



FIRST BRIDGE SCHOOL

Health & safety, and fire safety policy

Introduction

First Bridge School aims to provide a safe and healthy working and learning environment for pupils, staff and visitors. We take all reasonably practicable steps to secure the health and safety of pupils, colleagues and others using the school premises and believe that the prevention of accidents, injury or loss is essential to the efficient operation of our school.

Responsibilities

Ultimate responsibility for ensuring that all aspects of the Independent School Standards relating to premises and accommodation are met lies with the chair of the proprietor body.

Day-to-day responsibility for ensuring this policy is put into practice is delegated to the headteacher.

All colleagues and visitors must:

- cooperate with the school's leadership team on health and safety matters
- not interfere with anything provided to safeguard their health and safety
- take reasonable care of their own health and safety
- report all health and safety concerns to a senior leader immediately.

Premises management and access

First Bridge School leases the ground floor of a modern, purpose-built premises in Imperial Wharf, Chelsea.

Overall responsibility for all aspects of the building's health and safety is with the proprietor body, overseen by the headteacher.

This includes the hot and cold water which comes only from the mains water supply, toilets, central heating, electricity supply and drainage.

First Bridge Group Ltd is responsible for the building's security, all aspects of the building's fire safety, including adherence to the Regulatory Reform (Fire

Safety) Order 2005. We commission twice-daily cleaning. The building’s freeholder is responsible for the collection and disposal of refuse.

As the premises are entirely on the ground floor with no stairs or lifts, the school site is accessible to all users.

In all areas of the school, supervision levels are very high (almost every pupil is supported 1:1).

There is no gas supply, no asbestos and no reinforced autoclaved aerated concrete (RAAC) located within the premises.

Access to the school’s buildings and grounds is limited to a certain number of authorised staff who are identified key holders.

Training

The training offer for staff at induction and regularly thereafter includes first aid and paediatric first aid (including allergies training such as the use of EpiPens), fire safety, manual handling, Team Teach and health and safety.

Fire safety

We commission regular Fire Risk Assessments by an accredited external contractor. The last was completed in February 2026. All issues that present fire risk are transferred to an action plan and completed as quickly as possible.

Fire doors, equipment & systems

Fire extinguishers, the fire alarm and smoke detection systems, and emergency lighting are maintained by SafeIS. Colleagues also carry out the required routine tests on the systems as follows.

System	Frequency	Method
Fire Alarm	Daily	Visual check of panel for fault indicators
Fire Alarm	Weekly	Test key operation of different call points each week on rotation and recorded in Fire Logbook
Fire Alarm	Bi-annual	Service by SafeIS
All external and internal doors	Daily	Confirmation that doors open or close as required and that they are not obstructed



Emergency Lighting – Visual	Daily	Green Light
Emergency Lighting – Function Test	Monthly	'Flick' test
Emergency Lighting – Discharge Test	Annual	Switched on and left for at least the duration of the battery e.g. and hour or 3 hours
Fire Extinguishers – Visual Inspection	Weekly	Check the seals are intact, equipment has not been removed or tampered with
Emergency Door Releases	Weekly	Using the KAC Key
Fire Blanket	Monthly	Visual Inspection
Fire Extinguishers + Fire Blanket	Annually	Service by a professional (SafeIS)

Evacuation drills

The route for emergency evacuation is displayed in each classroom. The main alarm panel is located in the hallway near the front door. Fire drills are executed on a termly basis by the Lead Fire Warden, via the panel or from the call points on rotation. Where required they may be undertaken more frequently, particularly if there are new staff or pupils, often to capture all persons that regularly use the building to ensure they are familiar with the procedure. Different times and days of the week are used. Some drills are unplanned (false alarms) whilst other are planned with staff being given notice ensuring all staff are aware of the procedure.

Fire alarm activation

In the event of the fire alarm activation the Lead Fire Warden must inspect the fire panel to establish in which zone smoke detector was triggered. On occasion the fire panel might indicate zone number 8 Link to Stainer; this means that the alarm has been triggered by the block of flats next door as our systems are interlinked. When this happens, we should proceed with the evacuation and inspect the school to ascertain that there is no fire, as usual.

Evacuation procedure

In all case of discovering a fire, the alarm must be set off from the nearest call point.

Emergency evacuation

Signal for emergency evacuation: Continuous fire-alarm siren

Assembly Point: On the left side of the Imperial Wharf Overground Station (adjacent to the bike storage)

Incident Controller: The Headteacher or Lead Fire Warden if the Headteacher is not on site

Action on the alarm being sounded

Immediate action for pupils, employees and visitors

1. Evacuate through the nearest exit.
2. Leave belongings behind.
3. Close the door behind you.
4. Staff to take the grab and run bags with them (clearly marked in the box by the front door).
5. Head towards the assembly point.
6. Lead wire warden counts/registers pupils and staff to ensure all pupils are out of the building and stay in line with their class.

Immediate action for lead fire warden & fire wardens

1. Time the evacuation and roll call.
2. Inspect the fire panel in order to establish the source of the alarm.
3. Call the emergency services on 999 (the system deliberately does not link with the emergency services because of the wider building's setup).
4. On arrival of the emergency services, the headteacher or lead fire warden will meet the emergency services and defer to them until the incident is resolved.

Continuity

In the event of an actual emergency all staff, visitors and pupils will be relocated to Gambado (less than a minute's walk around the building to the right).

Only the Lead Fire Warden / Headteacher may give the order to re-enter the building. In the event of an actual fire the order will only be given if it is considered safe to do so and after consultation with the emergency services.

Personal Emergency Evacuation Plans (PEEPs)

Where pupils or staff require these, these are included for pupils in their behaviour support plans and for staff the relevant template is completed, and this is recorded on Breathe.

Fire-resistant furniture

We only purchase and make use of modern furniture that meets applicable fire-safety standards, including the Furniture and Furnishings (Fire) (Safety) Regulations 1988 (as amended), ensuring that all upholstered items and soft furnishings in general use are fire-resistant.

Health and Safety

COSHH

Control of hazardous substances to health (COSHH) apply only to cleaning products, which are used by cleaners and are stored in the locked COSHH cupboard which is located within the staffroom. All hazardous products are kept in their original containers, with clear labelling and product information.

Legionella

All hot-water supplies are fitted with regulating valves which ensures they do not present a scalding risk to users. Drinking-water supplies are marked as such.

We commission Hygiene Contracts Ltd to implement the ongoing actions in our water hygiene risk assessment; they visit monthly to ensure our water supplies are safe from Legionella.

Equipment

All equipment and machinery are maintained in accordance with the manufacturer's instructions. Equipment is visually inspected before use, for any signs of obvious damage such as an exposed wire, damage to the outer casing, or missing parts. When new equipment is purchased, it is checked to ensure it meets appropriate educational standards. All equipment is stored in the appropriate storage container and areas.

Electrical equipment

All staff are responsible for ensuring they use and handle electrical equipment sensibly and safely

Portable Appliance Testing (PAT) is carried out by a competent person annually.

Maintenance, repair, installation and disconnection work associated with permanently installed or portable electrical equipment is only carried out by a competent person.

Any potential hazards are to be reported to the Headteacher.

Colleagues are not permitted to charge personal devices using their personal chargers.

Display Screen Equipment (DSE)

Staff who use computers daily as a significant part of their normal work complete a DSE assessment via Flick Online.

Lone working

Lone working is not commonplace at First Bridge School and is never permitted with pupils, but is possible, including before and after school, remote working and weekend working. Please see our lone-working risk assessment which confirms that:

- Relevant senior leaders know and approve lone working arrangements in advance

- No dangerous work, such as working at height, is permitted during lone working
- Staff working alone must inform a designated colleague **and** a personal emergency contact that they are doing so, ensuring they are contactable via a charged mobile phone, their expected start and finish time, and have familiarised themselves with the lone-working risk assessment.

Working at height

Staff at First Bridge School do not ordinarily work at height; we ensure external qualified and insured professionals complete premises works outside of work hours, using their own ladders.

First Bridge staff (only; not pupils and not visitors) may only use pre-inspected step ladders (not chairs), never alone, in order to reach a higher cupboard, for example. Staff always wear appropriate footwear and clothing when at work.

Use of the climbing frame in the outdoor learning and play space is part of the premises and facilities risk assessment. Pupils can only use a climbing frame under supervision; both pupils and staff must wear appropriate footwear and clothing.

Open toe shoes are never permitted.

Expectant mothers must never work at height.

Manual handling

We provide online training to all staff on manual handling at induction and ongoing refresher training. It is up to individuals to determine whether they are fit to lift or move objects and are to follow their training prior and during any lifting exercises. If an individual feels that lifting an item could result in an injury or exacerbate an existing condition, they must ask for assistance. Employees must not move heavy objects such as furniture.

Pupils are to be supported to move independently, whenever possible. In general, then, pupils should not be lifted, though for those under age 5, lifting them may be useful in supporting them socially and emotionally. Beyond age 5, pupils should not be lifted unless absolutely necessary, including for safety reasons or in emergency situations. In case of an

emergency, colleagues are to conduct a dynamic risk assessment (e.g. pupil's weight, mobility and potential hazards in the environment). They are to adopt a stable stance (feet shoulder-width apart, one foot in front of the other), bend their knees and keep the pupil close to their body. It is essential for the member of staff to communicate both with colleagues as well as the pupil to reduce distress and possibility of injury.

Smoking and vaping

Smoking is not permitted anywhere on, or in the vicinity of, the school premises.

Infection control

We ensure staff and pupils follow best and basic hygiene practice, including regular handwashing, covering mouths/noses with tissues when coughing/sneezing, and keeping the environment clean and rooms well ventilated. We commission twice-daily professional cleaning.

We pay regard to national guidance on absence periods for preventing the spread of infection: <https://www.gov.uk/government/publications/health-protection-in-schools-and-other-childcare-facilities/children-and-young-people-settings-tools-and-resources>

Personal Protective Equipment (PPE) including in managing bodily fluids

- We wear disposal gloves and where necessary, aprons, where there is a risk of splashing or contamination with blood/bodily fluids (e.g. nappy changing) and when cleaning up all spillages of blood, faeces, saliva, vomit, nasal and eye discharge immediately, using paper towels and/or the available spillage kits, as appropriate.
- We never use mops for cleaning up blood and bodily fluid spillages – disposable paper towels and spillage kits are discarded in the clinical waste bin in the medical room; the contents of which are collected by PHS.
- We wear PPE when handling soiled linen and have a laundry facility available to wash soiled linen separately and at the hottest wash the fabric will tolerate. If returning soiled clothing home, we bag pupils' soiled clothing when it is sent home.

Clinical waste

- We always segregate domestic and clinical waste; used nappies, gloves, aprons and soiled dressings are enclosed in clinical waste bags, placed in the foot-operated clinical waste bin in the medical room, and collected by PHS.

Animals

- No animals are permitted in the school.
- Any interaction with animals on trips is subject to a risk assessment.

Food hygiene

- First Bridge School does not prepare food on the premises. Any food provided, such as to staff or visitors, will be 'ready to eat'.
- Everybody including visitors are informed that First Bridge School is 'nut free'. Every conceivable effort is made to ensure that all products purchased do not contain traces of nuts. When serving 'ready to eat' food, packaging will be available for parents and visitors to review; it is a personal responsibility to ask for the packaging in order to look at the ingredient list.
- We keep a record of pupil and staff allergies.
- Staff complete online food hygiene and allergy training at induction on Flick.
- Parents and carers provide their child's food in the form of a packed lunch. Staff sometimes reheat pupils' food in a microwave or air fryer when this forms part of the pupil's 'food programme'. Reheated food must reach a minimum temperature of 75°C, which must be checked and recorded using the available food probe. Plug-in food warmers are not permitted for reheating pupils' food.
- Food is stored safely, including in containers/bags provided by parents.

Choking

Staff supervise pupils during mealtimes and when providing food reinforcers, ensure pupils are seated while eating, and following age-appropriate portioning practices.

To reduce choking hazards, we ensure that higher risk foods such as cherry tomatoes, grapes, and other similar foods are cut into quarters before serving (the safe food size poster is displayed in the staffroom where food is prepared). This is also highlighted to new staff at induction.

Pupils who have additional needs around food e.g. dysphasia or those requiring liquid diets, have additional food risk assessments in place (part of their BSPs, where necessary).

Food sessions with pupils

First Bridge School provides food education as a part of the curriculum. Ingredients used, and any heating of ingredients, will always reflect the guidance outlined above.

Pregnancy

A Risk Assessment will be carried out whenever an employee at First Bridge School informs us that they are pregnant. Appropriate measures will be put in place to control the risks identified.

Occupational health

We are committed to promoting high levels of health and wellbeing and recognise the importance of identifying and reducing workplace stressors through risk assessment. Systems are in place within the school for responding to individual concerns and monitoring wellbeing and workload.

Accident reporting

- As per the first aid and medication policy, all accidents and any first aid provided, will be recorded on an accident form which will be completed as soon as practically possible by the colleague / first aider who dealt with it.
- Parents and carers will be notified of any accidents/first aid given on the same day, ordinarily on the Family app after a sign-off check from a senior leader.

Please see the first aid policy.

Reporting of injuries, diseases and dangerous occurrences regulations (RIDDOR)

We are legally required under the RIDDOR regulations to report the following to the HSE.

Accidents where a child or visitor is killed or is taken from the site of an accident to hospital and where the accident arises out of or in connection with:

- any school activity (on or off the premises)
- the way a school activity has been organised or managed
- equipment, machinery or substances
- the design or condition of the premises.

Accidents involving staff:

- work-related accidents resulting in death or major injury (including as a result of physical violence) must be reported to the HSE immediately (major injury examples: dislocation of hip, knee or shoulder; amputation; loss of sight; fracture other than to fingers, toes or thumbs)
- work-related accidents which prevent the injured person from continuing with his/her normal work for more than three days must be reported within 10 days
- certain cases of work-related disease - i.e. those that a doctor notifies the schools of (for example: certain poisonings; lung diseases; infections such as tuberculosis or hepatitis; occupational cancer)
- certain dangerous occurrences (i.e. near misses - reportable examples: bursting of closed pipes; electrical short circuit causing fire; accidental release of any substance that may cause injury to health).

For more information see <http://www.hse.gov.uk/riddor/index.htm>.