undertaken and that deficiencies which cannot be promptly corrected are reported to the appropriate party for remedial action

General safety monitor

Katherine Greening has responsibility for the general safety arrangements within the provision, in particular:

- ensuring that a list of first aiders is maintained, together with the dates for refresher training
- arranging necessary refresher training for first aiders
- reporting to the head of business services the need to train further first aiders to meet the minimum required for the provision
- ensuring that notices displaying the name and location of first aiders are kept up to date
- maintaining records of health and safety training undertaken for provision staff
- maintaining local accident and incident records and ensuring that these are reported to the head of business services
- ensuring that accidents, incidents and violent incidents are reported to the action HR health and safety team using the accident management system
- ensuring that any staff identified as display screen equipment users are provided with advice regarding safe workstation set up

Educational visits coordinator

Katherine Greening, Holly Davis and Che Dyson-Holland have been appointed as the educational visits coordinators, their responsibilities include:

- coordinating between staff organising the visit and the headteacher and the local borough educational visits adviser to ensure visits are arranged safely
- ensuring that records are kept of students undertaking provision trips and outings, together with the names and responsibilities of supervising staff accompanying the students
- ensuring that where provision visits or holidays involving adventure activities are planned, written confirmation and evidence is obtained from the centre involved that a current licence, issued under the Adventure Activities Licensing Regulations, is held for the activities involved

Anstee staff

Anstee staff within the provision have a duty to follow the provision's procedures and a responsibility for the health and safety of themselves and students under their control. In particular teachers are responsible for:

- undertaking provision activities in accordance with any national, council or provision guidelines relevant to the health and safety of the staff and students
- ensuring that they and students are familiar with the provision's fire procedure and their role in it
- maintaining good standards of housekeeping and cleanliness in the activities under their control
- ensuring equipment is only used (by staff and students) in the way it has been designed to be used (eg, do not stand on chairs and tables when working at height)
- ensuring where students need to wear any protective clothing or equipment for particular lessons or activities, that the use of such clothing or equipment is rigorously enforced
- ensuring that any special equipment for which they have particular responsibility is maintained in a safe condition and is suitable for the purpose for which it is used
- ensuring that where there are health and safety considerations in relation to a particular lesson or activity, the lesson plan addresses these issues and is adhered to
- ensuring that any off-site outing or activity for which they are responsible, only takes place following the completion of written risk assessments and consultation with the provision's educational visits coordinator
- attending any required health and safety training
- undertaking, as required, any health and safety monitoring or inspections, in order to assist the provision maintain adequate health and safety standards
- reporting, promptly, any deficiencies in health and safety standards to the appropriate person in Stanley Primary School
- ensure safeguarding and security procedures are followed

Provision staff

All provision staff have a responsibility for undertaking their work in accordance with any instructions or training provided and for drawing to the provision's attention any equipment or situation which could create a danger to themselves or others. All staff are also required to ensure their work is carried out in a way which avoids risks to themselves or others.

Students

All students at the provision are required, having regard to their age and maturity, to act in accordance with any provision health and safety instructions, rules and procedures and not to behave in a way which would put themselves or others in danger. Students are also required not to interfere with, or misuse, any safety or fire equipment.

Arrangements

Standards and guidance

The provision complies with all relevant legal standards; it does this by following the guidance provided by the Action HR Health and Safety Team. Where guidance does not cover a specific issue the provision adopts the practices or standards recommended in, Health and Safety Executive or Department of Education publications or the relevant British or European standard.

Competent professional health and safety support and assistance

The provision receives health and safety advice, and assistance from Mark Middleton at Stanley Primary school and Mark Bird from Achieving For children.

Staff consultation

Health and safety is an agenda item at staff meetings; staff are also able to raise any health and safety concerns directly with the Anstee Bridge Coordinator or Head of Business Services Health & Safety (Mark Bird) or Mark Middleton (Stanley Primary school).

General health and safety

Risk assessment risk

Assessments are undertaken by the appropriate person and discussed with relevant staff. These are reviewed when there is a change in activity or a major incident relating to the risk assessment. Risk assessment training is available to staff.

Selection of staff

The provision selects staff having regard to the level of health and safety experience and competence required for the particular role. Training will be made available where a staff's skills require improvement to reach a suitable level. The Anstee Bridge coordinator ensures that Disclosure anc Barring Service (DBS) checks are undertaken for all provision staff, (including, as required, volunteers).

Information, instruction and training

The Head of Anstee Bridge ensures that all staff receive adequate health and safety Induction including, emergency arrangements and how to obtain first aid. Staff are provided with adequate in house instruction and training in order to be able to carry out their role safely and attend specialist training, online and classroom based. The Head of Anstee Bridge ensures that staff experience and attendance to training are regularly reviewed in order that extra training can be provided when necessary

Management of organisational change

The Head of Anstee Bridge keeps staff informed of organisational change through staff meetings and other provision events such as inset days.

First Aid

The Anstee Bridge coordinator ensures that sufficient numbers of qualified first aiders are on duty at all times and that first aid supplies are available.

Display screen equipment and workstation assessment

All staff are provided with information regarding correct workstation set up as part of Induction. Where staff are identified as a workstation 'user' they are encouraged to reassess their workstation annually and if they experience any pain or discomfort associated with working at a desk.

Provision trips and educational visits

Anstee Bridge follows the educational visits guidelines provided by the Action HR Health and Safety Team. Educational visits coordinators have been appointed and have attended suitable training.

The provision carries out a risk assessment for each trip. Where trips are planned to activity centres the provision checks that there is a risk assessment in place and a lock down procedure. Enquiries are made as to the training and competence of the centre staff. Where the risk assessment identifies high risk for a trip these are discussed with the independent educational visits adviser at AfC and assistant director of pupil support.

Building management

Fire safety management

The provision has a fire safety policy in place, managed by Stanley Primary school that addresses local responsibilities and arrangements. The Head of Anstee Bridge ensures there is a procedure in place for reviewing the fire safety risk assessment and ensuring that recommendations are actioned. Arrangements are in place to ensure that inspection and maintenance of all fire safety systems and equipment takes place; as well as appropriate record keeping. All staff take part in regular emergency drills and where they have a specific fire safety role they attend appropriate training that is refreshed at least every three years. The provision will notify the Action HR Health and Safety Team of any work involving or storage of, flammable, oxidising or explosive substances.

Contractors, agency staff and visitors

Managing and monitoring contractors

The provision has a dedicated policy in place for the managing and monitoring of contractors. The provision is also aware of, and makes use of the construction design management guidance and templates provided by the Action HR Health and Safety Team.

Engagement of artists and volunteers

When artists are employed the provision ensures that the Anstee Team ensures arrangements are in place for them to receive first day health and safety instruction, (Induction) including emergency arrangements and how to obtain first aid. The provision ensures that all staff, volunteers and university placement students have enhanced DBS checks via AfC DBS Team.

Work experience and young persons

If a work experience placement is to take place at the provision, the Head of Anstee ensures that a risk assessment is undertaken and that these are provided to the organisation arranging the placement for their information. Age and lack of experience are taken into consideration in the risk assessment.

Accidents, incidents and violence

Accident and incident reporting

All accidents and incidents are recorded locally and an in house investigation is carried out to establish cause and prevent a recurrence. The provision reports accidents and incidents. Stanley Primary school HR Health and Safety Team would carry out incident investigations as required and report eligible incidents

Violence

Anstee Bridge does tolerate any violence towards staff. 'Violence' could include:

- verbal abuse
- threatening behaviour
- anti-social behaviour
- damage to property
- physical violence
- online or social media bullying

Where staff are involved in a violent incident this is recorded on CPOMS and reported.