



Bridging Futures

Empowering every child through inclusion, opportunity and support

Health and Safety Policy

Version: September 2026

Review Date: September 2027

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Statement of Intent

Bridging Futures is committed to providing a safe, healthy and welcoming environment for all students, staff, visitors and contractors. We recognise that effective health and safety management supports wellbeing, enables learning and helps create a positive culture where everyone feels safe and respected.

As a therapeutic and trauma-informed provision, we believe that physical safety and emotional wellbeing go hand in hand. We will take all reasonably practicable steps to reduce risks, promote safe working practices and comply with all relevant health and safety legislation.

Legal Framework

This policy has been written with regard to current legislation and guidance, including:

- Health and Safety at Work etc. Act 1974
- Management of Health and Safety at Work Regulations 1999
- Workplace (Health, Safety and Welfare) Regulations 1992
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013
- Keeping Children Safe in Education (Current Edition)
- Equality Act 2010

Scope

This policy applies to all Bridging Futures staff, students, volunteers, therapists, visitors and contractors while attending Bridging Futures activities or using our premises.

Responsibilities

Education Director

The Education Director has overall responsibility for ensuring suitable health and safety arrangements are in place. This includes ensuring risk assessments are completed, staff receive appropriate training, incidents are recorded and reviewed, and that the premises remain safe for students, staff and visitors.

Staff

All staff are expected to take reasonable care of their own health and safety and that of others. Staff should follow agreed procedures, report hazards or concerns promptly, supervise students appropriately and participate in relevant training.

Students

Students are expected to behave responsibly, follow staff instructions, use equipment safely and report any hazards, accidents or concerns immediately.

Risk Assessments

Risk assessments will be completed for activities, educational visits, therapeutic interventions and any areas where significant risks have been identified.

Risk assessments will be reviewed regularly or whenever circumstances change.

Premises and Environment

Bridging Futures will ensure that learning environments are clean, safe and suitable for purpose. Walkways and fire exits will remain clear, equipment will be maintained in good condition and any defects will be addressed as quickly as possible.

Students will be supervised appropriately according to their age, needs and the activity taking place.

Fire Safety

Fire safety procedures will be clearly communicated to staff and students.

Bridging Futures will:

- maintain appropriate fire detection and firefighting equipment
- keep fire exits unobstructed
- carry out regular fire drills
- display evacuation procedures throughout the building
- ensure staff know their responsibilities during an evacuation.

First Aid

Appropriate first aid arrangements will be maintained at all times.

Qualified first aiders will be available during sessions, first aid equipment will be regularly checked and all accidents requiring treatment will be recorded in the accident log.

Parents or carers will be informed where appropriate.

Accidents and Incidents

All accidents, injuries, near misses and dangerous occurrences must be reported to a member of staff as soon as possible.

Records will be maintained to identify patterns, reduce future risks and ensure appropriate action is taken.

Educational Visits and Off-site Activities

Bridging Futures regularly uses the local community and outdoor environments to enhance learning.

Appropriate planning and risk assessments will be completed before off-site activities, taking account of supervision ratios, transport arrangements, medical needs, emergency procedures and individual student requirements.

Manual Handling

Staff should avoid lifting or moving heavy items wherever possible. Appropriate equipment should be used where available, and staff should seek assistance if a task cannot be completed safely.

Display Screen Equipment (DSE)

Students and staff are encouraged to take regular breaks from screens, maintain good posture and use workstations appropriately. Staff who regularly use display screen equipment will be supported in maintaining suitable working arrangements.

Medicines and Medical Needs

Bridging Futures will work closely with parents, carers and commissioning schools to ensure students' medical needs are understood and appropriately supported.

Medication will only be administered in accordance with agreed procedures and appropriate records will be maintained.

Behaviour and Personal Safety

Maintaining a safe environment relies on positive relationships and mutual respect.

Staff use trauma-informed and restorative approaches to support behaviour. Where behaviour presents a risk to others, appropriate action will be taken in line with the Behaviour and Relationships Policy and individual risk assessments.

Visitors and Contractors

All visitors must report to reception on arrival, sign in and follow Bridging Futures health and safety procedures while on site. Contractors are expected to work safely and comply with relevant legislation.

Reporting Hazards

Everyone has a responsibility to report hazards, unsafe practices or defective equipment.

Any concerns should be reported immediately so appropriate action can be taken.

Related Policies

This policy should be read alongside the:

- Safeguarding and Child Protection Policy
- Behaviour and Relationships Policy
- Educational Visits Policy
- First Aid Policy
- Fire Safety and Emergency Evacuation Procedure
- Risk Assessment Procedures
- Digital Technology and Online Safety Policy
- Health and Administration of Medication Policy (where applicable)

Monitoring and Review

This policy will be reviewed annually, or sooner where legislation changes or following a significant incident.

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