

Alexander Hosea Primary School



Health, Safety and Wellbeing Policy

Document 1:

The HS&W policy statement and commitment, the strategic organisation and the summary of arrangements.

September 2023

Date of approval	People involved	Notes	Date of next review

Document 1: Health and Safety Policy Statement

Document 1 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 mentioned. It shows the principal organisation in a chart and briefly 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	3
Statement of general policy by the governors.	3
Organisation for health, safety and well-being as well as safeguarding shown in a chart.	5
Table of roles at the setting relevant to the main arrangements for HSW, safeguarding tasks plus food safety and other topics.	6
Health and Safety Committee	7
Safety Reps/Staff H&S reps	7
Auditing health, safety and wellbeing	9
References	9/10

Statement of Health, Safety and Wellbeing Policy for Alexander Hosea Primary 2023

This statement of “Health, Safety and Wellbeing Policy” is produced in respect of Alexander Hosea Primary. It forms the basis of future planning and implementation of health, safety and wellbeing (HS&W) matters.

1.0 The ‘Alexander Hosea Primary’ Statement of General Policy

- 1.1 The South Gloucestershire Council is the employer of all staff within Alexander Hosea Primary. The school recognises that the South Gloucestershire Council has a corporate policy and that this policy flows from a relationship with that. There is a Head teacher & Governing Board with delegated powers. The head teacher & governing board 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 & Wellbeing 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.

1.0	09 / 2023	Review date 09 / 2024	Page 3 of 9
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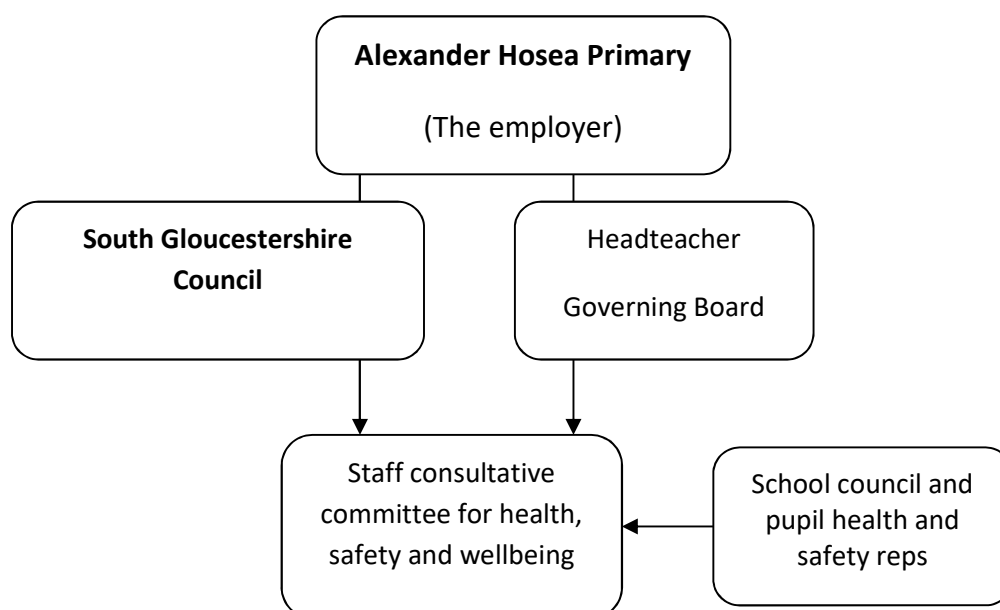
- 1.3.8 Maintain a close interest in all health and safety matters insofar as they affect all activities under the control of the establishment. In particular they will work closely with other agencies sharing the premises to cooperate on work-related health and safety matters. They will also check that parents and carers and community groups are also health and safety aware.
- 1.3.9 Keep themselves up to date on relevant health, safety and wellbeing matters through governors'/employers, professional development, advice from South Gloucestershire Council and the setting's competent person, the Headteacher, the School Business Manager and the H&S Governors
- 1.4 Recognise the requirement to engage and consult staff on Health, safety and Wellbeing 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.
- 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 Alexander Hosea Primary
 - 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, Wellbeing 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. Cross-cutting matters such as safeguarding and inclusion will be linked in 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 P&F Governors		Signed by the Head teacher	
Name	Gareth Fielding	Name	Deb Williams
Signed		Signed	
Date of issue	11/2024	Review Date	11/2025
Display points: HSW Noticeboards, online, induction packs.			

2.0 Organisation and arrangements of the school for health, safety and wellbeing

2.1 The Employers of Alexander Hosea Primary 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 for health, safety and wellbeing showing links with safeguarding and food safety etc. (See flow chart below)

2.3.1 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.

2.3.2 A list of people and their jobs and health and safety roles follows in tables Staff members are in Table 1 and 2 with contractors in Table 3.

Table 1: Table of posts with major health and safety roles: school and governors

	HS&W Role	Position with Responsibilities
1.	H&S Governor	H&S Governor
2.	Clerk to Governors	Clerk to Governors
3.	Headteacher	Headteacher
4.	Health and Safety Coordinator	School Business Manager
5.	First Aid Coordination	Lead First Aider
6.	Key Holder(s), fire and burglar alarms	Caretaker(s)/HT
7.	Premises management day to day	Caretaker(s)
8.	Premises functions	Caretaker(s)
9.	Senior Leader: Curriculum Health and Safety	Deputy /Assistant Headteacher
10.	Subject leaders	Teachers

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

	HS&W Role	Position with Responsibilities
11.	Catering Manager	Catering Manager
12.	PTA Food hygiene co-ordinator	Volunteer
13.	Educational visits co-ordinator	Head teacher/ deputy Head teacher
14.	Visits leader	Teacher
15.	Visits deputy	Teacher
16.	Inclusion	SENco
17.	Safeguarding Single central record manager	School business manager
18.	Safeguarding	Designated Safeguarding Lead
19.	Safeguarding deputy	Deputy designated safeguarding lead
20.	Administration of medicines	Admin staff
21.	Fire Marshalls co-ordinator	Various staff
22.	Lead SMSA	Play leader
23.	Student Placement Co-ordinator	Assistant/ deputy head teacher
24.	Work Experience	Study support manager

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

	HS&W Role	External contractor
25.	HS&W advisor and school's "competent person"	Delegated services
26.	Cleaning Contract Manager	Edwards & Ward
27.	Grounds Maintenance Contract Manager	CPS Grounds
28.	Fire Alarms	A & E Fire
29.	Fire-fighting equipment	A & E Fire
30.	Emergency Lighting	A & E Fire
31.	Entry systems. security	Elecsec
32.	Pest control	Rentokil

33.	Alarms monitoring	Elecsec
34.	Electrical	Horders
35.	Heating and hot water	BS3
36.	Water hygiene and Legionella control	Aquastat
37.	Glass emergency repairs	Chipping sodbury glass

3.0 School Health, Safety & Wellbeing Consultative Committee

3.1 The employer as stated in 1.1 will incorporate health, safety and wellbeing in their sub-committees as appropriate.

3.1.1. The employer as stated in 1.1. 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 area departmental heads such as science & D&T, Site managers/caretakers.

H&S Advisors will be used as necessary.

3.1.2. The HS&W Consultative Committee shall meet regularly so as 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 and development and other HS&W matters.

3.1.3 The HS&W Consultative 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 Employers, as stated in 1.1.

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 activities at the school.

3.2.2 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>

3.2.3 Specific issues that require immediate action will be taken after consultation with (the Headteacher (or Deputy Headteacher) or the Health and Safety Coordinator.

4.0 Monitoring and auditing Health, Safety and Wellbeing Performance

- 4.1. The Employer as stated in 1.1 will require the School Business Manager 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 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;
 - Wellbeing.
- 4.3. An external health, safety and wellbeing audit will be commissioned. This may be every two years initially but if performance is good the interval may be extended.

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 Governance Handbook Jan 2020

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/925104/Governance_Handbook_FINAL.pdf

https://assets.publishing.service.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 Chief Executive Officer (CEO), Delegated Services, as Competent Person

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1.0	09 / 2023	Review date 09 / 2024	Page 8 of 9
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