

North Road Community Primary School



Health, Safety and Well-being Policy

Document One:

The Health, Safety and Well-Being Policy statement and commitment, the strategic organisation and the summary of arrangements.

November 2023

Date	People involved	Notes
16 th November 2021	Sarah Stillie, Headteacher Mike Munday, H&S Governor	
8 th November 2022	Sarah Stillie, Headteacher Mike Munday, H&S Governor R&P Committee	
1 st November 2023	Sarah Stillie, Headteacher Alex Popham, H&S Governor R&P Committee	Change made to named H&S Governor. Amendments made to Catering Provider. Additional named DDSL added.

Document 1: Health and Safety Policy Statement

Document One 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 etc. Act 1974*. Where appropriate the links with safeguarding and other related topics are highlighted. It shows the principal organisation in a chart and briefly describes the arrangements for achieving the objectives set out in the policy statement.

Document Two 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 Well-Being Policy for North Road Community Primary School 2022

This statement of “Health, Safety and Well-Being Policy” is produced in respect of North Road Community Primary School. It forms the basis of future planning and implementation of Health, Safety and Well-Being (HS&W) matters.

1.0 The North Road Community Primary School Statement of General Policy

1.1 South Gloucestershire Council is the employer of all staff within North Road Community Primary School. The school recognises that South Gloucestershire Council has a corporate policy and that this policy flows from a relationship with that. There is a governing body and Head teacher with delegated powers.

The Governing body will:

1.1.1 Accept its responsibility for setting out the overall establishments HS&W Policy and undertake to take all reasonable steps within its power to prevent or reduce the possibility of:

- Harm, injury and ill-health to children, employees, parents, contractors, 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 establishment’s budget reflects the finance necessary to implement Health, Safety & Well-Being 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 the establishment 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 setting, for the safe use of plant, machinery, equipment, tools, materials and substances for work or within the curriculum.
- 1.3.8 Maintain a close interest in all Health and Safety matters insofar as they affect all activities under the control of the establishment. 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, carers and community groups are also health and safety aware.
- 1.3.9 Keep themselves up to date on relevant Health, Safety and Well-Being matters through professional development, advice from the Local Authority and the setting’s competent person, the Headteacher and the H&S Governor.
- 1.4 Recognise the requirement to engage and consult staff on Health, Safety and Well-Being matters, which will be achieved by discussion through the setting’s 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 safety committee and speak on HS&W matters at the appropriate sub-committee, The Resources and Pay Committee.
- 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 North Road Community 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 so that they fulfil their duties to co-operate with this policy.
 - The Headteacher will 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 and Safety, Well-Being and related matters. This will include evidence of safety inspections carried out by representatives of the setting at least three times a year.
- 1.8 Seek to continually improve HS&W Policies, Procedures, Codes of Practice and Guidelines. Direct links are made to Safeguarding and Inclusion in order to ensure that

there are no gaps in policy and safety procedures.

- 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 edited and re-issued within three months of the review date, where this is deemed necessary.

Signed by the Chair of Governors

Name:

Signed:

Signed by the Headteacher etc.

Name:

Signed:

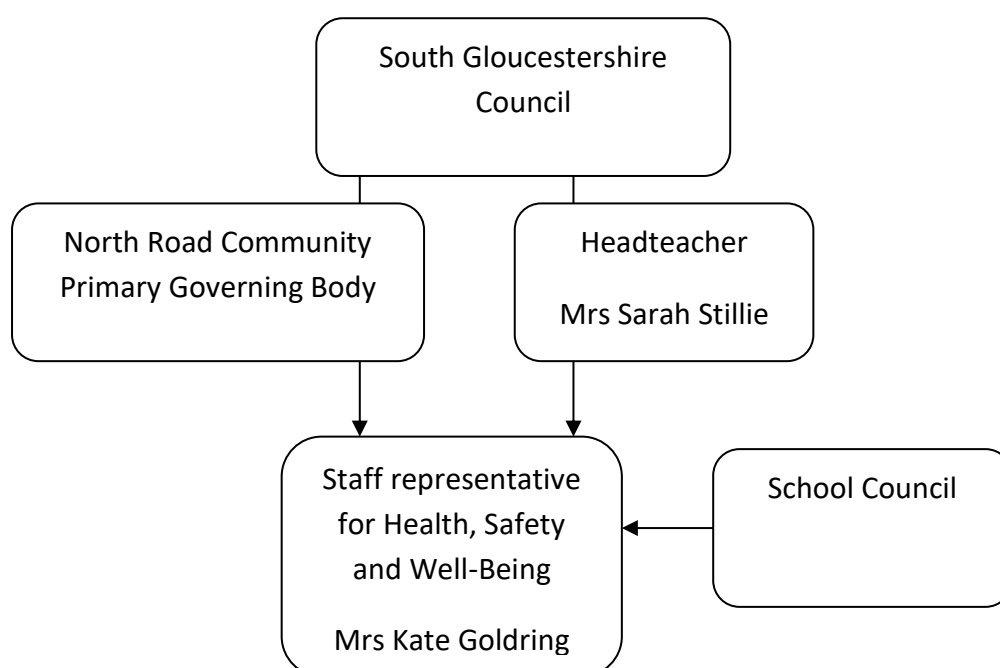
Date of issue of this statement: **November 2023** Review date: November 2024

Display points: Staffroom Noticeboards, School Website, Staff Induction packs.

2.0 Organisation and arrangements of the school for Health, Safety and Well-Being

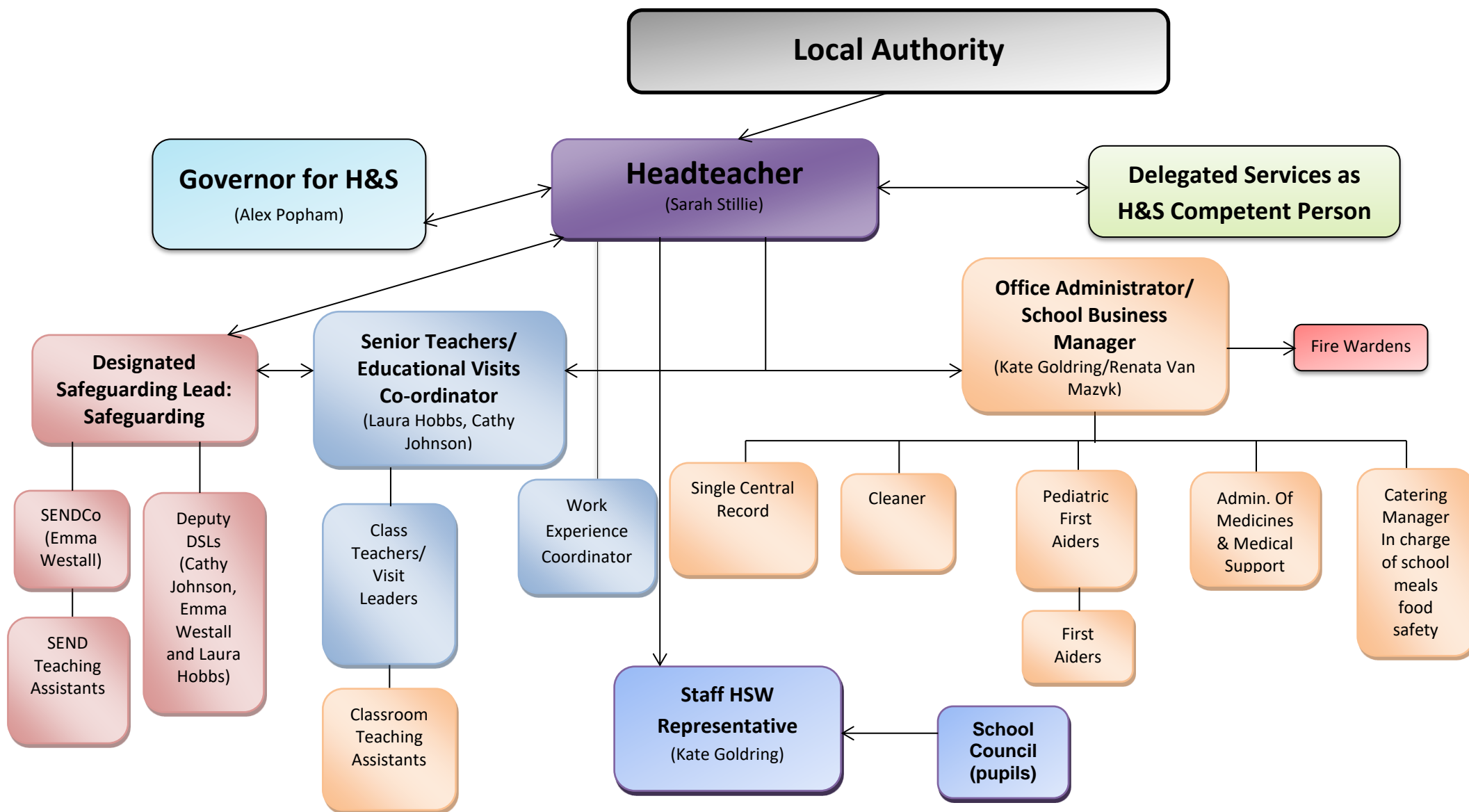
2.1 The Governors of North Road Community Primary School recognise the need to identify organisational arrangements in the school for implementing, controlling and monitoring HS&W matters. In this matter, they follow the guidance in document *HSG 65 Managing for Health and Safety* published by the Health and Safety Executive. They also accept the need to consult individuals before allocating particular Health, Safety and Well-Being 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 Well-Being showing links with safeguarding and food safety etc. **See flow chart on Page 7.** The posts with significant HS&W roles are shown. Every member of school staff has some responsibility with the major management lines highlighted.

2.3.1 The Health and Safety roles for North Road Primary School are shown on **Pages 8 and 9.**



Health and Safety Roles: North Road Community Primary School

Table 1: Table of Posts with Major Health and Safety Roles: School and Governors

Post No.	HS&W Role	Position with Responsibilities
1	H&S Governor	Alex Popham
2	Clerk to Governors	Karen Roskilly
3	Headteacher	Sarah Stillie
4	Health and Safety Coordinator	Sarah Stillie
5	First Aid Coordination	Renata Van Mazyk
6	Key Holder(s), fire and burglar alarms	Sarah Stillie, Laura Hobbs, Cathy Johnson
7	Premises management day to day	Sarah Stillie
8	Premises functions	Sarah Stillie
9	School H&S representative	Kate Goldring
10	Senior Leaders	Cathy Johnson and Laura Hobbs
13	Subject leaders	All teaching staff members

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

	HS&W Role	Position with Responsibilities
15	Catering Manager	Edwards and Ward
16	Breakfast Club/Roley's Afterschool Club	Lin Hewitt, Tammy Hambly
17	Educational visits co-ordinator	Cathy Johnson
18	Visits leader	Class Teachers
19	Inclusion and Pastoral	Emma Westall
20	Safeguarding Single Central Record manager	Kate Goldring
21	Safeguarding	Designated Safeguarding Lead – Sarah Stillie
22	Safeguarding Deputies	Deputy Designated Safeguarding Leads – Cathy Johnson, Laura Hobbs and Emma Westall
23	Administration of medicines	Amy Pearce Renata Van Mazyk Cathy Johnson Laura Hobbs Sarah Stillie
24	Fire Marshalls co-ordinator	Sarah Stillie, Kate Goldring and Renata Van Mazyk

25	Staff Induction/ECT Induction	Sarah Stillie, Laura Hobbs
26	Student Placement Co-ordinator	Sarah Stillie
27	Work Experience	Headteacher/Senior Teachers – Sarah Stillie, Laura Hobbs, Cathy Johnson

Table 3: Table of *external contractor's* posts with major Health and Safety roles.

	HS&W Role	External contractor
28	HS&W advisor and school's "competent person"	Delegated services
29	Compliance management	South Gloucestershire Council
30	Utility services advice	
31	Cleaning Contract Manager	Glen Cleaning
32	Grounds Maintenance Contract Manager	Prestige Grounds
33	Fire Alarms	A&E Fire and Security
34	Fire-fighting equipment	A&E Fire and Security
35	Emergency Lighting	A&E Fire and Security
36	Entry systems. security CCTV	BWS
37	Pest control	South Gloucestershire Council
38	Alarms monitoring	BWS Standfast
39	Electrical	Horders
40	Heating and hot water	E J Heating
41	Water hygiene and Legionella control	Airmec
42	Overnight security call-out	BWS Standfast
43	Counselling services	South Gloucestershire Council

3.0 School Health, Safety & Welfare Consultative Committee

3.1 North Road Community Primary School will incorporate Health, Safety and Well-Being in their sub-committee, Resources and Pay.

3.1.1. North Road Community Primary School Governing Body recognise that the way forward in achieving effective management of the school's HS&W Policy and the arrangements necessary to fulfil the obligation includes the staff HS&W Consultative Committee, or a similar another committee incorporating these responsibilities.

Other people who may be able to contribute to matters under discussion when relevant but not at every meeting necessarily for example: The Educational Visits Coordinator, First Aid Lead staff, Personnel/HR, SENCo, staff with safeguarding roles, high risk Subject Leads such as Science.

H&S Advisors will be used as necessary.

3.1.2. The HS&W Consultative Committee (Resources and Pay) shall meet regularly to give time and full consideration of:

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

4.0 Arrangements for Safety Representatives or Consultation with Employee Representatives.

4.1 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.

4.2 While 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 HS&W Consultative Committee.

See: <http://www.hse.gov.uk/involvement/index.htm>

4.3 Specific issues that require immediate action will be taken after consultation with the Headteacher (or Senior Teachers).

5.0 Monitoring and Auditing Health, Safety and Well-Being Performance

5.1 The headteacher and H&S Governor will 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

5.2 The report will provide an annual overview of for example:

- Reported incidents, incident investigations, bump book analysis, lost time data and resulting preventative measures;
- Emergency procedures including fire precautions and first aid;
- Policies and arrangements introduced, risk assessments undertaken and procedures implemented;
- Internal and external inspections as well as audits;
- Well-Being.

5.3 An external Health, Safety and Well- Being audit will be commissioned. This may be every two years initially but if performance is good the interval may be extended.

6.0 References

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

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 Jan 2017

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/582868/Governance_Handbook_-_January_2017.pdf

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/583733/Competency_framework_for_governance.pdf

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.

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

(RP&F D), as Competent Person

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