

# Health & Safety Policy

WE Bridge Academy  
Floor 10 Southgate House  
Wood Street  
Cardiff  
CF10 1EW  
UK

Last updated: October 2023  
Next review: October 2024

## **SECTION 1: Statement of General Policy**

WE Bridge International Ltd t/a 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:



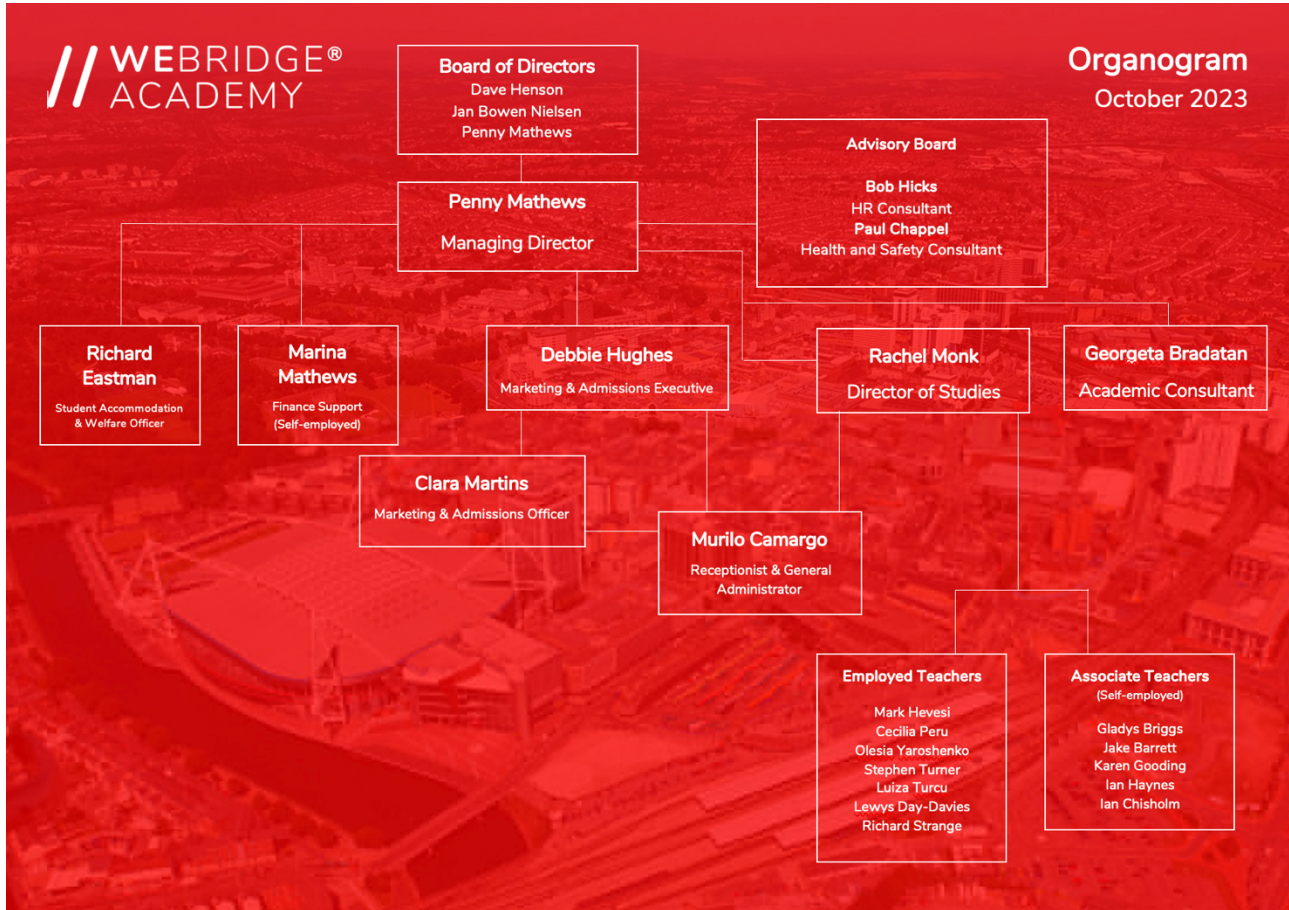
Dave Henson, Director

Date: 16<sup>th</sup> October 2023

## SECTION 2: Organisational Responsibilities

### Organisation Chart

The Company organisation chart is provided below and is explained as part of employee induction sessions.



**Appointed First Aiders: Displayed throughout floor 10**

**Fire Marshals: Displayed throughout floor 10**

## **Responsibilities**

### **Managing Director**

The ultimate and final responsibility for health and safety lies with the Managing Director, who will ensure;

- provision and suitable resourcing for an effective health and safety management system
- leading by example in showing the right attitude and behaviour towards safety and contribute positively towards the management of health and safety
- ensuring the requirements of this health and safety policy are fully observed
- the advice of the contracted health and safety consultants are obtained whenever needed and heed the advice / recommendations given.
- this health and safety policy is regularly reviewed, communicated with employees, and effectively implemented
- health and safety performance standards are set and monitored through measures such as audit and inspection and appropriate corrective action taken wherever necessary
- provision of instruction, training, and information to employees at induction sessions and as necessary in the safe performance of work activity, use of work equipment and avoidance of hazards
- ensuring the requirements of this health and safety policy are fully observed
- ensuring employees are aware of and understand this health and safety policy and comply with the arrangements for health and safety
- any accidents, incidents near miss events or dangerous occurrences are suitably investigated and appropriate measures implemented, where necessary, to prevent a recurrence
- timely reporting of accidents, incidents, and dangerous occurrences to the Incident Contact Centre (for Enforcing Authority) where necessary to comply with requirements under RIDDOR2013
- the development and review of relevant risk assessments and supporting information
- the management and vetting of pre-qualification health and safety questionnaires for subcontractors prior to their appointment / engagement and commencement.
- that fire exit routes within company accommodation remain unobstructed and available for use at all times of opening
- that maintenance, repair and / or replacement of work equipment is undertaken and recorded
- liaison with Buildings Management regarding issues relating to the premises

### **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 MD.
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 All 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, incidents and / or dangerous occurrences 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**

### **Accident / Incident Recording, Reporting & Investigation**

An accident is an unplanned incident resulting in injury to person(s) or damage to property. An incident in the workplace is an event not causing harm, but with the potential to cause injury or ill health, and / or property damage. Dangerous occurrences are as specified under RIDDOR2013.

Any accident, incident, near miss event or dangerous occurrence, however minor, must be recorded in the accident book located in the teachers' room on floor 10. This should ideally be completed by the person(s) affected or by a manager if the person(s) concerned is/are unable.

Reports can also be made electronically via the 'Team Hub' on the WE Bridge academy website. All occasions of accident, incident, near miss event or dangerous occurrence are to be reported to the appointed Health and Safety Officer, who will report this to the MD if deemed necessary. Employees are to be familiar with this reporting procedure.

The master copy of the accident form should be removed from the accident book (to ensure compliance with GDPR) and communicated to the Health and Safety Officer (who will hold as a secure record) and a copy placed in the student/staff file where relevant.

All accident, incident, near miss event or dangerous occurrence events will be subject to appropriate investigation and the nature of the investigation will be proportionate to the nature of the occurrence. For investigations, the relevant line manager will gather appropriate information including witness statements to discover the causal factors. Actions will then be taken by the Company, as is deemed relevant, in each case to minimise the likelihood of a recurrence.

### **RIDDOR Guidelines**

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) require the following to be reported to an enforcing authority. RIDDOR places a legal duty on:

- Employers
- Self-employed people
- People in control of premises

The 'responsible persons' must record and report certain incidents, injuries, diseases, and dangerous occurrences involving employees, self-employed workers and members of the public.

The information provided through recording and reporting enables the enforcing authorities to identify where and how risks arise, and to investigate serious accidents.

### **Death or Specified Injury**

If there is an accident connected with work and there is a fatality or a specified injury:

- An employee, or a self-employed person working on your premises is killed or suffers a specified injury (including as a result of physical violence); or
- A member of the public is killed or taken to hospital
- fractures, other than to fingers, thumbs and toes
- any injury likely to lead to permanent loss of sight or reduction in sight in one or both eyes
- any loss of consciousness caused by head injury or asphyxia

The enforcing authority must be notified by the Company immediately by telephone (Incident Contact Centre on **0345 300 9923** (opening hours Monday to Friday 8.30 am to 5 pm) or through completion of the online Form F2508. The written notification must be made by the Company within ten days.

### **Over seven Day Injury**

If there is an accident connected with work (including an act of physical violence) and: an employee, or self-employed person on your premises, is incapacitated for work for more than seven consecutive days or they

are unable to undertake their normal duties (excluding the day of the accident, but including weekends and other holidays which would not have been working days), the enforcing authority must be notified within fifteen days through completion of the online Form F2508

### Disease

In the event of a written diagnosis being received from a doctor, stating that a person is suffering from a work-related disease, or a work-related disease has been made worse by a work activity, the Company will assess whether the disease is reportable under the Regulations. Diseases are reportable to the Health and Safety Executive on Form F2508A, only if it is scheduled in the regulations and if the person suffering is currently employed on work in which that disease is a known risk.

### Dangerous Occurrence

Dangerous occurrences are certain, specified 'near-miss' events (incidents with the potential to cause harm.) Not all such events require reporting. There are many categories of dangerous occurrences that are relevant to most workplaces e.g., explosions or fires causing work to be stopped for more than 24 hours. The enforcing authority must be notified immediately of certain specific dangerous occurrences through completion of the online Form F2508DOE.

### Near Miss Events

It is good practice to record 'near-miss' incidents, where no-one has actually been hurt or become ill, but where the consequences could have been serious for employees and / or others (e.g., students). In this way, it is possible to learn from such incidents so that workers are protected from harm, using the old adage 'prevention is better than cure'.

### Ways to report an incident at work – online ([www.hse.gov.uk/riddor/report.htm](http://www.hse.gov.uk/riddor/report.htm) )

Complete the appropriate online report form. The form will then be submitted directly to the Incident Contact Centre. A copy will be received for record keeping.

### Asbestos

We Bridge Academy will ensure, so far as is reasonably practicable, that no employee or other persons (e.g., students) will be placed at increased risk of breathing in asbestos fibres, while present in the premises. If an employee suspects that asbestos is present or has been damaged, he or she should cease the task being undertaken, and report to their line manager immediately.

Buildings that are constructed prior to the year 2000, are likely to have some asbestos within the construction. We Bridge Academy will seek from the landlord an Asbestos Register and Management Plan to effectively deal with any work required which may damage the fabric of the premises or otherwise expose persons to asbestos containing materials. Close working arrangements will be in place with the landlord Building / Facilities Management

### 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 reasonably 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.



## **Communication & Consultation**

Communication and consultation with employees is an essential process in working towards successful health and safety management. We Bridge Academy is committed to creating and maintaining effective systems of communication on health and safety matters and will actively encourage and support employees in their effort to participate in ensuring that there is an adequate flow of health and safety information throughout the Company.

We Bridge Academy will ensure that arrangements are in place, and procedures established and maintained to:

- Receive, document, and respond to internal and external communications related to health and safety.
- Ensure that the concerns, ideas, and inputs of employees or any other third parties as regards to health and safety matters are received and considered
- Ensure that suitable procedures are developed to ensure meaningful communication between all parties as regards health and safety (e.g., including Landlord Building / Facilities Management)

Employees will be provided with relevant health and safety information through group meetings, site inductions, specific meetings, training and briefing and via general signs and notices displayed.

Employees are to be consulted with regards matters affecting their health, safety, and welfare while at work. Meetings will be held with employees to ensure key communications are received and understood and for any questions or uncertainties to be clarified.

## **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, touchscreens, 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 does not 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 workstation:

- 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. A Display Screen Equipment questionnaire will be issued annually for completion with results treated confidentially. Day to day responsibility for DSE set up and maintenance is with the user, however We Bridge Academy will maintain ultimate responsibility.

## **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.

We Bridge Academy will seek from the premises landlord confirmation of fixed electrical installation testing (required at least every 5 years by a competent person)

In regard to portable appliances, the user must inspect all portable electrical equipment prior to use. No staff member shall use a defective portable electrical appliance or bring into work portable electrical equipment without prior consent and agreement of their Line Manager. 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.
- In service portable electrical appliance (PAT) testing shall be carried out on office equipment, laptops, projectors etc. according to a frequency determined through risk assessment

### **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 floor 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. 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.

### **Fire Safety**

The premises on Floor 10 will be subject to a fire risk assessment by a competent person, which will be reviewed on a regular basis.

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 Academic Centre Manager or, when absent, a nominated fire marshal, acts as the 'Incident Controller'.
- **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.

### **Glazing**

Glazing risks will be suitably managed through the premises, where necessary for reasons of health or safety. Every window or other transparent or translucent surface in a wall, partition, or door will be of suitable safety material or otherwise protected to avoid anyone being hurt if people or objects come into contact with it, or if it breaks. Large glazing panels will be marked so as to be made conspicuous.

### **Hazardous Chemical Substances**

We Bridge Academy employees will be provided with relevant information, instruction and training regarding the use of hazardous substances in order that risks to themselves and others (e.g. students) may be effectively controlled and / or minimised.

A risk assessment will be carried out for all hazardous chemical substances used and the necessary precautions taken. Containers of substances are to be properly labelled, be sound and suitable for the purpose and are to be stored in an appropriate and secure location.

A record of all COSHH risk assessments together with Manufacturers Safety Data Sheets for each hazardous chemical substance will be kept in an accessible format, in cases of exposure.

Under no circumstances are chemical substances to be used for work activity without having been subject to COSHH risk assessment and be approved for use by We Bridge Academy.

### **Legionella**

Legionellosis or Legionnaire's disease is spread by spores which operate in water systems and particularly in droplets found in showers. Infection gives rise to flu-like symptoms and respiratory conditions, which can be fatal, especially in vulnerable and more at-risk groups.

We Bridge Academy will ensure that a legionella risk assessment / survey is undertaken by a competent person in relation to its premises, and that this is kept under review. The recommendations are to be implemented including establishing a scheduled maintenance/testing procedure to minimise the risk of infection, which will be recorded (e.g. sample outlets)

### **Maintenance**

All workplace equipment will be maintained on a regular basis as per the requirements of the manufacturer or supplier, or in the event of breakdown.

Employees identifying any fault on a piece of work equipment or machinery must bring it to the attention of their Line Manager. If the fault is believed to present a significant risk of injury the work equipment must not be used or operated, and advice sought.

Individuals with specific allocated responsibility to undertake minor maintenance tasks will have received adequate information (including risk assessment) and training coupled with existing skills, knowledge and attitude to ensure they are competent.

### **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).

### **Monitoring of Working Practices**

Periodic monitoring of the premises and / or work activities will be undertaken to ensure a safe working environment and / or working practice is being implemented. Written records of such monitoring activity will be made and will be subject to consideration within H&S meetings and wider communication and consultation with employees and wider workforce where necessary.

### **Mental Health / Wellbeing**

We Bridge Academy is committed to achieving / maintaining a healthy workforce by placing value on both physical as well as mental health. Mental health issues can be triggered by a number of factors including excessive levels of work-related stress measures will be taken, so far as is reasonably practicable, to preserve the mental health and well-being of its employees whilst at work. Our aim is that all employees are able to work in a supportive, professional and caring environment, where they are valued and respected. Employees experiencing difficulties that could lead to them experiencing mental ill health will be encouraged to seek help and support. Employees have a duty to themselves and others to help minimise mental ill health in the workplace and should take an active part in mental well-being management initiatives. We Bridge Academy will not tolerate any discrimination attached to mental illness towards its employees.

### **Personal Protective Equipment**

Personal protective equipment will be issued and provided to employees and casual workers when required, as identified through risk assessment, at no charge. All personal protective equipment is to be subject to periodic checks to ensure it remains in good working order and condition. Any significant wear, defect or loss of any issued personal protective equipment is to be reported by employees to their line manager at the earliest opportunity.

All employees / casual workers in receipt of personal protective equipment items will be required to complete / sign a written record to confirm the specific items of personal protective equipment that have been provided.

Employees are to be aware that slips and trips are the most common cause of major accidents at work. All employees at work are to wear suitable safety footwear offering good grip and resistance from slipping.

### **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.

### **Students with health conditions**

Student will be asked during the enrolment process to declare any health conditions they have. This information will be checked by the administration department and forwarded to the Health and Safety Officer and Academic Centre Manager. An appropriate risk assessment will be created to ensure the health and safety of the student.

### **Staff with health conditions**

New staff will be asked during the induction process to declare any health conditions they have. This information will be checked by the Managing Director and forwarded to the Health and Safety Officer and Academic Centre Manager if appropriate. An appropriate risk assessment will be created to ensure the health and safety of the staff member.

## **Safeguarding**

We Bridge Academy recognises a moral and statutory responsibility to safeguard and promote the welfare of all students. We endeavour to provide a safe and welcoming environment where students are respected and valued. A specific Policy for Safeguarding is in place and is communicated as appropriate to all employees

## **Violence at Work**

Employees are to be aware of their own personal safety whilst at work and assist in reducing risks related to violence/anti-social behaviour by: -

- being aware of their environment
- reporting any suspicious/anti-social behaviour to the Directors
- ensuring adequate security at social events
- avoiding confrontation and walking away

## **Welfare**

The Company will ensure, through arrangements and monitoring, and via landlord communal facilities that:

- There are provisions for drinking water and a means of consuming it (cups or drinking fountain) on site
- Arrangements are in place for heating food and providing adequate facilities for making hot drinks for employees
- Adequate numbers of tables and chairs are provided for persons to use during rest breaks
- Arrangements are in place for heating and ventilation of welfare facilities
- Arrangements are in place for the adequate provision, cleaning and maintenance of welfare facilities and toilets
- Arrangements are provided for the number of people working on site
- Arrangements are in place for the effective means of disposal of sanitary waste from female toilets
- Adequate supplies of toilet paper are always available
- Arrangements are available for washing facilities, with basins or sinks being large enough to wash faces, hands and forearms
- Hot and cold running water is provided
- Adequate supplies of soap and hygienic hand drying are always available

## **Working at Height**

Where working at height cannot be avoided, We Bridge Academy will determine the best practice and equipment available to undertake each work at height requirement (e.g. changing light bulbs) This will be based on a specific 'work at height' risk assessment leading to safe systems of work being implemented. The risk assessment findings and control measures will be fully communicated with the relevant employees concerned.

All employees required to undertake work at height will be provided with suitable information, instruction and training to enable them to undertake the task in a safe and competent manner.

Ladders and stepladders are to be used for light work of a short duration only. Ladders and stepladders will be to minimum BS En131 standard, be of suitable specification / size for required tasks and will be subject to regular condition inspections to ensure integrity and safety.

