

Health, Safety and Wellbeing Policy



Wick CE Primary School Abbotswood Primary School

Document 1:

The HS&W policy statement and commitment, the strategic organisation and the summary of arrangements.

Date	People involved	Notes
12/5/23	Rob Cockle	New H+S Policy linked to delegated services support

Document 1: Health and Safety Policy Statement

Document 1 introduces the general statement of commitment to ensuring health, safety and well-being of employees and other people. This is to meet the statutory requirements of the *Health and Safety at Work etc Act 1974*. Where appropriate the links with safeguarding and other related topics are mentioned. It shows the principal organisation in a chart and briefly describes the arrangements for achieving the objectives set out in the policy statement.

Document 2 goes into more detail about the organisation and arrangements. The two documents together provide the main health, safety and well-being policy.

On specific important topics additional arrangements and sub-policies will follow leading to risk assessments, training and other aspects of good management.

Contents of document 1

Subject
Introduction
Statement of general policy by the governors.
Organisation for health, safety and well-being as well as safeguarding shown in a chart.
Table of roles at the setting relevant to the main arrangements for HSW, safeguarding tasks plus food safety and other topics.
Health and Safety Committee
Safety Reps/Staff H&S reps
Auditing health, safety and wellbeing
References

Statement of Health, Safety and Wellbeing Policy for Wick Primary School and Abbotswood Primary School

This statement of “Health, Safety and Wellbeing Policy” is produced in respect of South Gloucestershire Council. It forms the basis of future planning and implementation of health, safety and wellbeing (HS&W) matters.

1.0 The Wick Primary and Abbotswood Primary Statement of General Policy

1.1 South Gloucestershire Council is the employer of all staff within Wick Primary and Abbotswood Primary Schools. The school recognises that South Gloucestershire Council has a corporate policy and that this policy flows from a relationship with that. There is an Executive Head Teacher with delegated powers. The Executive Head Teacher will:

1.1.1 Accept its responsibility for setting out the overall establishments HS&W Policy and undertake to take all reasonable steps within its power to prevent or reduce the possibility of:

- Harm, injury and ill-health to children, employees, parents, contractors, visitors to the school and members of the general public;
- Damage to property, plant, machinery, equipment, tools and other materials;
- Harm to the environment

1.2 Ensure, so far as is reasonably practicable, that the establishment’s budget reflects the finance necessary to implement Health, Safety & Wellbeing requirements.

1.3 Accept its responsibility under the Health and Safety at Work etc Act 1974, so far as is reasonably practicable to:

1.3.1 Provide plant, equipment and systems of work which are safe and without risks to health;

1.3.2 Make arrangements for ensuring the handling, storage and transportation of articles and substances are safe and without risk to health;

1.3.3 Provide suitable and sufficient information, instruction, training and supervision to enable all employees, children, parents and carers at the establishment to perform their work, learning and play safely and efficiently;

1.3.4 Promote the development and maintenance of sound HS&W practices ensuring that any actions taken are inclusive and non-discriminatory;

1.3.5 Maintain the premises in a condition that is safe and without risks to health and ensure the maintenance of safe access to and exit from the premises;

1.3.6 Provide and maintain a working environment that is safe and without risks to health and adequate as regards welfare facilities for employees, children, parents and carers.

1.3.7 Provide as necessary personal protective equipment (“PPE”) to all employees, volunteers, parents, children and visitors in the setting, for the safe use of plant, machinery, equipment, tools, materials and substances for work or within the curriculum.

- 1.3.8 Maintain a close interest in all health and safety matters insofar as they affect all activities under the control of the establishment. In particular they will work closely with other agencies sharing the premises to cooperate on work-related health and safety matters. They will also check that parents and carers and community groups are also health and safety aware.
- 1.3.9 Keep themselves up to date on relevant health, safety and wellbeing matters through SGC professional development, advice from the employer and the setting's competent person, Executive Head Teacher and the H&S Governor.
- 1.4 Recognise the requirement to engage and consult staff on Health, safety and Wellbeing matters which will be achieved by discussion through the setting's safety committee, or other effective means.
- 1.5 Agree that one of their members to be designated the "Health and Safety Governor" who will attend meetings of the safety committee and speak on HS&W matters at the appropriate sub-committee and LGB
- 1.6 Delegate authority for the development and implementation of this policy to the Executive Head Teacher who will:
- ensure that arrangements will be made to bring this policy to the notice of all employees (including new, temporary and part-time employees) at Wick Primary School and Abbotswood Primary School.
 - The Executive Head Teacher will also bring it to the attention of parents/carers, agency and other contract staff, contractors, volunteer helpers and the children so that they fulfil their duties to cooperate with this policy.
 - The Executive Head Teacher will liaise with other agencies and groups using the site to ensure consistent health and safety outcomes.
- 1.7 Recognise their responsibility for monitoring HS&W performance, including auditing and will require the Executive Head Teacher to present an annual report on Health and Safety, Wellbeing and related matters. This will include evidence of safety inspections carried out by representatives of the setting at least three times a year.
- 1.8 Seek to continually improve HS&W Policies, Procedures, Codes of Practice and Guidelines. Cross-cutting matters such as safeguarding and inclusion will be linked in so there are no policy gaps.
- 1.9 Review this policy on a regular basis to confirm that the arrangements are still appropriate. The review will take place whenever there are significant changes in the arrangements and not later than 24 months from the previous review date. This policy will be re-edited and re-issued within three months of the review date where this is deemed necessary.

Signed by the Chair of Governors Abbotswood

Signed by the Executive Headteacher

Name:

Name:

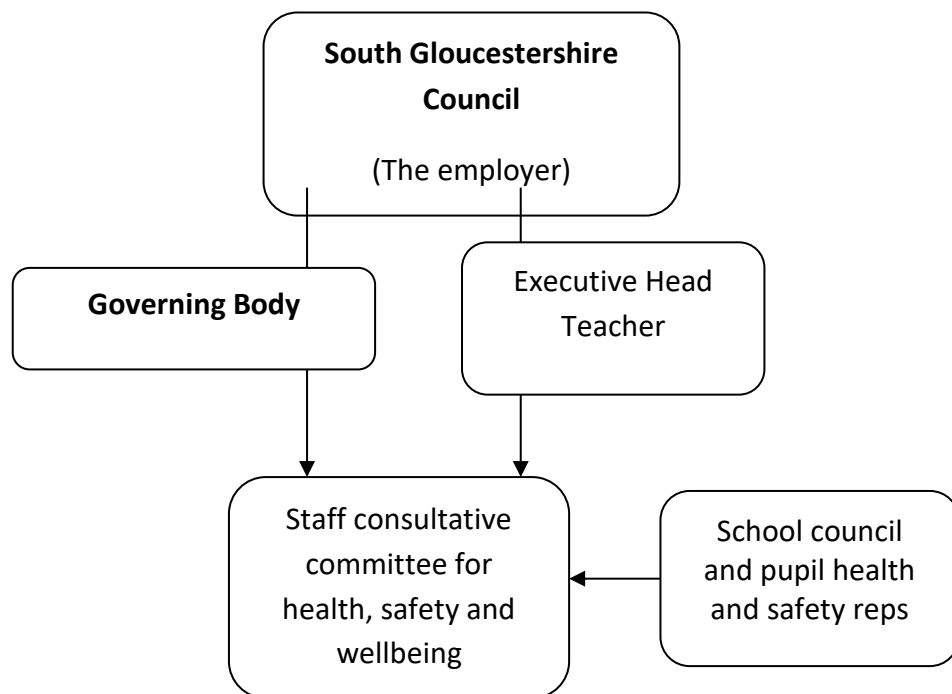
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2.0 Organisation and arrangements of the school for health, safety and wellbeing

2.1 The Employer of Wick Primary and Abbotswood Primary recognise the need to identify organisational arrangements in the school for implementing, controlling and monitoring HS&W matters. In this matter they follow the guidance in document *HSG 65 Managing for Health and Safety* published by the Health and Safety Executive. They also accept the need to consult individuals before allocating particular health, safety and wellbeing functions. Individual duties including reporting arrangements and, therefore, organisation and accountability follow.

2.2 Functional elements: Committee structure



2.3 Functional elements: School organisation for health, safety and wellbeing showing links with safeguarding and food safety etc. (See flow chart below)

2.3.1 The posts with significant HS&W roles are set out in the chart below. Everyone has some responsibility and the chart is highlighting the major management lines.

2.3.2 A list of people and their jobs and health and safety roles follows in tables Staff members are in Table 1 and 2 with contractors in Table 3.

South Gloucestershire Council

Governor/Lead for H&S

Executive Headteacher

Delegated Services as H&S Competent Person

Designated Safeguarding Lead: Safeguarding Exec HT

Heads of School

School Business Manager

SENCo

Deputy DSL

Class Teachers EYFS to Year 6

Student/Work Experience Placement Coordinator

Single Central Record Safeguarding Manager

EVC
Visit Leader(s)

Caretaker
Cleaners

Lead First Aider/Nurse
First Aiders

Admin staff
Admin. Of Medicines & Medical Support

Catering Contractor Integra

TA's and other support.

IT Contractor Integra

SMSA

**Staff of HSW committee
Mental Health Lead**

School Council (pupils)

Fire Officer

Table of posts with major health and safety roles: school and governors

Table 1

Post No.	HS&W Role	Position with Responsibilities Wick	Position with Responsibilities Abbotswood
1	H&S Governor	H&S Governor	H&S Governor
2	Clerk to Governors	Clerk to Governors	Clerk to Governors
3	Executive Headteacher and Heads of school	Executive Headteacher	Executive Headteacher
4	Health and Safety Coordinator	School Business Manager/ Executive Head Teacher	School Business Manager/ Executive Head Teacher
5	First Aid Coordination	School Business Manager	School Business Manager
6	Key Holder(s), fire and burglar alarms	Caretaker/EHT	Caretaker/EHT
7	Premises management day to day	Caretaker	Caretaker
8	Premises functions	Caretaker	Caretaker
9	Senior Leader: Curriculum, Health and Safety	Executive Headteacher	Executive Headteacher
10	Head of Schools	Teachers	Teachers

Table 2: Other school posts with important health, safety and safeguarding roles.

	HS&W Role	Position with Responsibilities Wick	Position with Responsibilities Abbotswood
11	Catering Manager	Catering Contractor Integra	Catering Contractor Integra
12	Educational visits coordinator	Head of School	Head of School
13	Visits leader	Executive Head Teacher	Executive Head Teacher
14	Inclusion	SENCo	SENCo
15	Safeguarding Single central record manager	School Business Manager/Executive Headteacher	School Business Manager/Executive Headteacher
16	Safeguarding	Designated Safeguarding Lead	Designated Safeguarding Lead
17	Safeguarding Deputy	Deputy Designated Safeguarding lead	Deputy Designated Safeguarding Lead
18	Administration of Medicines	School Business Manager/Admin	School Business Manager/Admin
19	Fire Marshalls coordinator	Various staff	Various staff

20	Lead SMSA	Play leader	Play leader
21	Student Placement Coordinator	Head of School/Year 2 teacher	Head of School
22	Work Experience	Head of School/Year 2 teacher	Reception teacher

Table 3: Table of *external contractor's* posts with major health and safety roles.

	HS&W Role	External contractor	
		Abbotswood	Wick
23	HS&W advisor and school's "competent person"	Delegated Services	Delegated Services
24	Compliance management	I Am Compliant	I Am Compliant
25	Utility services advice	South Glos Council Peter Baker	South Glos Council Peter Baker
26	Cleaning Contract Manager	Internal Cleaners	Better Clean
27	Grounds Maintenance Contract Manager	CPS Grounds	Prestige Grounds
28	Fire Alarms	BAC	MAT Fire
29	Fire-fighting equipment	A&E Fire	A&E Fire
30	Emergency Lighting	BAC	MFS Ltd
31	Entry systems. security CCTV	BAC	Osborne Technologies
32	Pest control	LA	LA
33	Alarms monitoring	BSPM	MFS Ltd
34	Electrical		GW Electrical
35	Heating and hot water	Westex	Adam Roberts
36	Water hygiene and Legionella control	Severn Trent	Interserve
37	Glass emergency repairs	Roman Glass	Roman Glass
38	Overnight security call-out	BSPN	BWS
39	Counselling services	Integra HR	Integra HR

3.0 School Health, Safety & Welfare Consultative Committee

3.1 The Wick Primary and Abbotswood Primary will incorporate health, safety and wellbeing at their Full Governing Body committee.

3.1.1. The LGB recognise that the way forward in achieving effective management of the school's HS&W Policy and the arrangements necessary to fulfil the obligation includes the staff HS&W Committee, or a similar another committee incorporating these responsibilities.

Other people who may be able to contribute to matters under discussion when relevant but not at every meeting necessarily for example: The Educational Visits Coordinator, First Aid

Lead staff, Personnel/HR, SENCo, staff with safeguarding roles and caretakers. H&S Advisors will be used as necessary.

- 3.1.2. The HS&W Committee shall meet regularly so as to give time and full consideration of:
- Risk assessments, incident information, safety procedures and working practices;
 - Reports on premises inspections, compliance, and building works,
 - The resources required for training and development and other HS&W matters.
- 3.1.3 The HS&W Committee shall in addition meet annually in order to exercise an overview of the school's HS&W performance and to produce a report for the LGB.

3.2 Arrangements for Safety Representatives or consultation with Employee Representatives.

- 3.2.1 Liaison and communication will take place with Trade Union Safety Representatives, or consultation with Employee Representatives about problems, hazards or defects either arising from or relating to activities at the school.
- 3.2.2 While most problems will be dealt with as they arise on a day to day basis those with longer term implications will also be discussed at the HS&W Committee.

See: <http://www.hse.gov.uk/involvement/index.htm>

- 3.2.3 Specific issues that require immediate action will be taken after consultation with the Executive Headteacher

4.0 Monitoring and auditing Health, Safety and Wellbeing Performance

- 4.1. The Executive Headteacher will require the (School Business Manager to provide an annual report on all HS&W matters which will identify strengths and development areas, propose achievable remedies, and set objectives for continuous improvement.
- 4.2. The report will provide an annual overview of for example:
- Reported incidents, incident investigations, bump book analysis, lost time data and resulting preventative measures;
 - Emergency procedures including fire precautions and first aid;
 - Policies and arrangements introduced, risk assessments undertaken and procedures implemented;
 - Internal and external inspections as well as audits;
 - Wellbeing.
- 4.3. An external health, safety and wellbeing audit will be commissioned. This may be every two years initially but if performance is good the interval may be extended.

5.0 References

The Health and Safety Executive website provides an extensive range of information.

Visit: www.hse.gov.uk

Key useful documents include:

HSG 65 Managing for Health and Safety which can be downloaded free at

<http://www.hse.gov.uk/pubns/books/hsg65.htm>

INDG 275 (rev1) Plan, do, check, act

<http://www.hse.gov.uk/pubns/indg275.pdf>

INDG 417 Leading health and safety at work

<http://www.hse.gov.uk/pubns/indg417.pdf> and from DfE:

Department for Education Governors' Handbook Jan 2017

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/582868/Governance_Handbook_-_January_2017.pdf

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/583733/Competency_framework_for_governance.pdf

This is the end of Document 1. Please see Document 2 for the “Organisation and Arrangements” where each post and role is described in rather more detail with key tasks. The main management activities are also laid out.

Produced by the Risk, Property and Facilities Director, Delegated Services,

(RP&F D), as Competent Person

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