



Health, Safety and Wellbeing Policy

Document 1:

Policy statement and commitment, strategic organisation and arrangements

September 2024

Stoke Bishop Church of England Primary School

Cedar Park

Bristol

BS9 1BW

Tel: 0117 3772173

E-Mail: 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:** 23th September 2024

Last reviewed: September 2024

Next review due by: September 2025

Doc 1 of 2 docs	Version 2.2	September 2024	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 2024	Page 3
-----------------	-------------	----------------	----------

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

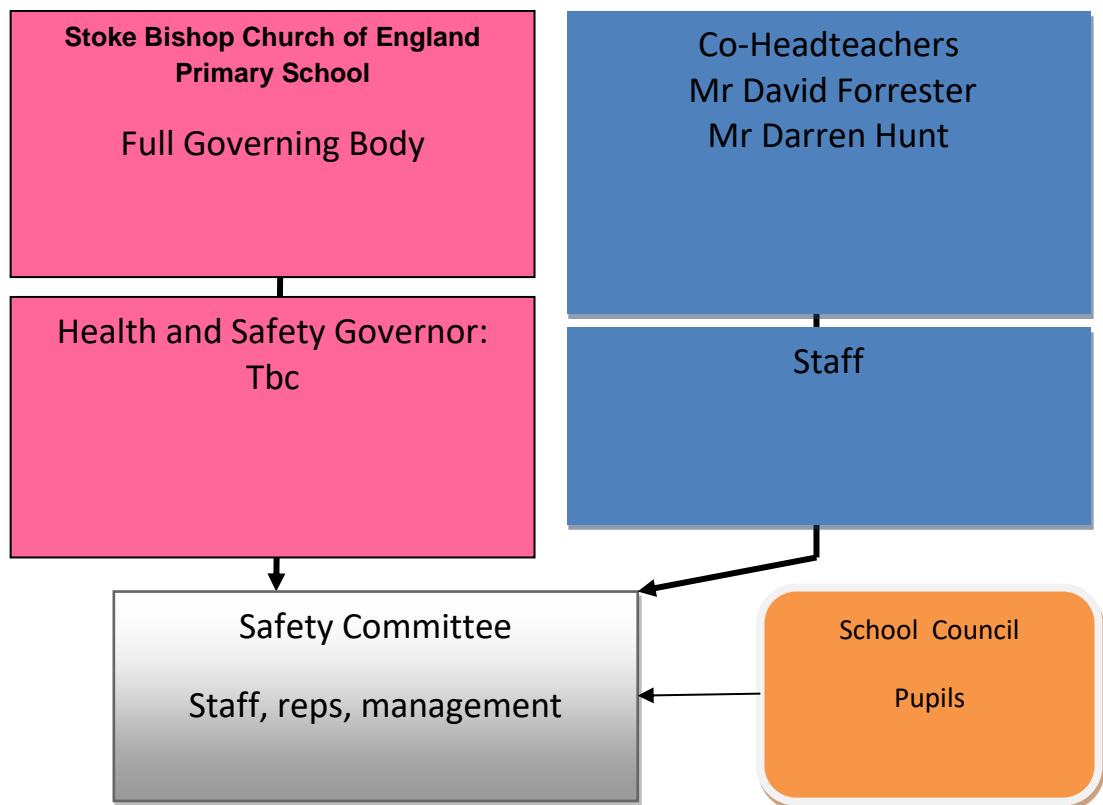
- 1.3.8 Maintain a close interest in all health and safety matters insofar as they affect all activities under the control of the school. In particular they will work closely with other agencies sharing the premises to cooperate on work-related health and safety matters. They will also check that parents 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 2024	Page 4
-----------------	-------------	----------------	----------

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.

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

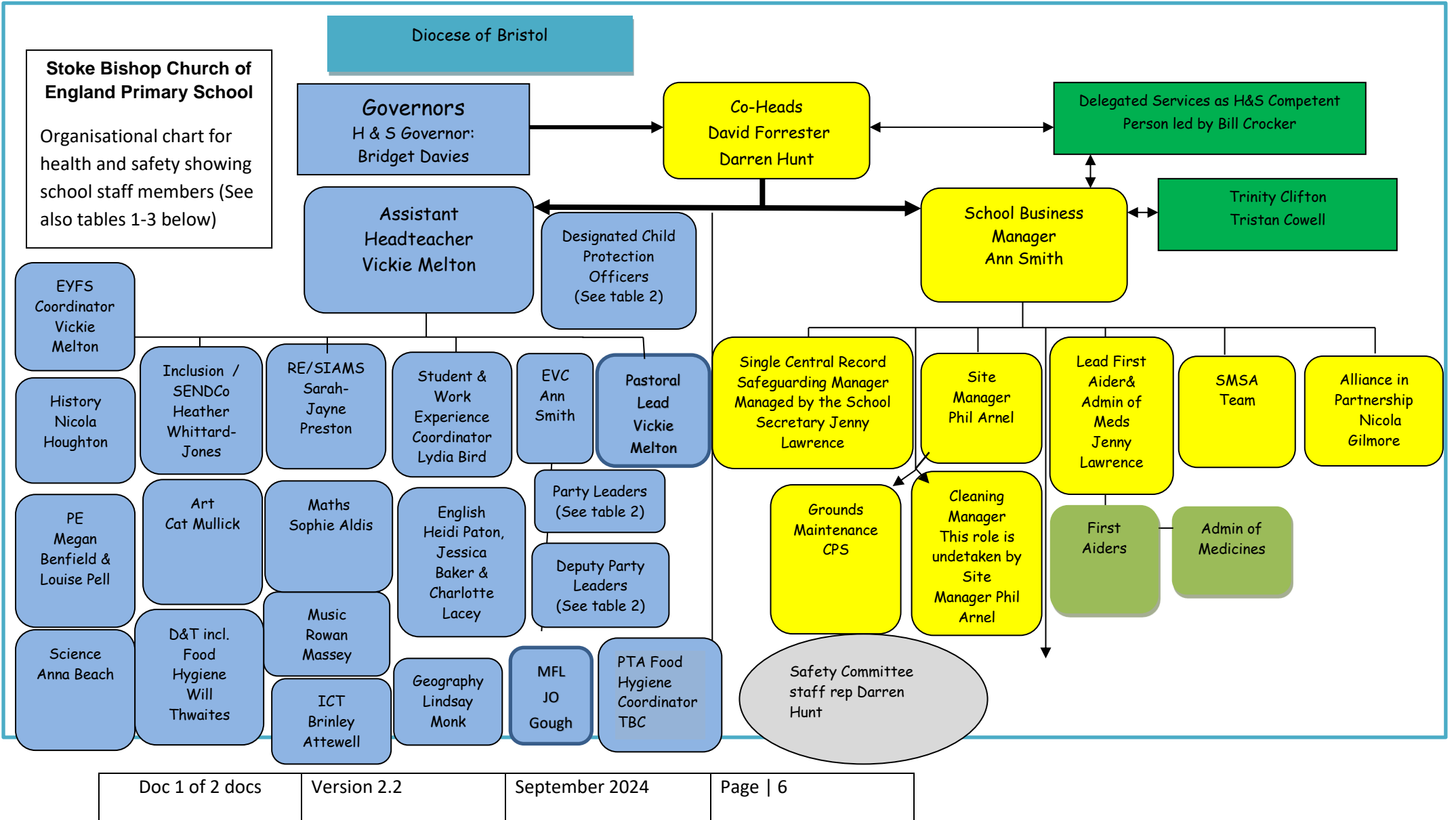


Table of posts with major health and safety roles: school staff and governors

Table 1

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

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

Post No.	HS&W Role	School Post	Person's name
24	PSHE	Teacher	Vickie Melton

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

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

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

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

55	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

Doc 1 of 2 docs	Version 2.2	September 2024	Page 10
-----------------	-------------	----------------	-----------

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

dealt with as they arise on a day to day basis, those with longer term implications will also be discussed at the Safety Committee.

- 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

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

Doc 1 of 2 docs	Version 2.2	September 2024	Page 11
-----------------	-------------	----------------	-----------

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

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

E-mail your enquiry to:

info@delegatedservices.org

Clevedon Hall, North Somerset

Doc 1 of 2 docs	Version 2.2	September 2024	Page 12
-----------------	-------------	----------------	-----------