****

**Health Safety & Wellbeing Policy**

**Document 1**

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

**16.10.20 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 |

|  |  |
| --- | --- |
| **Holymead Primary (Infant site)****Hollywood Road****Brislington****Bristol****BS4 4LE****Tel: 0117 377 2381****Fax: 0117 377 2382****Email:** **office@holymeadprimary.co.uk** | **Holymead Primary (Junior site)****Wick Road****Brislington****Bristol****BS4 4HB****Tel: 0117 903 0377****Fax: 0117 903 0378****Email:** **office@holymeadprimary.co.uk** |

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

(RP&F D), as Competent Person

**Copyright notice**: the contents of this and related documents are for staff and authorised others at the organisation which has purchased support from the RP&F D and only use for you is permitted. Please DO NOT forward or relay the contents of this and similar documents without the explicit and prior written permission of the RP&F D as it is our intellectual property.

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

Clevedon Hall, North Somerset BS21 7RQ Tel: 01275 795 827

**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.

Contents of document 1:

|  |  |
| --- | --- |
| **Subject** | **See page:** |
| Introduction | 2 |
| Statement of general policy by the governors. | 3-4 |
| Organisation for health, safety and well-being as well as safeguarding shown in a chart. | 5 |
| Table of roles at the school relevant to the main arrangements for HSW and safeguarding tasks. | 6 |
| Health and Safety Committee | 7 |
| Auditing health, safety and wellbeing | 7-8 |
| References | 8 |
| Delegated Services contact information | 9 |

**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 Signed by the Headteacher

Name: Jessica Coggins Name: Ms Kathryn Slatcher

Signed: Signed:

Date of issue of this statement: **2020** Review date: **2021**

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**

Holymead Primary School

Full Governing Body

Chair: Jessica Coggins

Governors’ Sub- Committees:

Health, safety and premises

Finance and Staffing

Staff

TU Rep

Headteacher

Ms Kate Slatcher

Rights Respecting Group

Rep

 **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.

Governor

Ruth Clacey-Roberts

Work Experience Co-ordinator

Mr Jones

Mrs Head

Subject Leaders

See separate list

Student Placement Co-ordinator

Mr A Jones

Mrs J Head

EVC

Mr A Jones

Headteacher

Ms. Kate Slatcher

Bristol City Council as the employer

Holymead Primary School

Organisational chart for health and safety showing school staff members

SMSA Team

Admin. Of Medicines

Fire Wardens

All trained staff

Deputy Headteachers

Mr Andrew Jones

Mrs JoAnne Head

Delegated Services as H&S Competent Person

Catering Manager

Mr Jones and Mrs Head

First

Aiders

Site Manager

Mr C Russell

Single Central Record Safeguarding Manger

Mrs J Buckley

PTA Food Hygiene Coordinator

First Aiders

List in school

Party Leader

SENCO

Mrs M.Cole

Miss J Phillips

Deputy Party Leader

Coordinator

School Business Manager

Mrs. Judith Buckley

Assistant Caretaker

Cleaning Manager

**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.**

3.2.1Liaison 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](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

 <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

\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

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.

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

Clevedon Hall, North Somerset

BS21 7RQ Tel: 01275 795 827

**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.**