



WELLESLEY PRIMARY SCHOOL

Health & Safety Policy – Document 1

Issue No: 3
Date: November 2023

Approved by Governors: 16th November 2023

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Change Record Sheet

Issue No	Date	Summary of Change	Amended by:
1	May 2021	Policy Adopted	Kathryn Jones
2	November 2022	Updated security firm	Kathryn Jones
3.	November 2023	Policy Updated – amended suppliers list	Kathryn Jones

Summary

This policy will be reviewed every year.

This policy has been reviewed to ensure that it meets the requirements of the equalities impact assessment.

Statement of Health, Safety and Wellbeing Policy for Wellesley Primary School

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

1.0 The Wellesley Primary School Statement of General Policy

- 1.1 South Gloucestershire Council is the employer of all staff within Wellesley 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 local governing body and a Headteacher with delegated powers. The governing body and headteacher 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,

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- 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 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' professional development, advice from the council 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 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, lead)," who will attend meetings of the safety committee and speak on HS&W matters at the appropriate sub-committee and FGB.
- 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 Wellesley 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 a regular 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 Governors

Name: Stewart Osgood

Signed:

Signed by the Headteacher

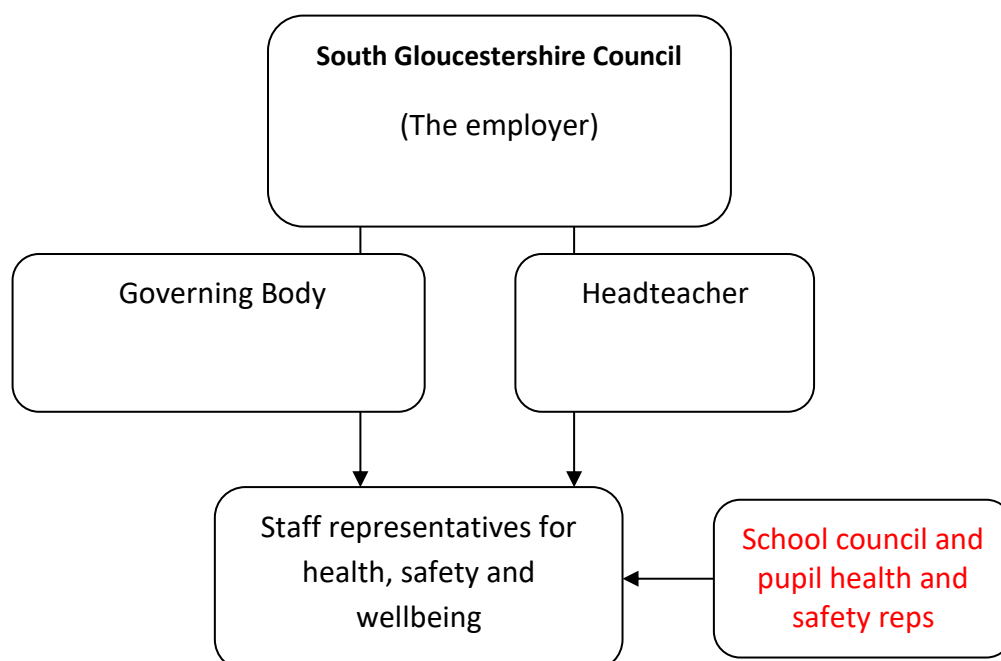
Name: Heather Small

Signed:

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

2.1 The local authority and the governors and Headteacher with delegated powers of Wellesley 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:

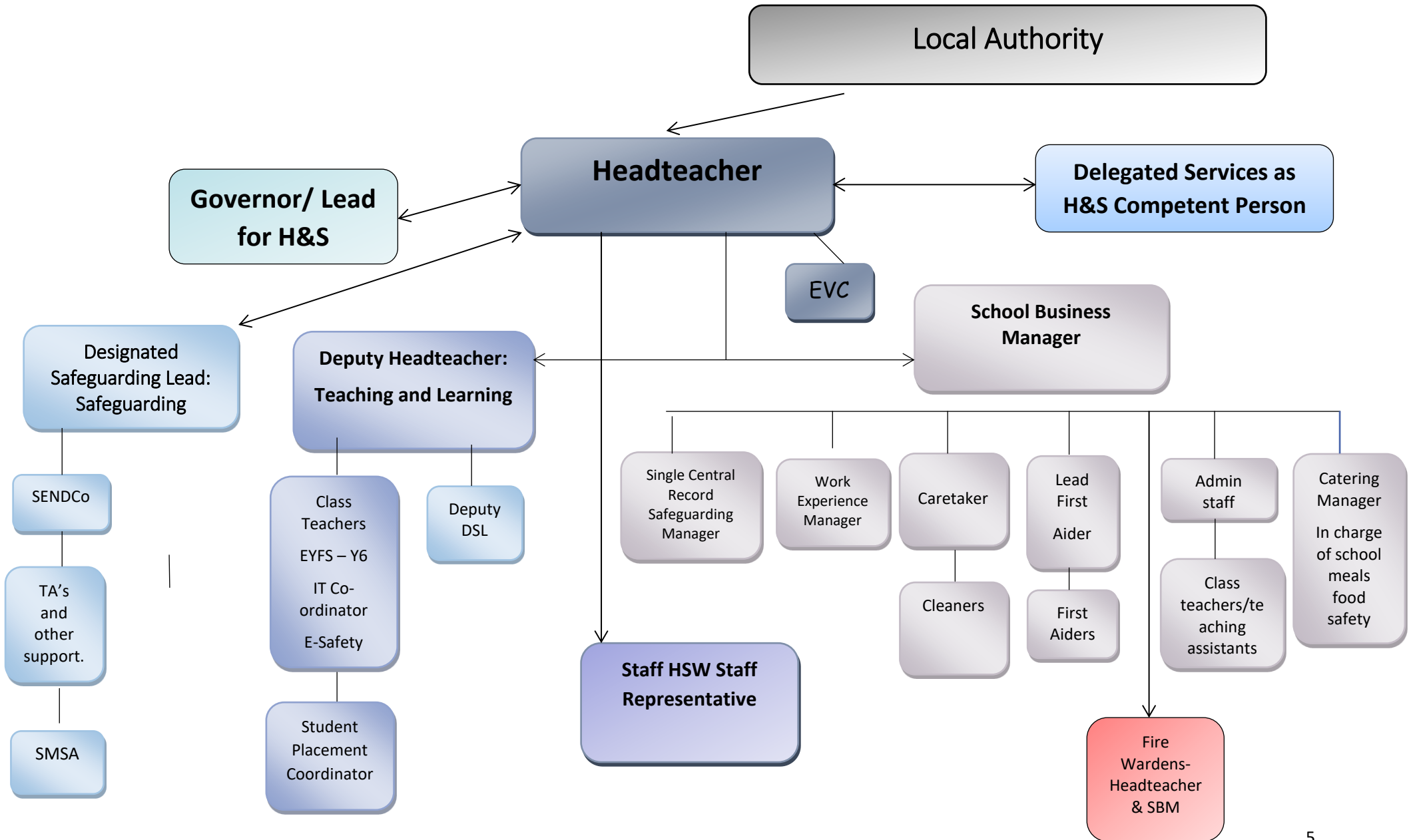


2.3 Functional elements: School organisation for health, safety and wellbeing showing links with safeguarding and food safety etc. (See flow chart below)

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.

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Table1: Table of posts with major health and safety roles: school and governors

Post No.	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/HT
7	Premises management day to day	Caretaker
8	Subject leaders	Teachers

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

	HS&W Role	Position with Responsibilities
15	Catering Manager	Catering Manager
16	Educational visits co-ordinator	Head teacher & SBL
17	Inclusion	SENco
18	Safeguarding Single central record manager	School business manager
19	Safeguarding	Designated Safeguarding Lead
20	Safeguarding deputy	Deputy designated safeguarding lead
21	Administration of medicines	School Business manager
22	Fire Marshall	Headteacher
23	Lead SMSA	Play leader & all SMSA's
24	Student Placement Co-ordinator	Nominated Teacher
25	Work Experience	School Business Manager
26	Health & Safety Staff Representative	Member of Staff

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

	HS&W Role	External contractor
27	HS&W advisor and school's "competent person"	Delegated services
28	Catering Manager	Wellesley Primary
29	Utility services advice	Property Services
30	Grounds Maintenance Contract	CPS Grounds
31	Fire Alarms	Avon Fire
32	Fire-fighting equipment	A&E Fire Fighting Equipment
33	Emergency Lighting	Paul L Tiley
34	Entry systems. security CCTV	Avon Alarms
35	Pest control	South Glos Council
36	Alarms monitoring	BT Redcare/Avon Alarms
37	Electrical	Paul L Tiley
38	Heating and hot water	Westex Heating
39	Water hygiene and Legionella control	Airmec Ltd
40	Glass emergency repairs	Local firms
41	Overnight security call-out	Security2000
42	Counselling services	South Glos Interchange

3.0 Arrangements for Safety Representatives or consultation with Employee Representatives.

- 3.1 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 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 governing body meetings

See: <http://www.hse.gov.uk/involvement/index.htm>
- 3.3 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/delegated powers as stated in 1.1) will require the (School Business Manager or whoever has H&S responsibilities) to provide regular reports on all HS&W matters
- 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 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.

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(RP&F D), as Competent Person

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