

HEALTH, SAFETY AND WELLBEING POLICY (PART 1)

Issue 15

September 2022

Approved by:



Head Teacher
Bailey's Court Primary School

Date: September 2022

Authorised by:



Chair of Full Governing Body
Bailey's Court Primary School

Date: September 2022

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Health Safety & Wellbeing Policy Document 1

“Our statement of the school’s commitment to health, safety and wellbeing plus our organisation and arrangements charts”.

Produced by the Risk Management and Reassurance Director, Delegated Services, (RM&R D), as Competent Person for the School

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This document sets the scene for staff as well as parents and visitors. Staff and governors are identified by name as well as by role. This helps everyone get to know who does what.

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CHANGE RECORDS SHEET

Issue No.	Date	Summary of Change	Amended by
1	March 1997	Original policy document.	W Davey
2	March 1999	Document reviewed and updated.	W Davey
3	March 2001	Document reviewed and updated.	W Davey
4	March 2003	Document reviewed and updated.	W Davey
5	March 2005	Document reviewed and updated.	W Davey
6	October 2008	Document reviewed and updated. Inserted "Managing Medical Needs" document into Section 3 of this policy.	D Hickson & M Telfer
7	August 2011	Document reviewed. Section 3.1 updated to include the online Sentinel/RIDDOR reporting system. Section 3.7 updated to provide clearer guidance on the management of medical needs.	D Hickson
8	December 2011	Policy rewritten to bring in line with the new model policy from the local authority, as advised during recent Health and Safety audit.	D Hickson
9	October 2014	Policy rewritten to bring in line with the new model policy from the local authority. Changes are highlighted in the left hand margin.	D Hickson
10	October 2015	Policy Reviewed – No changes made.	A Lynham
11	December 2016	Policy Reviewed & rewritten with Delegated Servcies	A Lynham, S-J Cannings & P Tranter
12	Sept 2017	Policy Reviewed	A Lynham, S-J Cannings & P Tranter
13	Sept 2018		A Lynham
14	Sept 2020	Reviewed – no changes	A Lynham
15	September 2022	Reviewed	A Lynham

Health and Safety Policy Organisation and Arrangements

This document sets out the broad arrangements for health, safety and well-being in the school. Individual policies, risk assessments, safe systems and actual practice expand outwards from the policy.

Health, Safety & Wellbeing Policy

This Statement of Health, Safety & Wellbeing Policy is produced in respect of Bailey's Court Primary School, and forms the basis of future planning. It implements Health, Safety & Wellbeing (HS&W) matters within the School and helps meet the requirements of the Health and Safety at Work etc. Act 1974.

Safeguarding of children in the school includes the duties under the above Act and additional duties. These are mentioned at appropriate points here, in HSW Doc 2 and supported by further policies and procedures.

1 STATEMENT OF GENERAL POLICY

The Governing body will:

- 1.1** Accept its responsibility for setting out the overall Bailey's Court 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, members of the general public, and
 - damage to property, plant, machinery, equipment, tools, materials, and the environmentby providing protection from foreseeable risks and promoting continuous improvement in HS&W standards.
- 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 in the 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 the maintenance of safe access to and egress from the premises

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- 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 pupils
- 1.3.7 Provide as necessary personal protective equipment (PPE) to all employees and pupils 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 Be kept informed of all developments relating to HS&W matters by the clerk to the Governors who will include such matters on the agenda of regular meetings.
- 1.4 Recognise the requirement to consult staff on Health and Safety matters which will be achieved by discussion through the Governor Resources Committee, howsoever it is titled.
- 1.5 Agree that one of their number to be designated the Health and Safety Governor who will attend meetings of the Governor Resources 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 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), agency and other contract staff, volunteer helpers and pupils in an appropriate manner to their age, so that they fulfil their duties to co-operate with this policy.
- 1.7 Recognise their responsibility for monitoring HS&W performance 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 the statutory requirements for early years will be integrated in all policies and practice.
- 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.

NB This statement is displayed on the Health and Safety Noticeboard and it is also recorded on paper and in electronic form by the H&S Coordinator.

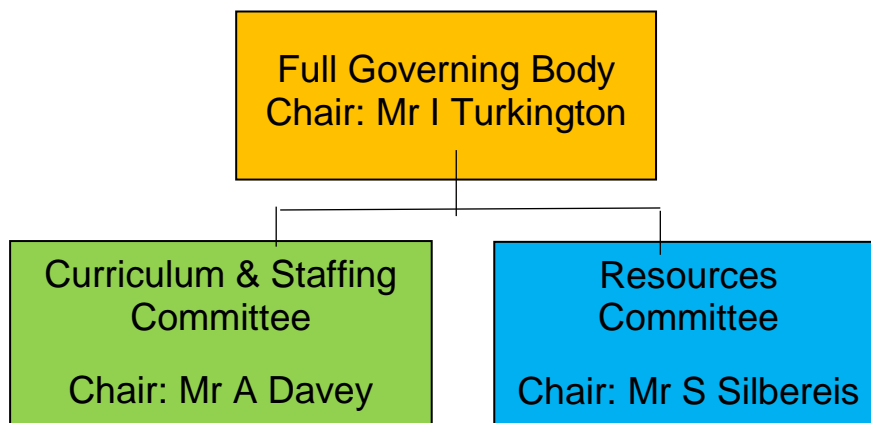
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2 ORGANISATION OF THE SCHOOL FOR HEALTH AND SAFETY

2.1 The Governors of Bailey’s Court Primary School recognise the need to identify organisational arrangements in the School for implementing, monitoring and controlling HS&W matters. They also accept the need to consult individuals before allocating particular health and safety functions. Individual duties including reporting arrangements and, therefore, organisation and accountability follow.

2.2 The functional elements: Committee structure

Figure 1: The main committee structure of the school is shown below.



Health and Safety Governor: Andrew Davey, Andy Ward

Safeguarding Governor: John Underhill

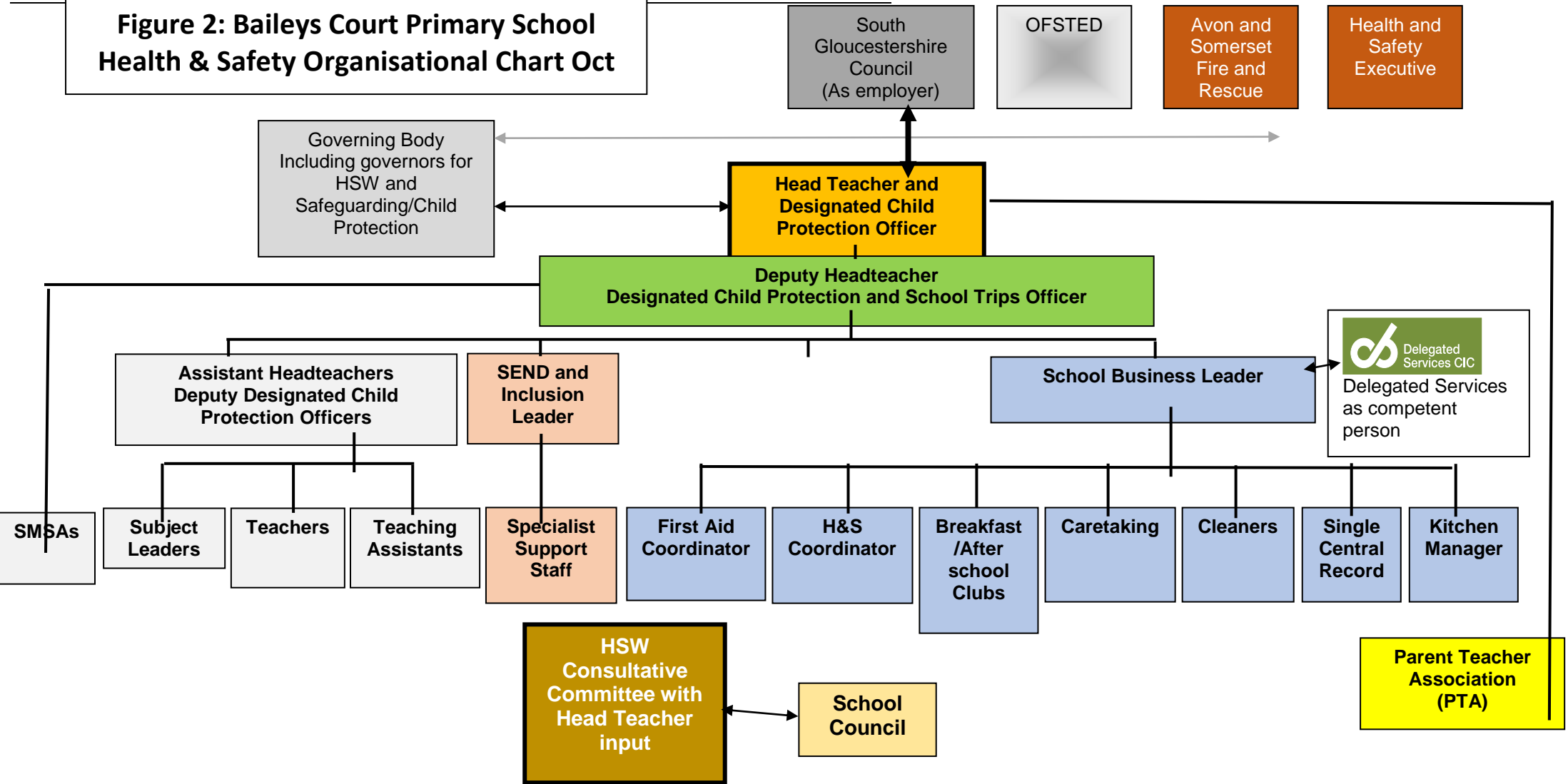
E-safety Governor: John Underhill

2.3 The functional elements: School organisation

The relevant posts are set out in the chart below. The roles and responsibilities are then summarised in the following table before being expanded on in 3.0.

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Figure 2: Baileys Court Primary School Health & Safety Organisational Chart Oct



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	Health, Safety and Wellbeing Role	Bailey's Court Primary School Role	Name
1	H&S Governor	H&S Governor	Mr A Davey Mr A Ward
2	Headteacher	Head Teacher	Mr A Lynham
3	Deputy Headteacher	Deputy Headteacher	Mr M Telfer
4	Health and Safety Co-ordinator	School Business Leader	Mrs S-J Cannings
5	Site Manager	Caretaker	Mr M Winter
6	Senior Leaders Curriculum Health and Safety	Assistant Headteachers	Mr M Stephens, Mrs S Elliott
7	Middle Leaders/Manager/Class Teacher	Subject leaders:	
7a	Middle/Subject Leader	English	Mrs Thomas, Mr Anderton
7b	Middle/Subject Leader	Curriculum	Miss Barnett, Mr Potter
7c	Middle/Subject Leader	ICT	Mrs Weeks Miss Winward
7d	Middle/Subject Leader	Maths	Mrs Trott, Mr Higginson
7e	Middle/Subject Leader	PE	Mrs Warner
7f	Middle/Subject Leader	Science/Stem	Mr Stephens
7g	Middle/Subject Leader	Forest Schools	Mr M Higginson/ Miss Proffitt
7h	Middle/Subject Leader	Vision and Arts	Mrs Hunter, Miss Barnett
8	Contract Managers:		
8a	Contract Manager	IT Manager and E-Safety	Mrs Weeks Miss Winward
8b	Contract Manager	Grounds Maintenance	Mr M Winter
8c	Contract Manager	Catering	Mrs Devonshire
8d	Contract Manager	Cleaning	Lynda Cleaning
8e	Contract Manager	Mini-bus	Mr M Winter
9	Educational Visits Coordinator	Deputy Head Teacher	Mr M Telfer
10	E-Safety	E-Safety	Mrs Weeks Miss Winward
11	Child Protection/Safeguarding	Headteacher/Deputy Head	Mr A Lynham, Mr M Telfer
12	SEND and Inclusion Leader	SEND and Inclusion Leader	Miss Proffitt
13	Single Central Record	Business Leader	Mrs S-J Cannings
14	First Aid team	First Aid Coordinator	Mrs Smart
15	Admin of Medicines Supervisors	Volunteer Admin of Medicines Supervisor	Mrs S-J Cannings
16	Fire Wardens	Volunteer Fire Wardens	Mrs S-J Cannings
17	Work Experience & Student Placement coordinator	Student Placement Coordinator	Mr M Telfer, Mrs Smart
18	Friends of Bailey's Court Primary School	Chair of FOBCPS	Adam Reign

Table 1: Roles at Bailey's Court Primary School with current post-holders

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3 ROLES AT THE SCHOOL WITH GENERAL RESPONSIBILITIES FOR HEALTH AND SAFETY

3.1 The Governing Body, through the Head Teacher, is responsible for:

- a) Ensuring that the school's safety policy is implemented, monitored and regularly reviewed and revised as necessary.
- b) Ensuring that sufficient funds are reserved for meeting their responsibilities for Health and Safety, in particular for the maintenance of those items of premises and equipment for which they have financial responsibility under the Scheme for Financing of Schools.
- c) Monitoring the (health and safety) need for building maintenance in the school and implementing repairs as necessary.
- d) Advising South Gloucestershire Council of structural defects that could adversely affect the health and safety of staff, pupils and other persons.
- e) The safe condition, storage and maintenance of equipment, vehicles and plant at the school, and ensuring that such equipment can be used safely in the normal running of the school.
- f) Ensuring that the premises, the means of access and exit, and any plant or substance on the premises are safe and without risks to health.
- g) Ensuring that safety rules concerning the use of premises and equipment are displayed at appropriate locations in the school and are enforced.
- h) The adoption of safe working practices by staff and pupils, and by contractors on site.
- i) Acting to deal with potential hazards to health and safety, liaising where appropriate with representatives of the Council and contracting organisations.

3.2 The Head Teacher is responsible for:

- a) The implementation of the school's health and safety policy.
- b) Advising the Governing body of the need to review the school health and safety policy.
- c) The day to day responsibility for health and safety in the school.
- d) Ensuring that risk assessments are carried out in accordance with the Management of Health and Safety at Work Regulations 1999 in all areas of significant risk as well as those required under the Control of Substances Hazardous to Health (COSHH) Regulations 2002; the Manual Handling Operations Regulations 1992, the Provision and Use of Work Equipment Regulations 1998 and the Display Screen Equipment Regulations 2002.
- e) Ensuring that staff receive appropriate health and safety training.
- f) Ensuring regular site inspections are undertaken, minimum of three per year.
- g) Ensuring that all problems or defects affecting the health and safety of staff, pupils or other persons in the school are dealt with.
- h) Notifying the LA Health and Safety Unit of any reportable accidents or incidents as defined under the Reporting of Injuries Diseases and Dangerous Occurrences Regulations (RIDDOR)s, in accordance with the procedures laid down.
- i) Notifying the LA Health and Safety Unit of any hazards or problems affecting the health, safety or welfare of staff, pupils or others that cannot be resolved by appropriate local action.

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- j) Ensuring emergency procedures, including evacuation in case of fire or bomb threats, are in place and practiced.
- k) Ensuring that adequate provision is made for the administration of First Aid.
- l) Ensuring that all new material on health and safety matters, supplied by the LA, Competent H&S Service provider or the Health and Safety Executive, is brought to the attention of any relevant persons promptly.
- m) Facilitating a meeting if it is requested by staff or approved trade union safety representatives, and for attending such meetings.
- n) Consulting with approved trade union safety representatives on any matters affecting the health, safety or welfare of any members of staff and for facilitating the carrying out of their duties, including safety inspections and attendance at training courses.

3.3 Senior and Middle Leaders are responsible for:

- a) All matters of health and safety in subject area.
- b) Bringing to the notice of the Head Teacher and/or H&S Coordinator any problems or defects affecting the health, safety or welfare of staff, pupils or other persons in their faculty, department or subject area.
- c) Having a working knowledge of regulations, guidance materials and codes of practice in their subject areas.
- d) Producing a subject safety policy and revising it as necessary.
- e) Ensuring that staff have received adequate training on health and safety aspects of their specialist areas (especially where use of potentially hazardous equipment or substances is undertaken).
- f) Ensuring that necessary personal protective equipment (e.g. eye protection or protective clothing) is available and maintained.
- g) Ensuring that any risks specific to their area of work are adequately assessed (e.g. risk assessments for the use of tools or equipment, COSHH assessments for the use of hazardous substances).
- h) Ensuring that relevant safety signs and notices are displayed (e.g. signs requiring use of eye protection, restricting use of teacher only machines to named individuals, positions of gas, water or electrical isolators etc.).

3.4 Health and Safety Coordinator is responsible for health and safety related duties delegated by the Head Teacher and these include.

- a) To receive all H&S information sent to the school and disseminate the information to staff/governors as necessary.
- b) To advise the Head Teacher and Governors on action required to comply with relevant H&S Legislation.
- c) In consultation with Head Teacher/Governors, to set timescales/ensure work is carried out to meet the requirements of H&S Legislation.
- d) To carry out the regular safety inspections.

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3.5 Other Teaching and Support Staff are responsible for:

- a) Ensuring that they are familiar with and comply with the school and, where applicable, the subject safety policy.
- b) Reporting any defects or problems affecting the health and safety of themselves, their pupils, other staff or any other person, to the Head teacher or H&S Coordinator.
- c) Co-operating with their employer to enable them to comply with the requirements of the Health and Safety at Work etc. Act 1974.

3.6 The Caretaker/Cleaning Supervisor are responsible for:

- a) Ensuring that they are familiar with and comply with the school safety policy. They should also be familiar with the LA's Safety Policy.
- b) Bringing to the attention of the Head teacher or H&S Coordinator any problems or defects affecting the health and safety of any person on the school premises.
- c) Ensuring that any staff under their direct control (i.e. non contract staff) receive adequate training and instruction in the use of any equipment or materials that they are expected to use.
- d) Ensuring that all equipment and materials received have adequate health and safety information (e.g. safety data sheets to allow COSHH assessments to be carried out).
- e) Ensuring that safe procedures are laid down and used when work of a potentially hazardous nature is undertaken by themselves or others working under their direction.
- g) Ensuring that due warning is given of any caretaking/cleaning operations that could constitute a hazard to other users of the premises.
- h) Informing the Head teacher or H&S Coordinator of the arrival (or expected arrival) of contractors for maintenance work.
- i) Informing contractors of any hazards that could affect their health and safety while working in the school.
- j) The safe use and maintenance of all plant and equipment and the safe use and storage of all materials used for that maintenance.

3.7 The First Aider / Appointed Person is responsible for:

- a) Maintaining the First Aid boxes in line with the guidance given by the LA and controlling and maintaining any other First Aid supplies as may be kept separately.

3.8 The Kitchen Manager is responsible for:

- a) Ensuring that she is familiar with and complies with the school safety policy.
- b) Ensuring that all kitchen staff receive such training, instruction and information as they need to undertake their duties safely and without risk to themselves or others.
- c) Ensuring that they are familiar with the requirements of the Food Safety Act 1990 (and the Regulations published under it) and that they and staff working under them comply with these requirements.
- d) Bringing to the attention of the Head Teacher or H&S Coordinator any problems or defects affecting the health and safety of any person in the area for which they have responsibility.

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3.9 The Chair of the School Friends Association (FOBCPS) is responsible for:

- a) Ensuring that there is a constitution in place which specifies
 - The formal posts for the committee, including responsibilities
 - The frequency of meetings and notice required
 - That notes are taken of these meetings
 - That an Annual General Meeting is organised, where officers are elected/reelected.
- b) Ensuring that for all Friends events risk assessments are undertaken and that there is clear understanding between the school and Friends on responsibilities.
- c) Ensuring that Insurance is in place, licenses obtained where necessary and that accounts are kept and audited annually.

4.0 Governor Resources Committee and consultation Arrangements

4.1 Governor Resource Committee

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 School Safety Committee, or other committee incorporating these responsibilities.

4.1.1 The Governors Resource Committee will comprise:

- The Governor holding the Health and Safety portfolio;
- Headteacher and Health and Safety Coordinator
- Deputy Headteacher
- Caretaker (represented by Business Manager)
- Safety Representative(s)
- Pupil representatives appropriate to their age (represented by Deputy Headteacher)
- Other persons as appropriate to contribute to matters under discussion e.g. the Educational Visits Co-ordinator, Lead Staff, pupils, parents/carers
- Resource Committee governors

4.1.2 The Safety 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
- iii) The resources required for training and development and other HS&W matters.

4.1.3 The Safety 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/Full Governing body.

4.2 Arrangements for Consultation with Employees

4.2.1 Liaison and communication will take place with employees about future developments, problems, hazards or defects. Problems, other than sources of imminent danger will be discussed at the Resources Committee

4.2.2 Specific issues that require immediate action will be taken to the Headteacher.

5.0 Monitoring and Auditing HS&W Performance

5.1 Monitoring

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5.1.1 The Governors will require the Headteacher to provide an annual report on all HS&W matters which will identify strengths and development area, propose achievable remedies, and set objectives for continuous improvement.

5.1.2 The report will provide an annual overview of:

- i) Reported incidents, incident investigations, 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, audits.
- v) Wellbeing.

5.2 Audit

5.2.1 An external audit will be commissioned at no less than a 4 year frequency.

6.0 REFERENCES

The Health and Safety Executive website provides an extensive range of information, which can be found 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>

Other information is available from DfE, which can be found at <https://www.gov.uk/government/organisations/department-for-education> . Key useful documents include

Health and Safety Advice on Legal duties and Powers.
https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/335111/DfE_Health_and_Safety_Advice_06_02_14.pdf

Department for Education Governance Handbook November 2015
<https://www.gov.uk/government/publications/governance-handbook>

This is the end of Document 1. Please see Document 2 for the Arrangements.