



# Health, Safety and Wellbeing Policy

## Document 1:

### Policy statement and commitment, strategic organisation and arrangements

**September 2023**

**Stoke Bishop Church of England Primary School**

**Cedar Park**

**Bristol**

**BS9 1BW**

**Tel: 0117 3772173**

**E-Mail: [stoke.bishop.p@bristol-schools.uk](mailto:stoke.bishop.p@bristol-schools.uk)**

**Stoke Bishop Church of England Primary School, a charity and company limited by guarantee in England and Wales under company number 08422944, registered office Cedar Park, Stoke Bishop, Bristol, BS9 1BW**

Produced by the Risk Management and Reassurance Director, Delegated Services, (RM&R D), as Competent Person for the school

**Copyright notice:** the contents of this and related documents are for staff and authorised others at this school which has purchased support from the RM&R D and only use for you specific establishment is permitted. Please DO NOT forward or relay the contents of this and similar documents without the explicit and prior written permission of the RM&R D.

**Approved by:** FGB **Date:** 25<sup>th</sup> September 2023

**Last reviewed:** September 2023

**Next review due by:** September 2024

Doc 1 of 2 docs	Version 2.2	September 2023	Page   1
-----------------	-------------	----------------	----------

# Document 1: Health, Safety and Wellbeing 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 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	See page:
Introduction	2
The Governors' Statement of General Policy	3-4
Organisation of the school for health, safety and well-being as well as safeguarding (shown in a chart).	5-6
Table of posts with HSW and safeguarding roles.	7-9
School Health, Safety and Wellbeing Committee	10
Arrangements for Safety Representatives	10
Monitoring and auditing health, safety and wellbeing performance	11
References	11-12

## **Statement of Health, Safety and Wellbeing Policy**

This statement of “Health, Safety and Wellbeing Policy” is produced in respect of Stoke Bishop Church of England Primary School. It forms the basis of future planning and implementation of health, safety and wellbeing (HS&W) matters within the school.

### **1. The Governors’ Statement of General Policy**

The Governing Body will:

- 1.1 Accept its responsibility for setting out the overall Stoke Bishop Church of England Primary School HS&W Policy and undertake to take all reasonable steps within its power to prevent or reduce the possibility of:
  - Harm and injury and ill-health to children, employees, contractors, parents, 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 school budget reflects the finance necessary to implement HS&W 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 Stoke Bishop Church of England Primary School 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 school, for the safe use of plant, machinery, equipment, tools, materials and substances for work or within the curriculum;

Doc 1 of 2 docs	Version 2.2	September 2023	Page   3
-----------------	-------------	----------------	----------

## Stoke Bishop Church of England Primary School Health, Safety and Wellbeing Policy

- 1.3.8 Maintain a close interest in all health and safety matters insofar as they affect all activities under the control of the school. 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 governors' professional development, advice from the school's competent person, the Headteacher and the Safety Committee;
- 1.4 Recognise the requirement to engage and consult staff on Health, Safety and Wellbeing matters which will be achieved by discussion through the Stoke Bishop Church of England Primary School 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 school Safety Committee and speak on HS&W matters at the appropriate sub-committee and Full Governing Body.
- 1.6 Delegate authority for the development and implementation of this policy to the Headteacher 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 Stoke Bishop Church of England Primary School;
  - The Headteacher will also bring it to the attention of parents/carers, agency and other contract staff, contractors, volunteer helpers and the children (in an appropriate way for their age in the case of children) so that they fulfil their duties to co-operate with this policy;
  - 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 Headteacher to present an annual report on Health, Safety and Wellbeing related matters. This will include evidence of safety inspections carried out by representatives of the school 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 as necessary 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.

Doc 1 of 2 docs	Version 2.2	September 2023	Page   4
-----------------	-------------	----------------	----------

## Stoke Bishop Church of England Primary School Health, Safety and Wellbeing Policy

Signed by: Chair of Governors

Signed by: Headteacher

Name:

Name:

Signature:

Signature:

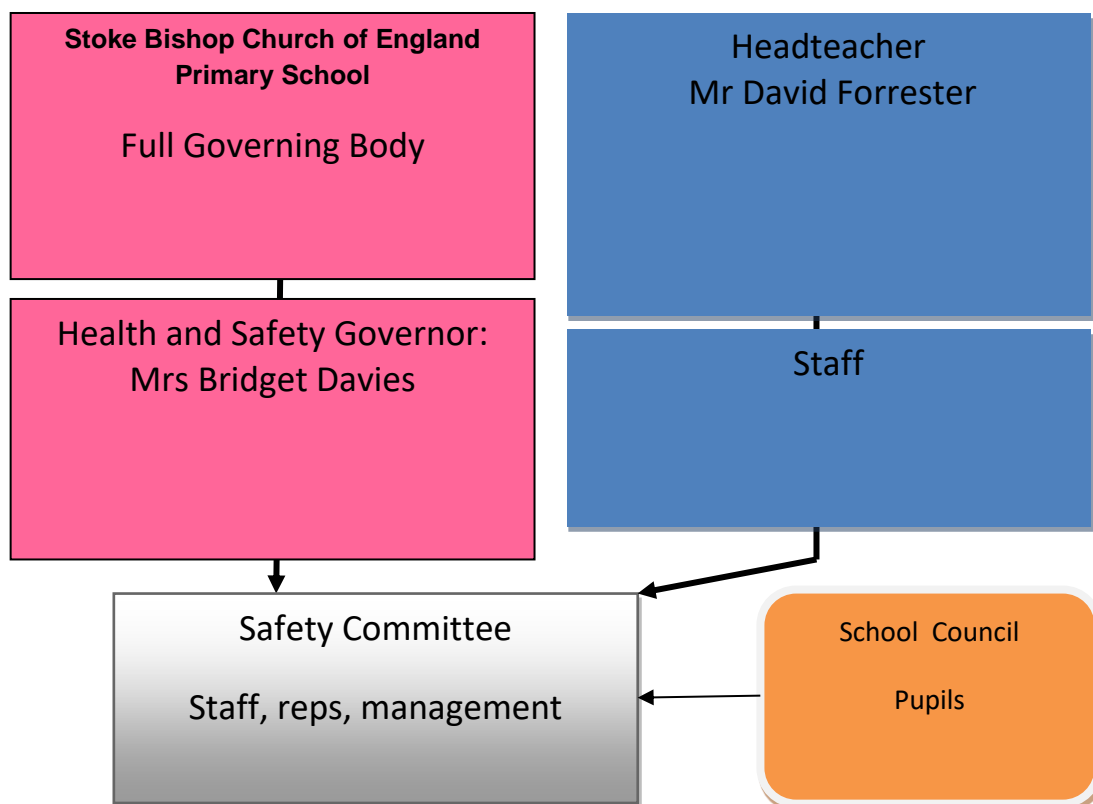
Date of issue of this statement: **September 2023** Review date: **September 2024**  
Display points: HS&W Noticeboard, website, annual refresher and induction packs

Doc 1 of 2 docs	Version 2.2	September 2023	Page   5
-----------------	-------------	----------------	----------

## 2. Organisation of the school for health, safety and wellbeing

**2.1** The governors of Stoke Bishop Church of England Primary School 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



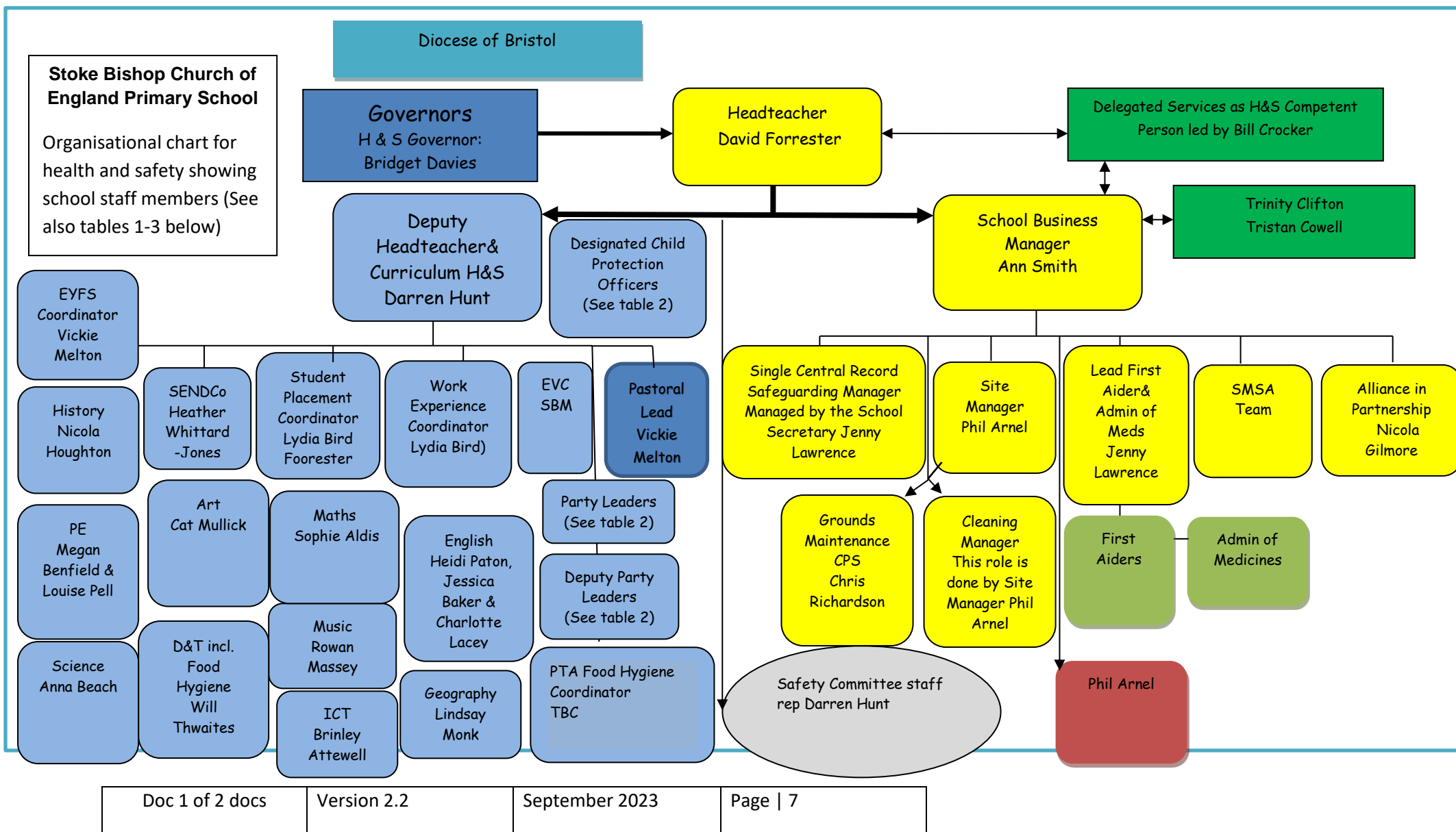
### 2.3 Functional elements: School organisation for health, safety and wellbeing showing links with safeguarding etc (see flow chart below)

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.

A list of people and their jobs and health and safety roles follows in a table. School staff members are in Table 1 and 2 and contractors in Table 3.

Doc 1 of 2 docs	Version 2.2	September 2023	Page   6
-----------------	-------------	----------------	----------

# Stoke Bishop Church of England Primary School Health, Safety and Wellbeing Policy



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

**Table 1**

<b>Post No.</b>	<b>HS&amp;W Role</b>	<b>School Post</b>	<b>Person's name</b>
<b>1</b>	H&S Governor	H&S Governor	Bridget Davies
<b>2</b>	Headteacher	Headteacher	David Forrester
<b>3</b>	Health and Safety Coordinator	School Business Manager	Ann Smith
<b>4</b>	Key Holder, fire and burglar alarms	Site Manager	Phil Arnel
<b>5</b>	Premises management day to day	Site Manager	Phil Arnel
<b>6</b>	Premises functions	Site Manager	Phil Arnel
<b>7</b>	Senior Leader: Curriculum Health and Safety	Deputy Headteacher	Darren Hunt
<b>8</b>	First Aid Coordination	Lead First Aider	Jenny Lawrence
	<b>Subject Leaders: Coordination</b>		
<b>9</b>	Science	Teacher	Anna Beach
<b>10</b>	D&T including Food Hygiene	Teacher	Will Thwaites
<b>11</b>	PE	Teacher	Megan Benfield & Louise Pell
<b>12</b>	Outdoor Learning	Teacher	Will Thwaites
<b>13</b>	Art	Teacher	Cat Mullick
<b>14</b>	ICT	Teacher	Brinley Attewell
<b>15</b>	History	Teacher	Nicola Houghton
<b>16</b>	Geography	Teacher	Lindsay Monk
<b>17</b>	Music	Teacher	Rowan Massey
<b>18</b>	English	Teacher	Heidi Paton, Jessica Baker, Charlotte Lacey
<b>19</b>	Maths	Teacher	Sophie Aldis
<b>20</b>	MFL	Teacher	Jo Gough
<b>21</b>	RE/Spirituality	Teacher	Simon Parmiter
<b>22</b>	PSHE	Teacher	Vickie Melton



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

	<b>HS&amp;W Role</b>	<b>School Post</b>	<b>Person's name</b>
<b>23</b>	Cleaning Manager	Site Manager	Phil Arnel
<b>24</b>	PTA Food Hygiene Coordinator	PTA volunteer	TBC
<b>25</b>	Educational Visits Coordinator	SBM / School office	Ann Smith
<b>26</b>	Trips and Visits Leaders	Party Leader	All teaching staff
<b>27</b>	Trips and Visits: Deputy Leaders	Deputy Party Leaders	All teaching staff
<b>28</b>	Inclusion	SENDCo	Heather Whittard-Jones
<b>29</b>	Pastoral	Pastoral Lead	Vickie Melton
<b>30</b>	Early Years	EYFS Coordinator	Vickie Melton
<b>31</b>	Safeguarding Single Central Record Manager	School Secretary	Jenny Lawrence
<b>32</b>	Safeguarding	Designated Safeguarding Lead and Deputies	Vickie Melton David Forrester Anna Beach
<b>33</b>	Administration of Medicines	Administration of Medicines Coordinator	Jenny Lawrence
<b>34</b>	Fire Marshals Coordination	Site Manager	Phil Arnel
<b>35</b>	Lunchtime Supervision	TAs	All TA staff
<b>36</b>	Student Placement Coordinator	Headteacher	Lydia Bird
<b>37</b>	Work experience	Deputy Headteacher	Lydia Bird
<b>38</b>	Safety Representative	Safety Representative	Darren Hunt

**Table 3: Table of *external contractors* posts with major health and safety roles.**

	<b>HS&amp;W Role</b>	<b>Company</b>	<b>Person's name</b>
<b>39</b>	Union H&S representative	Union H&S representative	Roving Representative
<b>40</b>	Catering Manager	Alliance in Partnership	Nicola Gilmore
<b>41</b>	HS&W advisor and school's "competent person"	Delegated Services	Bill Crocker
<b>42</b>	Site Management – strategic	Trinity Clifton	Tristan Cowell
<b>43</b>	Utility services advice	BCC – Electricity NL Services - Gas	
<b>44</b>	Grounds Maintenance Contract Manager	CPS	Esther Smith Andy Povey
<b>45</b>	Fire Alarms	Sovereign	
<b>46</b>	Fire-fighting equipment	A&E	
<b>47</b>	Emergency Lighting	BCC	
<b>48</b>	Security CCTV and burglar alarm	Sovereign	
<b>49</b>	Pest Control	D&R Solutions Limited	
<b>50</b>	Electrical	BCC	
<b>51</b>	Heating and hot water	NL Services	
<b>52</b>	Water Hygiene & Legionella control	Integrated Water Services	
<b>53</b>	Glass emergency repairs	Southmead Glass	
<b>54</b>	Overnight security call-out	Site Manager	Phil Arnel
<b>55</b>	Counselling Services	Education Mutual	

### **3.0 School Health, Safety & Wellbeing Consultative Committee**

- 3.1. The governors recognise that the way forward in achieving effective management of the school's HS&W Policy and the arrangements necessary to fulfil the obligation is through the Safety Committee.

The Safety Committee will comprise:

The Governor(s) holding the Health, Safety and Wellbeing portfolio(s);

The Headteacher;

The Health and Safety Coordinator;

The Site Manager;

TU Safety Reps/Staff reps;

Pupil reps (appropriate to their age);

Other people who may be able to contribute to matters under discussion, when relevant but not at every meeting, for example: The Educational Visits Coordinator, First Aid Lead staff, Personnel/HR, SENDCo, Pastoral Lead and staff with safeguarding roles.

H&S advisors will be used as necessary.

- 3.1. The HS&W Committee shall meet frequently so as to give time and full consideration of:
- i) Risk assessments, incident information, safety procedures and working practices;
  - ii) Reports on premises inspections, compliance and building works
  - iii) The resources required for training and development and other HS&W matters.
  - iv) 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 Governors and the Full Governing Body.

### **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. Whilst 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 Safety Committee.

Doc 1 of 2 docs	Version 2.2	September 2023	Page   11
-----------------	-------------	----------------	-----------

- 3.2.2 Specific issues that require immediate action will be taken after consultation with the Headteacher.

#### **4.0 Monitoring and auditing Health, Safety and Wellbeing Performance**

- 4.1. The Governors will require the Headteacher 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:
- i.) Reported incidents, incident investigations, bump book analysis, lost time data and resulting preventative measures;
  - ii.) Emergency procedures including fire precautions and first aid;
  - iii.) Policies and arrangements introduced, risk assessments undertaken and procedures implemented;
  - iv.) Internal and external inspections as well as audits;
  - v.) Wellbeing.
- 4.3. An external health, safety and wellbeing audit may 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](http://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

<https://acornhealthandsafety.co.uk/wp-content/uploads/2022/01/indg275-Plan-Do-Check-Act-An-introduction-to-managing-for-health-and-safety.pdf>

INDG 417 Leading health and safety at work

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

Department for Education Governance Handbook Oct 2020

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/925104/Governance\\_Handbook\\_FINAL.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/925104/Governance_Handbook_FINAL.pdf)

Doc 1 of 2 docs	Version 2.2	September 2023	Page   12
-----------------	-------------	----------------	-----------

**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.**

Company info:

Delegated Services is a not for profit, community interest company providing affordable, expert and comprehensive support services, in partnership with schools and community organisations.

For more information visit:

[www.delegatedservices.org](http://www.delegatedservices.org)

E-mail your enquiry to:

[info@delegatedservices.org](mailto:info@delegatedservices.org)

Clevedon Hall, North Somerset