



Health Safety & Wellbeing Policy



Document 1

“Our commitment to the health, safety and wellbeing of our staff, pupils and visitors”

Jan 19

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Document 1: Health and Safety Policy Statement

Document 1 introduces the general statement of commitment to ensuring health, safety and well-being, and the links with safeguarding. It shows the principal organisation in a chart and 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.

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Statement of Health, Safety and Wellbeing Policy

This statement of “Health, Safety and Wellbeing Policy” refers to Hotwells Primary School. It forms the basis of future planning and implements 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 Hotwells 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 to pupils, employees, contractors, parents 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 and pupils at Hotwells Primary School to perform their work and studies 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 wellbeing facilities for employees and students;

1.3.7 Provide as necessary personal protective equipment (“PPE”) to all employees and students in the school, for the safe use of plant, machinery, equipment, tools, materials and substances;

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.

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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 Head teacher and the Clerk to the Governors.

- 1.4 Recognise the requirement to consult staff on Health, Safety and Wellbeing matters which will be achieved by discussion through the Hotwells Primary School Safety Team.
- 1.5 Agree that one of their members will be designated the “Health and Safety Governor” who will attend meetings of the school safety Group 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 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 Hotwells Primary School

The Head teacher will also bring it to the attention of agency and other contract staff, contractors, volunteer helpers and students (in an appropriate way for their age in the case of students) so that they fulfil their duties to co-operate with this policy.

- 1.7 Recognise their responsibility for monitoring HS&W performance, including auditing, and will require the Head teacher to present an annual report on Health and Safety performance including 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.

Signed by the Chair of Governors

Signed by the Head teacher

Name:
Signed:

Name:
Signed:

Date of issue of this statement: **Jan 2018** Review date: Jan 2019

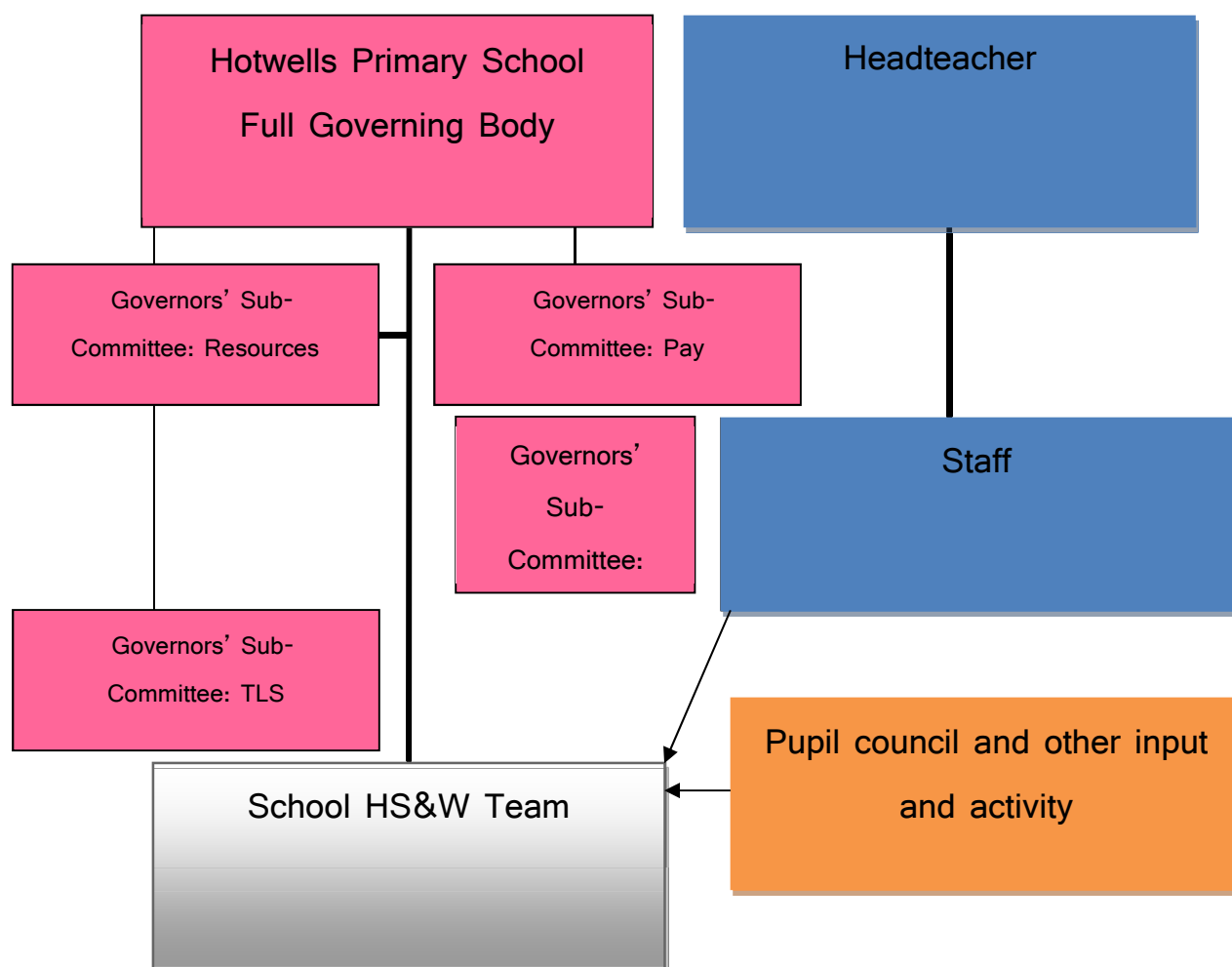
Display points: HSW Noticeboard, online, induction packs

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

2.1 The governors of Hotwells Primary School recognize the need to identify organizational 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

The posts with significant HS&W roles are set out in the chart below. Everyone has some responsibility and the chart highlights 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

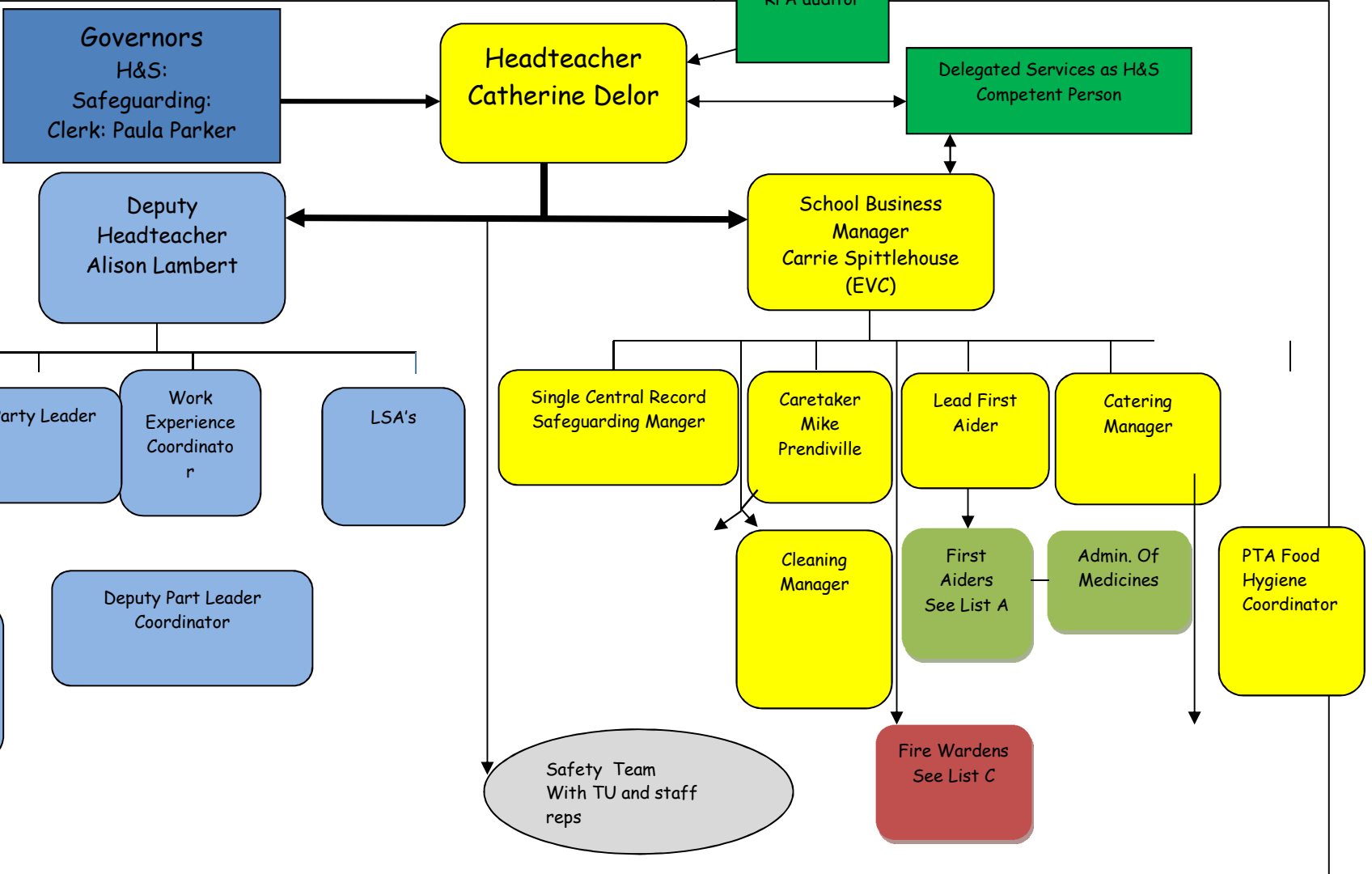
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in table 3.

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Hotwells Primary School
Organisational chart for health and safety showing school staff members



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Table1: Posts with major health and safety roles: school staff and governors

HS&W Role	School Post	Person's name
H&S Governor	H&S Governor	Chris Adams
Clerk to Governors	(employee of governors)	Paula Parker
Head teacher	Head teacher	Catherine Delor
Health and Safety Coordinator	School Business Manager	Carrie Spittlehouse
First Aid Coordinator	Office Staff	Office staff
Key Holder(s), fire and burglar alarms	Site Manager	Mike Prendiville Cath Delor Alison Lambert Matt Edwards
Premises management day to day	Caretaker/ Office	Caretaker: Mike Prendiville Office: Hazel Mccloy and Carrie Spittlehosue
Premises functions	Site Manager	Carrie Spittlehouse
Union H&S representative	Union H&S representative	
Senior Leader: Curriculum Health and Safety	Deputy Headteacher	Alison Lambert

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

HS&W Role	School Post	Person's name
Catering Manager	Not a school member	Alliance in partnership- Teresa Fenwick
PTA Food Hygiene Coordinator	Volunteer	
Educational Visits Coordinator	School Business Manager	Carrie Spittlehouse
Trips and Visits Leaders	Party Leader	Depends on trip
Trips and Visits: Deputy Leaders	Deputy Leaders	Depends on trip
Inclusion	SENCo	Nicola Levison
Safeguarding Single Central Record Manager	Office Administrator	Martine Peace
Safeguarding	Designated Child Protection Officer	Cath Delor

Administration of Medicines	Administration of Medicines Coordinator	Office staff
Fire Marshals Coordination	School Business Manager	Carrie Spittlehouse
E safety	IT lead	Sarah Healey
Science H&S	Science lead	Sam Maitipe
Student Placement Coordinator	SLT	Lynsey Hooper
Work experience	SLT	Alison Lambert

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

HS&W Role	Company	Person's name
HS&W advisor and school's "competent person"	Delegated Services	Bill Crocker of DS
Site Management -strategic		
Utility services advice		
Cleaning Contract Manager	Glen Cleaning	Sheridan Lenard
Grounds Maintenance Contract Manager		
Fire Alarms	Select	
Fire-fighting equipment	Select	
Security CCTV and burglar alarm	Vision	
Electrical	AGG	
Heating and hot water	Integral	Julian.Lucas
Glass emergency repairs	A.G. Gribble Ltd	
Overnight security call-out	Bristol City Council Security Services	

3.0 School Health, Safety & Wellbeing Group

The governors recognise that the way forward in achieving effective management of the school's HS&W Policy and the arrangements necessary to fulfill the obligation is through the School HS&W Group.

3.1 The HS&W Group will comprise

- The Governor(s) holding the Health, Safety and Wellbeing portfolio(s);
- The Headteacher;
- The School Business Manager
- The Caretaker;
- TU Safety Reps/Staff reps;
- Pupil reps (appropriate to their age);
- Other people who may be able to contribute to matters under discussion for example: The Educational Visits Coordinator, First Aid Lead staff, Personnel/HR, SENCo, staff with safeguarding roles.

3.1.1 The HS&W Group shall meet frequently in order to give time for full consideration of:

- Risk assessments, safety procedures and working practices;
- Reports on premises inspections;
- The resources required for training and development and other HS&W matters

3.1.2 The HS&W Group 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 this sphere of activity. Problems other than sources of imminent danger will be discussed at the HS&W Group.

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 will be commissioned every two years.

5.0 References

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

From the DfE: Department for Education Governors' Handbook (updated annually) at <https://www.gov.uk/government/publications/governance-handbook>

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.