

## **Trust Statement**

The Bridge takes extremely seriously its responsibility under the Health and Safety at Work Act, 1974, to provide a safe environment for its staff and young people in its care.

## **Responsibilities**

Overall and final responsibility for health and safety is that of the Bridge Director. General day-to-day management of health and safety concerns is the responsibility of the Project Administrator. Responsibility for health and safety for a Bridge activity is delegated to the activity leader/section leader.

Staff are responsible for co-operating with their line managers on health and safety matters, not interfering with anything provided to safeguard their health and safety, and reporting all health and safety concerns to the Project Administrator, or where the concern is a Bridge activity, the activity leader. In addition, staff must take reasonable care of their own health and safety.

## **Risk Assessments**

It is the responsibility of the section leader/activity leader to carry out risk assessments for every activity and for the project administrator to monitor risk within the office. It is the responsibility of the activity leader to carry out a risk assessment in *advance* of any exclusive Bridge activity, and submit to their line manager for approval. It is the responsibility of the section leader to ensure that actions required have been carried out.

Risk assessments of the office and ongoing activities will be reassessed every year.

In schools, all Bridge staff will follow the schools Health and Safety Policy.

## **Consultation and Information**

Staff will be consulted about the health and safety policy during staff meetings. In addition, staff may report any concerns or issues to the Project Administrator.

The Health and Safety Law poster is displayed in the Bridge office. Health and safety advice is available from the Project Administrator.

## **Supervision and Training**

Supervision of trainees will be undertaken by the staff member to whom they are responsible.

Supervision of trainees and volunteers during a Bridge activity will be undertaken by the activity leader.

Induction training and job specific training for all employees/volunteers will be provided by the Project Administrator and line manager. Training records are kept in each staff members'/volunteers personnel folder.



It is the responsibility of the Project Administrator to ensure that all equipment needing maintenance is identified and that effective maintenance procedures are drawn up. Any problems found with equipment should be reported immediately to the Project Administrator.

## **Emergency Procedures**

The Project Administrator is responsible for ensuring the fire risk assessment is undertaken and implemented for the office. Fire alarms and emergency escape routes are checked by the school on a regular basis.

Bridge staff should be aware of the location of fire extinguishers.

First Aid boxes are kept in the office and as designated by the activity leader of any Bridge activity.

## **Accident Book**

All accidents and cases of work related ill health or injury should be recorded in the accident book, which is kept in The Bridge Office. The Director is responsible for reporting accidents, diseases and dangerous occurrences to the enforcing authority.

## **Monitoring**

To check that our health and safety policy is being followed, and to review any changes in legislation or good practice, we will review our policies and procedures every twelve months.

Jan 2016  
Review Jan 2017