SPAGHETTI BRIDGE

# Health & Safety Policy

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| **Policy Owner** | Group Health & Safety Lead |
| **Applies to** | Spaghetti Bridge Ltd and all Spaghetti Bridge schools and workplaces |
| **Associated Documents** | This is a list of any other related policies:-<br>• First Aid Policy<br>• Risk Assessment Policy<br>• Medical Needs Policy<br>• Accessibility plan<br>• Fire Risk Policy<br>• Food Safety Policy<br>• Premises Management Policy<br>• Managing Contractors for Premises Work Policy<br>• Site Security Policy<br>• Lone Working Policy<br>• Educational Visits Policy<br>• Accident & Injury Reporting Procedure |
| **Review Frequency** | This policy is to be reviewed in two years, or sooner where there is significant legislative, operational or organisational change, or following a significant incident. |
| **Date of Implementation** | October 2022 |
| **Review Date** | September 2026 |
| **New Review Date** | September 2028 |
| **Approved by Chief Executive Officer** | Dan Alipaz<br>Dan Alipaz (Oct 7, 2026, 2:26pm) |
| **Approved by the Chair of the Board** | Stephen Bradshaw<br>Stephen Bradshaw (Oct 23, 2026, 9:53pm) |

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## 1. Introduction

Spaghetti Bridge Ltd is committed to protecting the health, safety and welfare of students, employees, visitors, contractors and others who may be affected by its activities.

As a Group of specialist independent schools, Spaghetti Bridge recognises that health and safety risks may arise from the nature of our educational environments, individual student needs, school activities, premises, equipment, construction and maintenance work and off-site activities.

The Group will take a proportionate and risk-based approach to managing these risks and will seek to ensure that health and safety arrangements are effectively implemented in practice.

The policy applies to school premises, Group workplaces, off-site activities and, where relevant, home or remote working arrangements.

The policy is intended to provide the overarching framework for health and safety management across the Group. Detailed operational arrangements are contained within associated policies, procedures, risk assessments and guidance.

## 2. Purpose/Aim

The aims of this policy are to:

- Protect the health, safety and welfare of students, staff, visitors and contractors.
- Comply with relevant health and safety legislation and regulatory requirements.
- Identify and control reasonably foreseeable risks.
- Provide clear responsibilities for health and safety at Group and school level.
- Ensure staff receive appropriate information, instruction, training and supervision.
- Promote a positive health and safety culture.
- Provide arrangements for reporting, investigating and learning from accidents, incidents and near misses.
- Regularly monitor and review health and safety arrangements to support continual improvement.

## 3. Legal Framework

Spaghetti Bridge Ltd will comply with applicable UK health and safety legislation and associated regulatory requirements.

The principal legislation includes, but is not limited to:

- Health and Safety at Work etc. Act 1974
- Management of Health and Safety at Work Regulations 1999
- Regulatory Reform (Fire Safety) Order 2005
- Control of Substances Hazardous to Health Regulations 2002
- Control of Asbestos Regulations 2012
- Electricity at Work Regulations 1989
- Provision and Use of Work Equipment Regulations 1998
- Lifting Operations and Lifting Equipment Regulations 1998 (where applicable)
- Manual Handling Operations Regulations 1992
- Work at Height Regulations 2005
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013
- Display Screen Equipment Regulations 1992
- Workplace (Health, Safety and Welfare) Regulations 1992 (where applicable)

The Group will also have regard to relevant guidance issued by the Health and Safety Executive, Department for Education, UK Health Security Agency, fire and rescue authorities and other competent bodies.

## 4. Scope

This policy applies to:

- Students.
- Employees.
- Agency and temporary workers.
- Volunteers.
- Contractors and consultants.
- Parents and carers.
- Visitors.
- Any other person who may be affected by Spaghetti Bridge activities.

It applies to activities undertaken:

- On school premises.
- At other Group workplaces.
- During educational visits and off-site activities.
- During work-related travel.

- During maintenance, construction and refurbishment works.
- When working remotely or from home, where relevant.

## 5. Health and Safety Management

Spaghetti Bridge Ltd will maintain arrangements to identify, assess and control health and safety risks.

Risk management will be proportionate to the nature and level of risk and will take account of:

- The activity being undertaken.
- The environment and premises.
- The people involved.
- Individual student needs.
- Reasonably foreseeable emergencies.
- Competence and experience.
- Equipment and substances used.
- Changes to activities, buildings or circumstances.

Risk assessments will be reviewed when circumstances change, following significant incidents or where monitoring identifies that existing controls may no longer be effective.

Schools must ensure that identified controls are implemented and that significant risks are escalated where they cannot be appropriately managed at school level.

## 6. Specific Areas of Health and Safety Management

### 6.1 Fire Safety

Spaghetti Bridge Ltd will maintain arrangements to ensure compliance with applicable fire safety legislation and the requirements identified through each school's fire risk assessment.

Schools will ensure that:

- Emergency routes and exits are maintained and kept clear.
- Appropriate fire detection, alarm and firefighting equipment is provided and maintained.
- Staff receive appropriate fire safety information and training.
- Emergency evacuation arrangements are established and communicated.
- Fire drills are undertaken at appropriate intervals based on the school's fire risk assessment.
- Arrangements take account of students, staff or visitors who may require additional support to evacuate.
- Significant fire safety concerns are promptly reported and addressed.

Further requirements are set out in the **Fire Safety Policy** and individual school fire risk assessments.

In the event of fire, the priority is to raise the alarm, evacuate safely and contact the emergency services. Firefighting equipment should only be used by individuals who are trained and confident to do so and where it is safe.

No person should re-enter a building following evacuation until authorised by the emergency services or other appropriately authorised person in accordance with the school's emergency arrangements.

### 6.2 COSHH

Schools will identify and appropriately control substances hazardous to health.

This includes:

- Chemicals.
- Cleaning products.
- Dusts.
- Fumes.
- Gases.
- Biological agents.
- Other substances that may present a health risk.

COSHH assessments will be completed where required and relevant staff will receive appropriate information, instruction and training.

Substances will be stored, handled and disposed of safely and in accordance with relevant assessments and manufacturers' instructions.

### 6.3 Gas Safety

Gas appliances, installations and associated work will be managed in accordance with relevant legislation and guidance.

Gas appliances and relevant installation or repair work will only be undertaken by appropriately competent and, where required, Gas Safe registered engineers.

Gas systems and appliances will be appropriately maintained, serviced and inspected.

Where gas safety concerns are identified, equipment will be taken out of use where necessary until it has been assessed and made safe.

### 6.4 Legionella and Water Safety

Spaghetti Bridge Ltd will manage the risk of exposure to Legionella bacteria through appropriate water hygiene arrangements.

Schools will maintain appropriate water risk assessments and control measures, including monitoring and checks appropriate to the school's water systems.

Risk assessments and control arrangements will be reviewed periodically and following significant changes to the water system or premises.

### 6.5 Asbestos

Where asbestos-containing materials are present, they will be managed in accordance with the school's asbestos management arrangements.

Schools will maintain appropriate asbestos information and ensure that relevant staff and contractors are aware of the presence and location of asbestos-containing materials where applicable.

No work that could disturb asbestos-containing materials will be undertaken without appropriate checks and controls.

Where asbestos is suspected to have been disturbed, work will stop immediately and the area will be appropriately isolated pending professional assessment.

Contractors undertaking work on school premises must be provided with relevant asbestos information before work commences.

## 7. Equipment and Work Activities

### 7.1 Equipment Safety

Work equipment will be suitable for its intended purpose and maintained in a safe condition.

Staff and students will only use equipment where they have received appropriate instruction, training and/or supervision.

Equipment that is defective or presents a safety risk must be removed from use and reported.

### 7.2 Electrical Safety

Electrical installations and equipment will be maintained to prevent danger.

Electrical inspection, testing and maintenance will be undertaken by appropriately competent persons and at intervals appropriate to the level of risk and type of equipment.

Portable appliance testing may form part of the Group's electrical safety arrangements where appropriate, but testing regimes will be proportionate to risk.

Staff and students must not use electrical equipment that appears damaged or unsafe and must report concerns promptly.

Electrical installation or repair work will only be undertaken by appropriately competent persons.

### 7.3 PE and Specialist Equipment

PE, practical and other specialist equipment will be appropriately selected, maintained and used.

Students will be provided with appropriate instruction and supervision based on the nature of the equipment and individual needs.

Defective equipment must be removed from use and reported to the appropriate person.

### 7.4 Display Screen Equipment

Staff who routinely use display screen equipment as part of their work will be provided with appropriate information and, where required, a workstation/DSE assessment.

Where an assessment identifies a requirement for adjustments, these will be considered and implemented where reasonably practicable.

Staff who meet the relevant criteria will be entitled to an appropriate eyesight test and contribution towards corrective appliances specifically required for DSE work, in accordance with the applicable regulations.

### 7.5 Lone Working

Lone working will be managed through proportionate risk assessment and appropriate control measures.

High-risk activities will not be undertaken alone where the risks cannot be adequately controlled.

Lone workers may be required to use check-in arrangements, communication systems or other controls appropriate to the activity and level of risk.

Further requirements are contained within the **Lone Working Policy**.

### 7.6 Working at Height

Work at height will be properly planned and undertaken by appropriately competent persons.

Where reasonably practicable, work at height will be avoided. Where it cannot be avoided, suitable equipment and controls will be used.

Ladders and access equipment will be inspected and maintained appropriately.

Students will not undertake work at height unless specifically assessed as safe and appropriately supervised as part of an educational activity.

### 7.7 Manual Handling

Manual handling risks will be assessed where appropriate.

Consideration will be given to:

- The task.
- The load.
- The working environment.
- The individual undertaking the task.
- Whether mechanical or other assistance can be used.

Staff will receive appropriate instruction and training where manual handling forms a significant part of their role.

## 8. Off-Site Activities and Educational Visits

Off-site activities and educational visits will be appropriately planned and risk assessed in accordance with the **Educational Visits Policy**.

Arrangements will take account of:

- The nature and location of the activity.
- Student needs.
- Staffing and supervision.
- Emergency arrangements.
- First aid provision.
- Transport.
- Communication.
- Weather and environmental conditions.
- Any specific risks associated with the activity.

First aid and emergency arrangements will be appropriate to the nature and circumstances of the visit rather than automatically requiring a first aider on every activity.

## 9. Lettings and Use of Premises by Others

Where school premises are used by external organisations or hirers, appropriate arrangements will be established to ensure that health and safety responsibilities are understood.

Hirers will be provided with relevant information regarding:

- Emergency procedures.
- Fire arrangements.
- Site rules.
- Access and security.
- Any significant hazards associated with the premises.

Where appropriate, hirers will be required to provide their own risk assessments and evidence of competence or insurance.

## 10. Violence, Aggression and Personal Safety

Spaghetti Bridge Ltd recognises that staff working in specialist educational environments may be exposed to behaviours that present a risk of injury.

The Group will seek to prevent and minimise risks through appropriate:

- Risk assessment.
- Staff training.
- Supervision.
- Environmental controls.
- Individual student planning.
- Incident reporting and review.

Violence, aggression, threatening behaviour and incidents involving staff safety must be reported through the appropriate Group reporting arrangements.

Health and safety arrangements will be aligned with relevant safeguarding, behaviour and restrictive intervention policies and procedures.

## 11. Smoking

Smoking, including the use of e-cigarettes and vaping products, is prohibited in buildings, vehicles and other areas where prohibited by law or Group/school rules.

Schools will maintain appropriate arrangements to prevent smoking in prohibited areas.

## 12. Infection Prevention and Control

Spaghetti Bridge Ltd will maintain proportionate infection prevention and control arrangements appropriate to its specialist educational settings.

Schools will follow current guidance from the **UK Health Security Agency (UKHSA)** and other relevant public health authorities.

Arrangements will include, where applicable:

- Hand hygiene.
- Respiratory hygiene.
- Appropriate cleaning.
- Safe management of bodily fluids.
- Appropriate use of PPE.
- Management of laundry.
- Safe management of waste.
- Appropriate ventilation.
- Management of animals.
- Management of outbreaks.
- Appropriate arrangements for individuals who are unwell.

Schools will follow current public health exclusion guidance rather than relying on a fixed list contained within this policy. The current UKHSA exclusion guidance was updated in July 2026 and should be referred to when determining appropriate exclusion periods.

Where there is a suspected outbreak or significant infectious disease incident, the school will seek advice from the relevant Health Protection Team where required.

Particular consideration will be given to students and staff who may be more vulnerable to infection because of individual circumstances or medical needs.

## 13. New and Expectant Mothers

Where an employee notifies the school that they are pregnant, have recently given birth or are breastfeeding, an appropriate risk assessment will be undertaken where required.

The assessment will consider the individual's work activities, working environment and any relevant medical or occupational health advice.

Reasonable adjustments will be considered where necessary.

## 14. Occupational Health and Work-Related Health

Spaghetti Bridge Ltd recognises that health and safety includes both physical and psychological health.

Where appropriate, the Group will consider:

- Occupational health advice.
- Work-related stress.
- Workplace adjustments.
- Health surveillance where required.
- Exposure to hazardous substances or activities.
- Other work-related health risks.

Where concerns are identified, appropriate action will be taken in accordance with relevant HR, occupational health and health and safety arrangements.

## 15. Accident, Incident and Near-Miss Reporting

All accidents, incidents, work-related ill health and near misses must be reported promptly using the Group's approved reporting system.

Reports will be reviewed to:

- Ensure appropriate immediate action has been taken.
- Identify whether further investigation is required.
- Identify trends or recurring risks.
- Determine whether a risk assessment requires review.
- Identify any remedial actions.
- Determine whether escalation or external reporting is required.

### 15.1 RIDDOR

Where an incident is potentially reportable under the **Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)**, it will be escalated promptly for assessment and reporting.

RIDDOR reporting timescales vary depending on the type of incident. For example, specified injuries and dangerous occurrences must be notified without delay and received by the enforcing authority within 10 days, while over-seven-day employee injuries must be reported within 15 days. Occupational diseases have separate reporting requirements.

The Group will maintain arrangements to ensure potentially reportable incidents are identified and escalated promptly.

## 16. Health and Safety Training

All staff will receive appropriate health and safety information and training as part of their induction.

Additional training will be provided where required by:

- The employee's role.
- Risk assessment.
- Legislation.
- Equipment or work activities.
- Individual student needs.
- Changes to working practices.

Refresher training will be undertaken where required to maintain competence.

Records of relevant training will be maintained.

## 17. Contractors and Premises Works

Contractors undertaking work on behalf of Spaghetti Bridge Ltd must comply with relevant health and safety requirements and Group/school site rules.

Depending on the nature of the work, arrangements may include:

- Confirmation of competence and insurance.
- Appropriate risk assessments and method statements.
- Asbestos information.
- Safeguarding and site security requirements.
- Permits or authorisation.
- Isolation of services.
- Coordination with school activities.
- Supervision.
- Emergency arrangements.
- Appropriate handover following completion.

The **Managing Contractors for Premises Work Policy** and relevant estates procedures provide further requirements.

No contractor should undertake work where appropriate controls have not been established.

## 18. Remote and Home Working

Where staff work remotely or from home, health and safety risks will be managed proportionately.

This may include consideration of:

- DSE and workstation arrangements.
- Electrical safety.
- Working environment.
- Lone working.
- Work-related stress and wellbeing.
- Any specific risks associated with the employee's role.

## 19. Roles and Responsibilities

### 19.1 Spaghetti Bridge Ltd

Spaghetti Bridge Ltd, as the employer and proprietor of its schools, has overall accountability for ensuring that appropriate health and safety arrangements are established and implemented.

The Group will:

- Provide an appropriate health and safety framework.
- Ensure competent advice is available.
- Provide appropriate resources.
- Monitor health and safety performance.
- Ensure significant risks are appropriately escalated.
- Review incidents and trends.
- Ensure statutory responsibilities are understood and managed.
- Review this policy periodically.

### 19.2 Group Health & Safety Lead

The Group Health & Safety Lead will provide competent advice and support to the Group and schools.

Responsibilities include:

- Maintaining the Group health and safety framework.
- Advising on legislative and regulatory requirements.
- Supporting schools with risk management.
- Monitoring health and safety performance.
- Supporting incident investigation and learning.
- Advising on fire safety arrangements.
- Identifying Group-wide trends and risks.
- Supporting training and awareness.
- Escalating significant concerns through the appropriate governance arrangements.

### 19.3 Headteacher

The Headteacher has responsibility for the effective implementation of health and safety arrangements within their school.

This includes:

- Ensuring this policy is implemented.
- Ensuring appropriate risk assessments are completed and reviewed.
- Ensuring staff have appropriate training and supervision.
- Ensuring premises and equipment are appropriately maintained.
- Ensuring incidents and near misses are reported.
- Ensuring appropriate emergency arrangements are in place.
- Ensuring identified health and safety actions are addressed.
- Escalating significant risks to the Group.
- Ensuring health and safety arrangements reflect the needs of the school's student cohort.

The Headteacher may delegate appropriate operational responsibilities but retains overall accountability for implementation within the school.

### 19.4 Business Manager / Designated School Lead

The Business Manager or other designated competent person will support the Headteacher with the day-to-day coordination of health and safety arrangements.

This may include:

- Maintenance and premises issues.
- Contractor coordination.
- Compliance checks.
- Accident and incident reporting.
- Monitoring actions.
- Maintaining relevant records.
- Supporting risk assessments.
- Escalating issues to the Headteacher or Group teams.

### 19.5 Staff

All staff must take reasonable care of their own health and safety and that of others who may be affected by their work.

Staff must:

- Follow health and safety instructions and procedures.

- Use equipment safely.
- Attend required training.
- Report hazards, accidents, incidents and near misses.
- Cooperate with risk assessments.
- Use PPE where required.
- Take appropriate action where there is an immediate risk of harm.

### 19.6 Students and Parents/Carers

Students will be supported to understand and follow appropriate health and safety arrangements in a manner that reflects their age, development and individual needs.

Parents and carers are expected to cooperate with reasonable health and safety arrangements and provide relevant information where this is necessary to support the safe participation of their child.

### 19.7 Contractors

Contractors must comply with applicable legislation, site rules and agreed health and safety arrangements.

They must provide appropriate evidence of competence, risk assessments, method statements and other documentation where required.

Contractors must report hazards, incidents and changes to planned works promptly.

### 19.8 Site Security

The Headteacher and designated school staff will maintain appropriate site security arrangements, supported by relevant Group teams where required.

Further details are contained within the Site Security Policy and associated procedures.

## 20. Monitoring, Assurance and Review

Health and safety arrangements will be monitored at both school and Group level.

Monitoring may include:

- Health and safety inspections.
- Compliance checks.
- Review of risk assessments.
- Accident and incident data.
- Near-miss reporting.
- Fire safety checks and drills.

- Statutory inspection and maintenance records.
- Contractor performance.
- Training compliance.
- Review of recurring or significant risks.

Where monitoring identifies a deficiency, appropriate corrective action will be taken and escalated where necessary.

The Group will use information from incidents, inspections, audits and other assurance activity to identify trends and support continuous improvement.

## 21. Support, Advice and Communication

Staff should raise health and safety concerns promptly with their line manager, Headteacher or designated school lead.

Schools can seek advice and support from the Regional Estates and Health & Safety Partners.

Significant health and safety risks that cannot be adequately managed at school level must be escalated through the Group's established governance arrangements.

## 22. Policy Review

This policy will be reviewed every two years and sooner where required because of:

- Changes in legislation or regulatory requirements.
- Significant changes to Group operations.
- Changes to school premises or activities.
- Significant accidents or incidents.
- Findings from audits or inspections.
- Changes to relevant national guidance.

The policy will be amended where necessary to ensure that it remains effective, proportionate and reflective of actual Group and school arrangements.

Signable

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**Parties involved with this document**

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| Fri, 23rd Oct 2026 21:53:49 BST | Stephen Bradshaw - Signer (222e88e07b7f16b06b3803fad3199b05) |

**Audit history log**

| Date | Action |
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| Wed, 7th Oct 2026 13:52:20 BST | Envelope generated with fingerprint ccf687d511d2db89fc5f59c6ebd02147 by abbey.brocklehurst@spbridge.co.uk (86.15.242.63) |
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| Wed, 7th Oct 2026 14:13:39 BST | Stephen Bradshaw opened the document email. (66.249.93.73) |
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| Tue, 20th Oct 2026 11:54:36 BST | Sent Stephen Bradshaw a reminder to sign the document. (86.15.242.63) |
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