

Health & Safety and Risk Assessment Policy

Last updated: November 2019
Next review: November 2020



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:

A handwritten signature in black ink, appearing to read 'D Henson', is written over a faint, illegible printed name.

Dave Henson, CEO

Date: June 2018

SECTION 2: Organisational Responsibilities

Responsibilities

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

A detailed organisational chart is maintained by the CEO.

Chief Executive Operator: Dave Henson

Director of Studies: Georgeta Bradatan

Health and Safety Officer: Paul Stephens

Appointed First Aiders: Displayed throughout floors 2 and 10

Fire Marshals: Paul Stephens, Georgeta Bradatan, Andre Murray and Rebeca Dios Garcia

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 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 CEO.
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 CEO 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 Health and Safety Officer 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.

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

Never hesitate or return to the premises for personal belongings. Continue to evacuate the building even if the alarm stops.

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 Special Education Needs 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.

FIRE RISK ASSESSMENT

| | |
|----------------------------|--|
| Responsible person | Paul Stephens, Health and Safety Officer |
| Address of premises | Floor 10 South Gate House, Wood Street, Cardiff CF10 1EW |
| Assessor | Paul Stephens |
| Date of assessment | 20/02/2018 Updated: 20/11/2019 |

This fire risk assessment will be reviewed every six months or at such a time as there is reason to suspect that it is no longer valid or there has been a significant change in the matters to which it relates. This document relates to information provided in our Health and Safety Policy, Emergency Procedure and General Risk Assessment.

REVIEW DATES

| Reviewed by | Date | Comments |
|---------------|------------|-----------------------------|
| Paul Stephens | 20/11/2019 | Next review due by May 2020 |

GENERAL INFORMATION

The premises

| | |
|-------------------------|--|
| Number of floors | East Wing floor 10 West Wing floor 2 (rear) |
| Primary usage | Educational premises with office space |

Occupancy profile - Maximum number of persons to be affected by a fire.

| Weekdays | Max. number of occupants | Weekends | Max. number of occupants |
|----------------|--------------------------|----------------|--------------------------|
| 00:00 to 08:00 | 0 | 00:00 to 08:30 | 0 |
| 08:00 to 09:00 | 25 | 08:00 to 09:00 | 0 |
| 09:00 to 17:00 | 180 | 09:00 to 17:00 | 0 |
| 17:00 to 00:00 | 0 | 17:00 to 00:00 | 0 |

Occupants especially at risk from fire

| | |
|--|--|
| Occupants with mobility issues | 2 members of staff 1 student |
| Occupants whose first language is not English | At maximum capacity, approximately 155 |
| Visitors | 2 (per average weekday) |

MANAGEMENT OF FIRE SAFETY

| | | |
|---|----------------------------------|-----------|
| Fire safety is managed by: | Paul Stephens | |
| Director of Studies / Assistant Director of Studies | Georgeta Bradatan / Andre Murray | |
| | Yes | No |
| Is there a suitable record of the fire safety arrangements? | ✓ | |
| Are there appropriate fire procedures in places? | ✓ | |
| Are there suitable arrangements for calling the fire service? | ✓ | |
| Are there suitable arrangements for ensuring that the premises have been evacuated? | ✓ | |
| Is there a suitable fire assembly point? | ✓ | |
| Are there adequate procedures for evacuation of any disabled people? | ✓ | |
| Are there persons nominated and trained to assist with evacuation? | ✓ | |
| Are there routine in-house inspections of fire precautions? | ✓ | |

| | |
|----------------------------------|--|
| Deficiencies | None |
| Remedial actions required | None |
| General comments | Building Manager responsible for checks of premises including fire extinguishing equipment, exits and stairwells. In-house safety checks carried out weekly. |

TRAINING AND DRILLS

| | |
|--------------------------------|---------------------------|
| Training is managed by: | Annually by Paul Stephens |
|--------------------------------|---------------------------|

| | | |
|--|------------|-----------|
| | Yes | No |
| Are all staff given adequate fire safety instruction on induction? | ✓ | |
| Are staff given annual 'refresher' training at suitable intervals? | ✓ | |
| Does all training for staff provide information on the all the following? <ul style="list-style-type: none"> • Fire risks in the premises • The general fire precautions in the building • Action in the event of a fire • Action on hearing the fire alarm signal • Method of operation of manual call points • Location and use of fire extinguishers • Means for calling the fire service • Identity of persons nominated to assist with evacuation • Identity of persons nominated to use fire extinguishing appliances | ✓ | |
| Are fire drills carried out at appropriate intervals and a record of such drills | ✓ | |

| | | |
|---|---|--|
| maintained? | | |
| Is there sufficient and adequate communication of fire safety information between employer and employee (including contract workers)? | ✓ | |

| | |
|----------------------------------|------|
| Deficiencies | None |
| Remedial actions required | None |
| General comments | N/A |

TESTING AND MAINTENANCE

| | |
|--|--|
| Testing and maintenance is managed by | The Building Manager. General safety checks carried out weekly by the Health and Safety Officer. |
|--|--|

| | Yes | No |
|---|-----|----|
| Adequate maintenance of workplace? | ✓ | |
| Weekly testing and periodic servicing of fire detection and alarm system? | ✓ | |
| Monthly and annual testing routines for emergency escape lighting? | ✓ | |
| Annual maintenance of fire extinguishing appliances? | ✓ | |
| Periodic inspection of external escape staircases and corridors? | ✓ | |
| Regular inspection of other fire detection / safety equipment? | ✓ | |

| | |
|----------------------------------|--|
| Deficiencies | None |
| Remedial actions required | None |
| General comments | Testing and maintenance is carried out by the Building Manager |

MEANS OF ESCAPE

| | Yes | No |
|--|------|----|
| Is there a reasonable means of escape in case of fire? | ✓ | |
| Is there adequate provision of exits? | ✓ | |
| Are exits able to be immediately opened without a key? | ✓ | |
| Are escape routes unobstructed? | ✓ | |
| Are there reasonable arrangements for the means of escape for disabled people? Staff and students with disabilities will have a Risk Assessment completed. Please see 'Persons With Disabilities' on page 5. | ✓ | |
| Deficiencies | None | |

| | |
|----------------------------------|------|
| | |
| Remedial actions required | None |
| General comments | N/A |

MEASURES TO LIMIT FIRE SPREAD AND DEVELOPMENT

| | Yes | No |
|--|--|----|
| Are procedures in place to ensure a safe working environment? | ✓ | |
| Are procedures in place to identify fire risks? | ✓ | |
| Is there a process for recording/highlighting areas of concern? | ✓ | |
| Are areas of concern rectified immediately and recorded? | ✓ | |
| Is there clear communication between our premises and the building manager/team? | ✓ | |
| Deficiencies | None | |
| Remedial actions required | None | |
| General comments | Weekly safety checks are carried out to identify any areas of concern. Hazards are identified and rectified immediately. | |

FIRE SAFETY SIGNS AND NOTICES

| | Yes | No |
|---|-----|----|
| Is there a reasonable number of fire signs and notices? <i>This is to include fire exits, fire resisting doors and hazard signage</i> | ✓ | |
| Are the signs clear and easy to understand? <i>Especially for students who are non-native English speakers</i> | ✓ | |

| | |
|----------------------------------|------|
| Deficiencies | None |
| Remedial actions required | None |
| General comments | N/A |

MEANS OF GIVING WARNING IN CASE OF A FIRE

| | Yes | No |
|--|-----|----|
| Is there reasonable manually operated fire warning system provided? <i>Please give details (e.g. break glass call points, fire bell)</i> See General Comments below. | ✓ | |

| | |
|----------------------------------|--|
| Deficiencies | None |
| Remedial actions required | None |
| General comments | All occupants are advised of any unscheduled fire alarm tests. This is always communicated verbally and displayed in accessible areas if required. All fire alarm tests are announced by the Porter using the bomb phone at Reception. |

ALL FIRE EXTINGUISHING APPLIANCES

| | Yes | No |
|--|-----|----|
| Is there reasonable provision of portable fire extinguishers? | ✓ | |
| Are all fire extinguishing appliances readily accessible and unobstructed? | ✓ | |
| Is suitable wall signage provided relevant to the extinguishers? | ✓ | |

| | |
|----------------------------------|---|
| Deficiencies | None |
| Remedial actions required | Fire extinguishing equipment is maintained by the Building Manager. |

SMOKING

| | Yes | No |
|---|-----|----|
| Is smoking prohibited in the building? | ✓ | |
| Is smoking permitted in outside in an appropriate area? | ✓ | |

| | |
|----------------------------------|------|
| Deficiencies | None |
| Remedial actions required | None |
| General comments | N/A |

RECORD KEEPING

| | Yes | No |
|---|-----|----|
| Are there appropriate records held for in-house and building fire drills? | ✓ | |
| Are there appropriate records for staff fire training? | ✓ | |
| Location of records: Health and Safety Folder | | |

| | |
|----------------------------------|------|
| Deficiencies | None |
| Remedial actions required | None |
| General comments | N/A |

PERSONS WITH DISABILITIES

WE Bridge Academy requests all applicants to declare any mobility issues at the point of applying to study with us. Mobility issues are also identified at enrolment, and a risk assessment completed, if required. Staff will endeavour to identify these issues at the earliest possible opportunity.

Following a review of our fire procedure in June 2018, WE Bridge Academy has identified that it should not accept students who are confined to a wheelchair, based purely on the grounds of safety. Lifts are not to be used in the event of a fire, and evacuating someone in a wheelchair is not currently possible from the 10th floor, and raises safety concerns to the person affected and other staff, students and visitors. However, WE Bridge Academy does acknowledge that it can look at ways to allow us to accept persons confined to a wheelchair in the future.

Students and staff previously told to use the Refuge Point in an emergency have been advised this is no longer an option.

Anyone identified as having a mobility that may restrict or hinder a safe evacuation will be informed that they **must** evacuate as a priority and will have an active risk assessment implemented. Persons considered to have a severe disability will be accommodated on floor 2.

Fire Safety

The Health and Safety Officer 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.

Priority: everyone must evacuate the building using the nearest fire exit. No person is to remain behind in the building.

Under no circumstances should persons return to the building - even if the alarm is interrupted - until it is advised that it is safe to do so. DO NOT collect personal belongings.

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

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 routes.

First Aid

| Name | Position |
|--------------------|---|
| Paul Stephens | Health and Safety Officer/First Aider |
| Andre Murray | Assistant Director of Studies/First Aider |
| Rebeca Dios Garcia | Administrator/First Aider |

Policy Statement

WE Bridge Academy recognises its responsibility to ensure that all reasonable precautions are taken to provide and maintain working conditions which are safe, healthy and compliant with all statutory requirements and codes of practice. This includes the provision of qualified first aiders in the organisation trained to cope with minor injuries. This policy works in conjunction with our Health and Safety Policy and Emergency Procedure.

Policy Background

WE Bridge Academy understands first aid to refer to:

The initial and appropriate management of illness or injury, which aims to preserve life or minimise the consequences of injury and illness until professional medical help can be obtained; and

The treatment of minor injuries that do not require the attention of a medical practitioner or nurse.

We recognise that employers are required to make arrangements for first aid at work and to ensure that illness or injury at work is treated and managed in the most appropriate way.

First Aiders

WE Bridge Academy ensures that a qualified first aider is available during core business hours (Monday to Friday between 09:00 and 17:00). Updated lists of current first aiders are displayed throughout the academy on floors 2 and 10.

First Aid Box

A first aid box is located in the teacher's room on floor 10 and at Reception on floor 2.

All employees and students have access to a first aid box whilst on the premises. It is the responsibility of all first aiders to ensure the first aid box is maintained to ensure it is adequately stocked and order replacement stock when necessary. The first aid box is checked fortnightly.

First Aid Information (Signs and Posters)

First aid signs and posters are prominently displayed throughout the Academy in staff and student areas.

It is the responsibility of staff to ensure they are familiar with the first aid policy and linked policies. Staff must familiarise themselves with the first aid arrangements, with the names and locations of qualified first aiders and location of first aid boxes.

Record Keeping

In all situations where staff or students are injured within the academy, the following procedure should be followed:

- All injuries must be reported and recorded no matter how small
- All incidents to be recorded in the accident book
- Master copy of accident to be kept in the accident book, copy to staff/student file and a third copy to be held in the Health and Safety folder (Floor 2 Operations Office)
- The Health and Safety Officer must be informed of all accidents no matter how small
- All serious accidents/incidents must be reported to the CEO
- Any accident deemed serious enough to require emergency medical treatment should be reported by dialling 999 and requesting an ambulance
- Where applicable, a nominated emergency contact should be notified. Emergency contacts for students are available from their student file and on the Class system

Identifying First Aid Needs

WE Bridge Academy recognises the importance of identifying the medical needs of both staff and students at the earliest opportunity. Student needs/medical conditions should be declared at the application stage or at enrolment/induction.

The Health and Safety Officer will complete a risk assessment with any staff member or student where a medical condition or disability may hinder the safe evacuation of the building during an emergency. A copy of the risk assessment will be held in the staff/student file and in the Health and Safety folder. Risk assessments are to be reviewed every six months, or sooner, should circumstances change.

Responsibilities

- 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
- 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 given in accordance with statutory requirements
- First aid provision will be reviewed as the nature and size of the business changes to ensure an appropriate level of provision
- First aiders must keep a record of all treatment that they provide to identify accident trends and identify the need for a risk assessment
- Injuries at work are also covered by RIDDOR (the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995) and may require a report to be made to the Health & Safety Executive

Staff will:

- Ensure that they always obtain the history relating to a someone who is feeling unwell, particularly in the cases of headaches to ensure that no injury has caused them to feel unwell
- Be aware of and communicate specific medical details of individuals whilst maintaining confidentiality
- Ensure students know what to do and who to contact if they feel unwell
- Never move a casualty until they have been assessed by a qualified first aider unless they are in immediate danger
- Have a regard to personal safety

WE Bridge Academy Risk Assessment

Revised: June 2018

Reviewed: December 2018 / November 2019

Reviewed by: Paul Stephens (Health and Safety Officer)

Purpose of Risk Assessment

- To prevent accidents and cases of work-related ill-health, to create awareness of health and safety risks and to provide adequate control of such risks arising from work activities
- To provide adequate training and awareness to ensure employees are competent to do their work
- To engage and consult with employees on day-to-day health and safety conditions and provide advice and supervision on occupational health
- To implement emergency procedures such as evacuation in the event of fire and other significant incidents
- To maintain safe and healthy working conditions, provide and maintain equipment and machinery, and ensure safe storage/use of substances

Health and Safety Law poster is displayed in the Teacher's Workroom on floor 10

First Aid and Incident Book is located in the Teacher's Workroom on floor 10 and at Reception on floor 2

Risk Rating

| | | | | | |
|----------------|-----------------------------|--------------------|--------------|--------------|-------|
| Almost certain | 5 | 10 | 15 | 20 | 25 |
| Very likely | 4 | 8 | 12 | 16 | 20 |
| Likely | 3 | 6 | 9 | 12 | 15 |
| Unlikely | 2 | 4 | 6 | 8 | 10 |
| Very unlikely | 1 | 2 | 3 | 4 | 5 |
| | Little/no injury or illness | First Aid required | Minor injury | Major injury | Death |

0 – 5 Low Risk (no further action needed)

6 – 9 Medium Risk (appropriate control measures should be implemented)

10 – 25 High Risk (work should not be carried out and advice sought)

| Hazard Type | Consequence/Impact | Risk Rating | Control Measures |
|---|--|-------------|---|
| Fire | Burns, smoke inhalation, persons trapped in building. | 5 | Fire alarm tested every Wednesday at 3pm by the porter/building manager. Fire drills, fire equipment available, fire escape routes displayed in every room and Fire Marshal posters. |
| Electrical Safety | Electric shock, burns, surge and fire risk. | 5 | Staff advised to check equipment for defects before every use as per the Health and Safety policy. Report and take defective equipment out of use. Faulty equipment to be repaired/replaced where necessary. Regular checks to be made throughout the premises. |
| Working environment/workplace and uncomfortable working environment due to poor lighting/poor ventilation and/or inadequate temperature and noise | Headaches, fainting and stress to staff and students. | 2 | Means of heating and cooling are available (windows can be opened/closed by staff). Space allocated as efficiently as possible according to needs of staff and students. All areas are well lit with internal lighting and there are many windows providing natural light. Any concerns should be reported to the Health and Safety Officer and/or manager. |
| Manual handling/lifting | Muscular-skeletal injury. | 3 | Where appropriate, a lifting aid should be used. Heavy items should not be stored at height. |
| Breakages on premises | Possible injury to persons (such as cuts and flesh wounds) | 4 | Staff and students advised to report any breakages, spillages and defects as soon as possible and action taken immediately to maintain safety. Weekly checks to be carried out by the Health and Safety Lead. Any breakages/spillages/defects to be clearly highlighted. |
| Hazardous cleaning and decorating substances | Cuts, bruises, choking, burns, scalds and poisoning. | 4 | Cleaning substances kept in staff areas only. Guidelines are clearly displayed on any substance. Staff encouraged to check with managers and warned to use substances at their own risk. |
| Staff and student kitchen facilities | Burns, scalds, electrocution and cuts. | 3 | Staff advised to take care when using appliances and ensure all communal equipment complies with safety regulations. Staff and students to work together to ensure fair use of the kitchen areas. These areas are to be kept clean and tidy at all times. |
| Food hygiene | Food poisoning. | 2 | All staff and students to keep kitchen facilities clean and tidy at all times. Fridge/freezer to be kept clean and expired food disposed of. Students and staff prepare food at their own risk. |
| Drinking water | Sickness caused by contaminated drinking water. | 1 | Drinking water available in staff room and chilled water in the student lounge. Legionella and water testing carried out by both the landlord and independently by WE Bridge Academy. |

| Hazard Type | Consequence/Impact | Risk Rating | Control Measures |
|---------------------------------------|---|-------------|--|
| Hygiene in toilets | Sickness caused by bacteria and germs. | 5 | Daily checks and cleaning are carried out by a contractor organised by the landlord. |
| Illness/medical emergency | Medical conditions, ill-health and death. | 5 | General posters informing students and staff to keep the premises clean and tidy (displayed in student lounge and staff room). First aid kit located in the teachers' room and first aiders listed throughout the premises. First aid kit for floor 2 located at Reception. |
| Violence and threatening behaviour | Stress, potential injury from assault/threats/abuse. | 2 | Separate policy on behaviour located in the policy folder (Reception). Physical confrontation to be avoided. Suspicious behaviour to be reported to a member of staff. Grievance procedure available to staff and students are made aware of emergency phone number. |
| Security of premises | Property theft and vandalism. | 1 | Doors and windows to be closed when the premises closed. The building is secured by the porter at 7pm Monday to Friday and 1pm on a Saturday. Emergency number made available to students at induction. Staff aware that the last person to leave is responsible for ensuring all non-essential electrical items are unplugged and the premises are secure. |
| Working alone/outside of office hours | Personal injury. | 2 | Management and porter should be made aware of any staff member working late. Building closes as 7pm Monday to Friday and 1pm on a Saturday. |
| Walking around the school | Slips, trips or falls. Spillages and injury. | 4 | Staff and students reminded to keep the premises clean and tidy. Spillages are cleared up immediately. Notices in toilets ask students and staff to mop-up any water on the floor. Hazard signs are in place where appropriate (e.g. hot water). All areas are well lit and trailing cables secured/covered. Packaging and empty boxes to be kept to a minimum and taken to the recycling point (car park) when in excess. Deliveries to be put away immediately. Vacuum available to staff. |
| Using the stairs | Trip/fall hazard resulting in injury. | 4 | All stairwells are well lit at all times by internal and natural lighting. Stairwells kept clear at all times and enforced by building manager. Students and staff not permitted to sit on stairs or in corridors anywhere in the building. Stairs are free from carpet to avoid snags. |
| Display Screen Equipment (DSE) | Muscular-skeletal disorders, discomfort and risk of injury due to incorrect setup or overuse. Headache, eye fatigue and stress. | 3 | Regular breaks are encouraged and students/staff advised to look away from their screens regularly when using I.T. equipment. Workstations and equipment set to encourage good posture and adequate lighting to avoid glare and reflection. Blinds at windows to encourage natural light and noise levels to be controlled. |

| Hazard Type | Consequence/Impact | Risk Rating | Control Measures |
|------------------------------------|---|-------------|---|
| Accessibility of toilet facilities | Ill-health. | 2 | Male and female toilets located on floors 2 and 10. Prayer room toilets available out of class time for students aged over 18 years old. |
| Overcrowding | Inappropriate behaviours, assault and minor injury. | 2 | Students have dedicated break and lunch times. Students informed of behaviour expectations at induction. Any misconduct to be reported to a manager. First Aiders available on premises whilst the school is open. |
| Storage | Personal injury. | 2 | No heavy items to be stored above head height. All items difficult to reach to obtained using the appropriate equipment. |
| Laminator | Burn or personal injury. | 2 | Laminator never to be left unattended. Staff are confident in using the equipment and advised to use caution. |
| Photocopier | Burn or personal injury. | 2 | Staff are confident in using the equipment and advised to use caution/shown how to use the equipment. Any jams removed or ask a member of staff to help. |
| Prayer room | Risk of injury | 2 | Under 18's are not permitted to use the prayer room. Students are shown the prayer room at induction. ADoS checks twice daily to ensure it is clean and tidy. Code only issued to students aged over 18 on request. |