Health Safety & Wellbeing Policy
Document 1
"Our commitment to health, safety and wellbeing of our staff, pupils and visitors"

5.1.22 Edition

Changes	Date
Updated names of personnel p4-6	15.1.19
Updated names of personnel p4-6	20.9.19
Updated names of personnel p4-6	16.10.20
Updated names of personnel p4-6	5.1.22

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Produced by the Risk, Property and Facilities Director, Delegated Services,
(RP&F D), as Competent Person

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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" is produced in respect of Holymead 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 Holymead 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 Holymead 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 welfare 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.

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 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 Holymead Primary School safety committee, howsoever it is titled.

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 Holymead Primary School

The Headteacher 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 Headteacher to present and annual report on Health and Safety performance including evidence of safety inspections carried 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

Name: Jessica Coggins
Signed:

Signed by the Headteacher

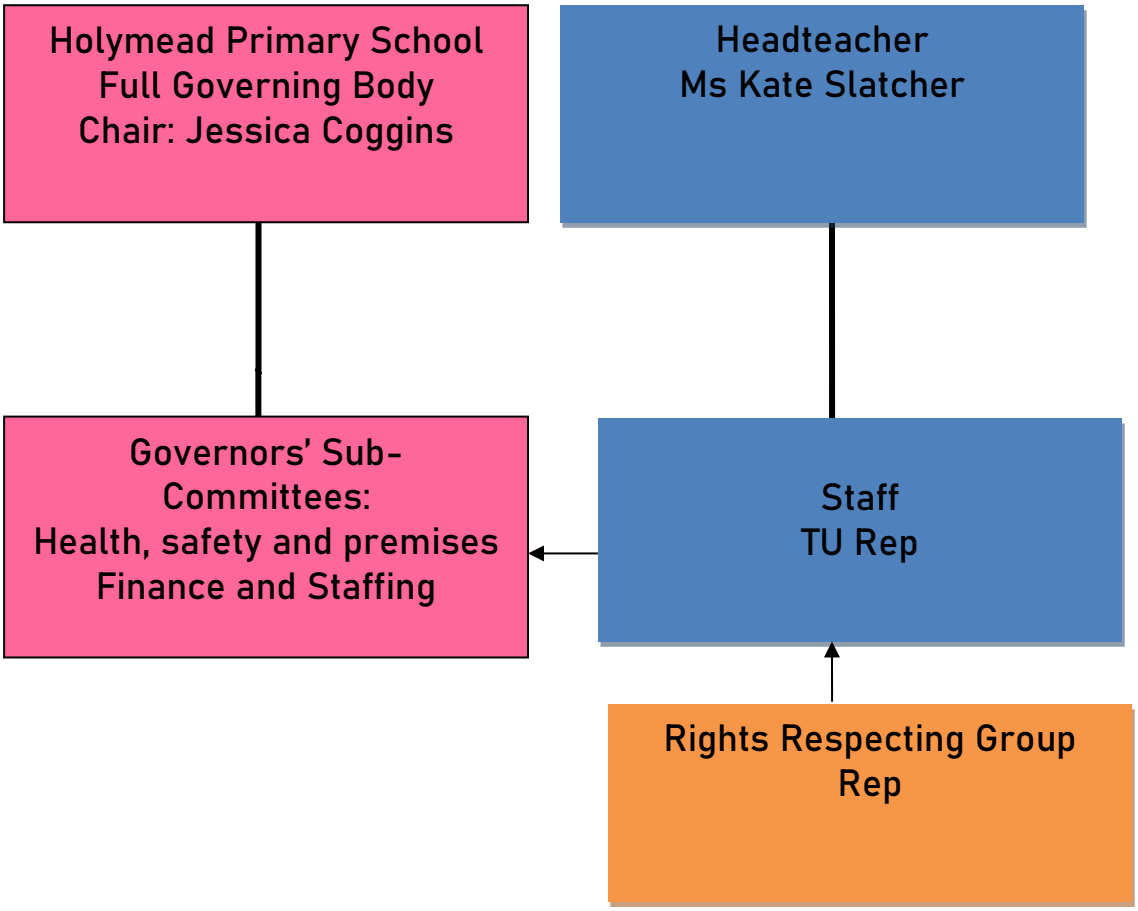
Name: Ms Kathryn Slatcher
Signed:

Date of issue of this statement: Jan **2022** Review date: Jan **2023**
Display points: HSW Noticeboard, online, induction packs

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

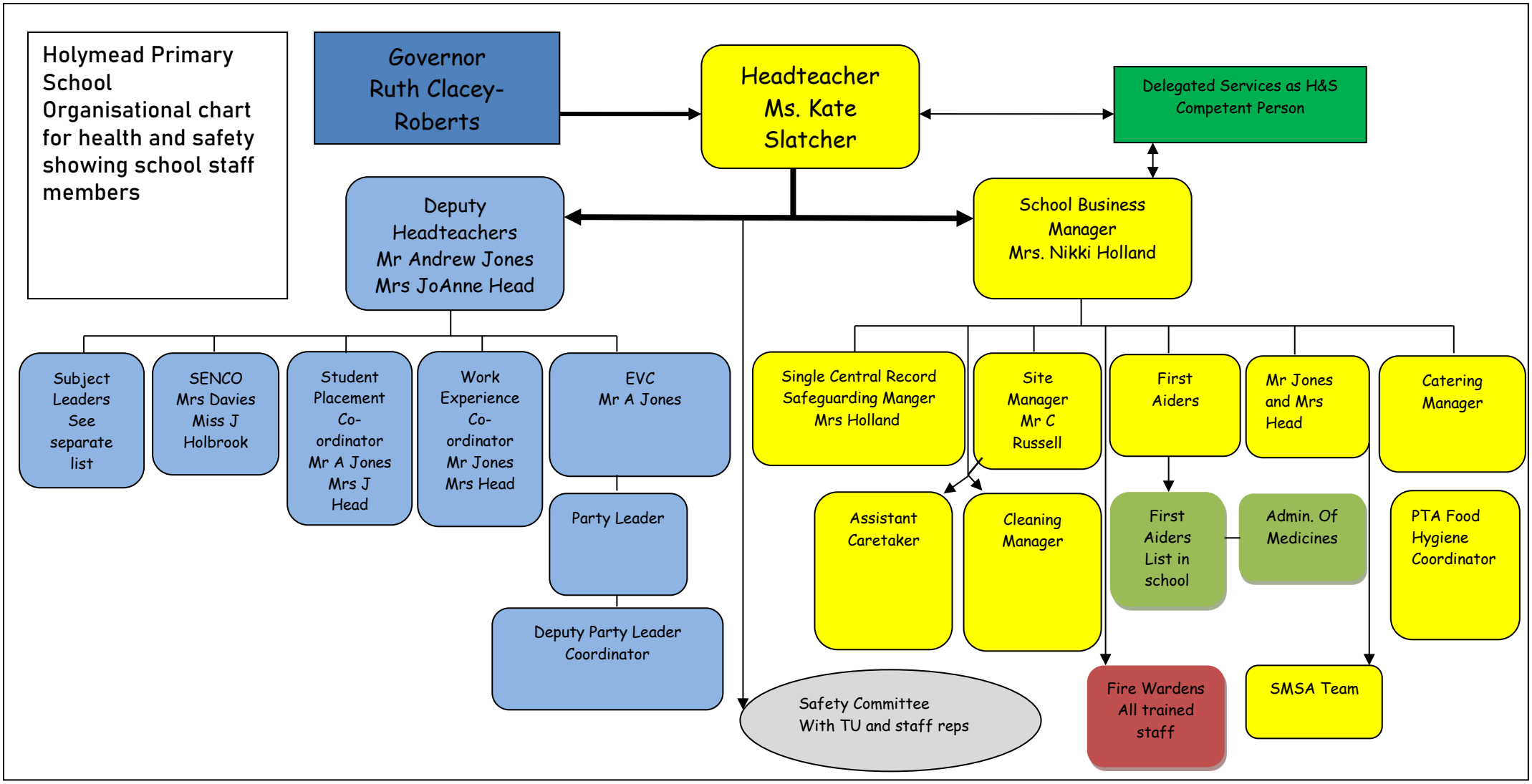
2.1 The governors of Holymead Primary School recognise the need to identify organisational arrangements in the school for implementing, controlling and monitoring HS&W matters. In this matter they follow the guidance in document *HSG 65 Managing for Health and Safety* published by the Health and Safety 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

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.


Holymead Primary School Organisational chart for health and safety showing school staff members
Governor Ruth Clacey-Roberts
Headteacher Ms. Kate Slatcher
Delegated Services as H&S Competent Person
Deputy Headteachers Mr Andrew Jones Mrs JoAnne Head
School Business Manager Mrs. Nikki Holland
Subject Leaders See separate list
SENCO Mrs Davies Miss J Holbrook
Student Placement Co-ordinator Mr A Jones Mrs J Head
Work Experience Co-ordinator Mr Jones Mrs Head
EVC Mr A Jones
Party Leader
Deputy Party Leader Coordinator
Single Central Record Safeguarding Manger Mrs Holland
Site Manager Mr C Russell
First Aiders
Mr Jones and Mrs Head
Catering Manager
Assistant Caretaker
Cleaning Manager
First Aiders List in school
Admin. Of Medicines
PTA Food Hygiene Coordinator
Safety Committee With TU and staff reps
Fire Wardens All trained staff
SMSA Team

3.0 School Health, Safety & Welfare 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 fulfill the obligation is through the School HS&W Committee, or other committee incorporating these responsibilities.

The HS&W 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 for example: The Educational Visits Coordinator, First Aid Lead staff, Personnel/HR, SENCO, staff with safeguarding roles.

3.1. The HS&W Committee shall meet frequently so as to give time and full consideration of:

i) Risk assessments, safety procedures and working practices;
ii) Reports on premises inspections, and
ii) 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 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 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 will be commissioned every two years.

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 (updated annually)
https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/481147/Governance_handbook_November_2015.pdf

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Got a problem? Need some advice? Here's how to get in touch!
If you have a general day to day enquiry: e-mail me at:
bill.crocker@delegatedservices.org

If you have an enquiry and you need a quick turnaround: ring me on:
Bill Crocker 07795 190 130
If you have an urgent enquiry and you need me fast: ring me on:
Bill Crocker 07979 425 989
If you have a fire, medical emergency or other life-threatening crisis then you should of course ring the emergency services (Police, Fire and Rescue, Ambulance, Coastguard). After they have been alerted by all means contact me for further support.

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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.