

Barrs Court Primary School

Health & Safety Policy – Document 1 (Statutory Document)

Version No 1.1

October 2023



Date approved by Headteacher	October 2023	
Date approved by Staff	October 2023	
Date of Full Governing Body Approval (if required)	12 th October 2023	
Policy Review Frequency	Annually	
Next Review Date	September 2024	



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.



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Statement of Health, Safety and Wellbeing Policy for Barrs Court Primary School – September 2022

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

1.0 The Barrs Court Primary School Statement of General Policy

- 1.1 South Gloucestershire Council is the employer of all staff within Barrs Court Primary School. The school’s governing body has given delegated authority to the Headteacher for Health & Safety (H&S) responsibility. The school recognises that South Gloucestershire Council has a corporate policy and that this policy flows from a relationship with that. The 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, 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'/employers,) professional development, advice from the Local Authority (employer) and the setting's competent person, (Headteacher and the H&S Governor/Finance & Premises Committee/advisor etc.)
- 1.4 Recognise the requirement to engage and consult staff on Health, safety and Wellbeing matters which will be achieved by discussion through the finance & premises committee, or other effective means.
- 1.5 Agree that one of their members to be designated the 'Health and Safety Link Governor, who will attend staff meetings and speak on HS&W matters at the appropriate committee (F&P/FGB).
- 1.6 Delegate authority for the development and implementation of this policy to the SBM 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 Barrs Court Primary School.
 - The SBM 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 SBM 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 Governors

Name: Amy Barrettt

Signed: *Amy Barrett*

Signed by the Headteacher

Name: Daniel Webster

Signed: *Daniel Webster*

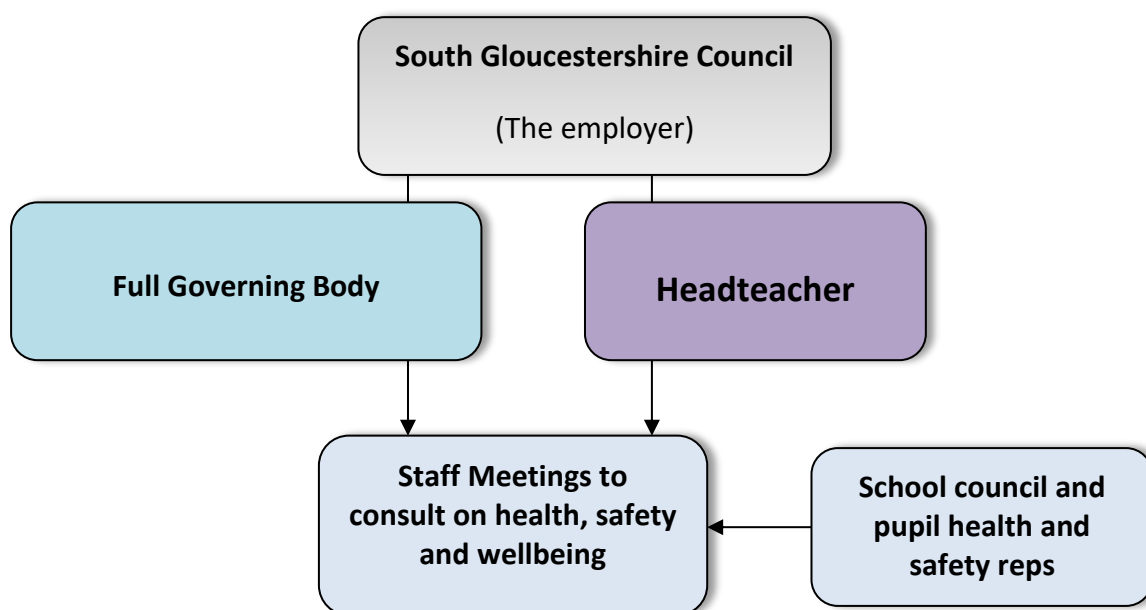
Date of issue of this statement: October 2021
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Display points: T Drive, Staff Induction,



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

2.1 The governing body of Barrs Court 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



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.

Organisation:



South Gloucestershire Council

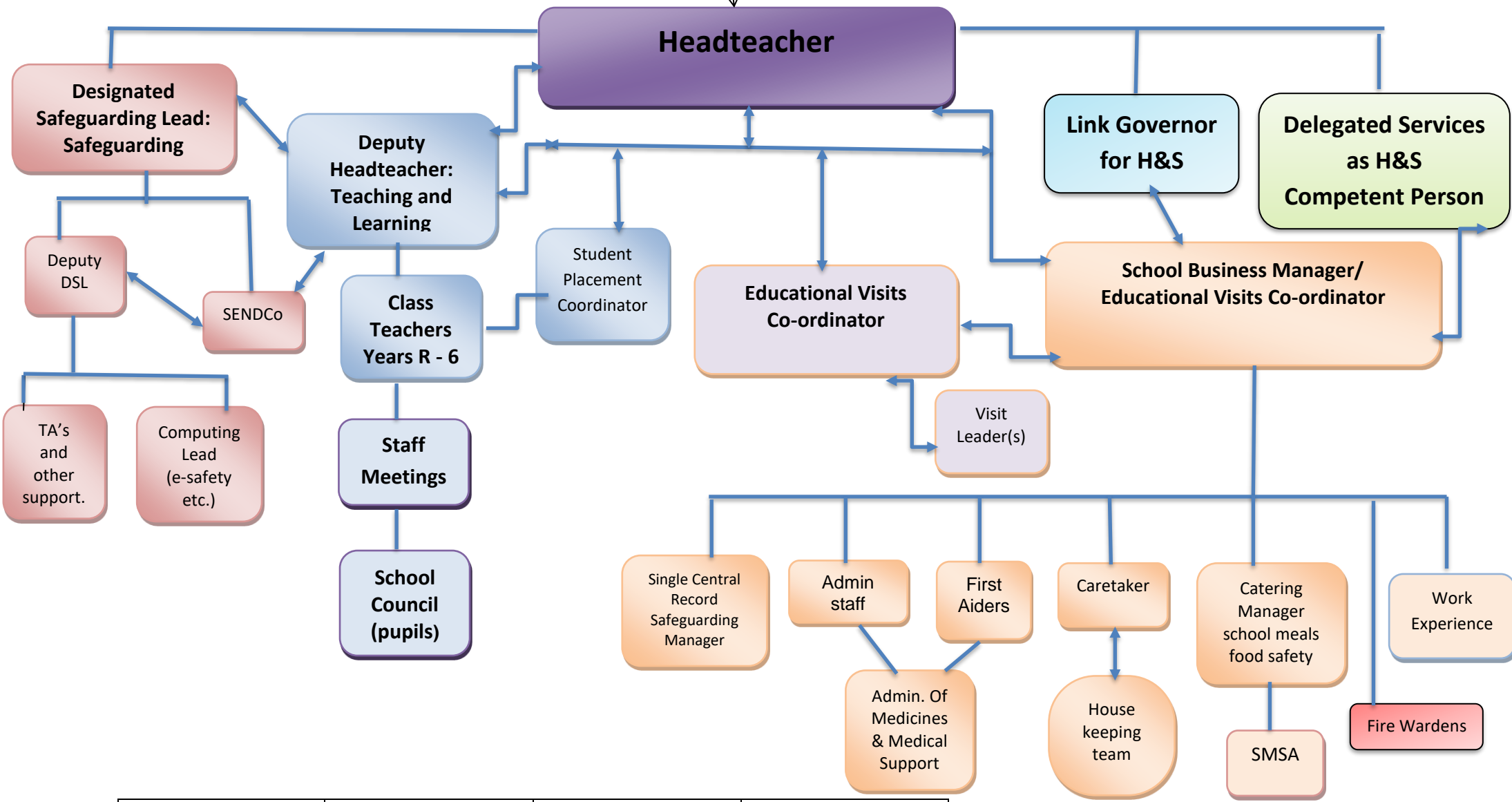




Table of posts with major health and safety roles: school and governor

Table 1

Post No.	HS&W Role	Position with Responsibilities
1	H&S Governor	H&S Link Governor
2	Clerk to Governors	Clerk to Governors
3	Headteacher	Headteacher
4	Health and Safety Coordinator	School Business Manager
5	First Aid Coordination	School Business Manager
6	Key Holder(s), fire and burglar alarms	Caretaker/School Business Manager
7	Premises management day to day	Caretaker
8	Premises functions	Caretaker
9	Union H&S representative	Union H&S representative
10	Senior Leader: Curriculum Health and Safety	Senior Leader with responsibility for H&S
11	Area Leaders	Area Leaders
12	Subject leaders	Teachers with responsibility for a subject
13		
14		

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

	HS&W Role	Position with Responsibilities
15	Catering Manager	Catering Company/Kitchen Cook
16	Food Hygiene Co-Ordinator for Fundraising Activities	School Business Manager
17	Educational visits co-ordinator	Head teacher/ School Business Manager
18	Visits Leader	Area Leader for individual trips
19	Deputy Visits Leader	Area teacher
20	Inclusion	SENDCo
21	Safeguarding Single central record manager	School Business Manager
22	Safeguarding	Designated Safeguarding Lead/
23	Safeguarding Deputy	Deputy designated safeguarding lead
24	Administration of medicines	School Business Manager
25	Fire Marshalls co-ordinator	School Business Manager
26	Lead Lunchbreak Supervisor	Senior Lunchbreak Supervisor
27	Student Placement Co-ordinator	Head teacher
28	Work Experience	School Business Manager
29		



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

	HS&W Role	External contractor
30	HS&W advisor and school's 'competent person'	Delegated services
31	Compliance management	School Business Manager
32	Utility services advice	Local Authority/School Business Manager
33	Cleaning Manager	Caretaker/School Business Manager
34	Grounds Maintenance Contract Manager	School Business Manager
35	Fire Alarms	School Business Manager
36	Fire-fighting equipment	School Business Manager
37	Emergency Lighting	School Business Manager
38	Entry systems. security CCTV	School Business Manager
39	Pest control	School Business Manager
40	Alarms monitoring	School Business Manager
41	Electrical	School Business Manager
42	Heating and hot water	School Business Manager
43	Water hygiene and Legionella control	School Business Manager
44	Glass emergency repairs	School Business Manager
45	Kiln	School Business Manager
46	Overnight security call-out	School Business Manager
47	Counselling services	Headteacher/School Business Manager

3.0 School Health, Safety & Welfare Consultative Committee

3.1 Barrs Court Primary School will incorporate health, safety and wellbeing in their sub-committees as appropriate.

3.1.1. The 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 Finance & Premises Committee and Staff Meetings 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 staff, Personnel/HR, SENDCo, staff with safeguarding roles, high risk area Subject Leaders such as science, D&T, caretakers etc

H&S Advisors will be used as necessary.

3.1.2. A staff meeting shall be held 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.

3.2 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 staff meetings.

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 SBM in the first instance and, where necessary with the Headteacher (or Deputy Headteacher) and/or Finance & Premises committee.

4.0 Monitoring and auditing Health, Safety and Wellbeing Performance

4.1. The governing body 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:



[11]

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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