

Rangeworthy Church of England Primary School



Health, Safety and Wellbeing Policy

Document 1:

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

November 2022

Date	People involved	Notes
November 2022	Susan Warnock, Headteacher	

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 Rangeworthy Church of England School

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

1.0 The Rangeworthy Church of England Primary School Statement of General Policy

1.1 South Gloucestershire Council is the employer of all staff within Rangeworthy 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 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 & 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, 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 South Gloucestershire Council, professional development, advice from SGC and the setting’s competent person Delegated Services 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 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.
- 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 Rangeworthy C of E 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 cooperate 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.

[5]

Signed by the Chair of Governors

Signed by the Headteacher

Name:

Name:

Signed:

Signed:

Date of issue of this statement: November 2022

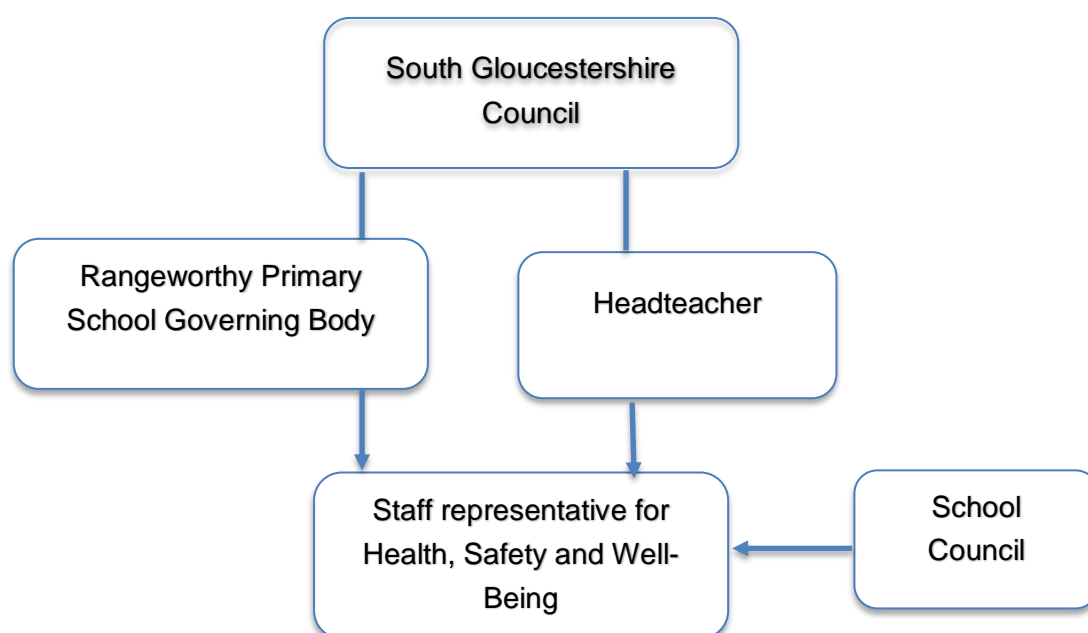
Review date: November 2023

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

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

2.1 The Governors of Rangeworthy C of E 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.

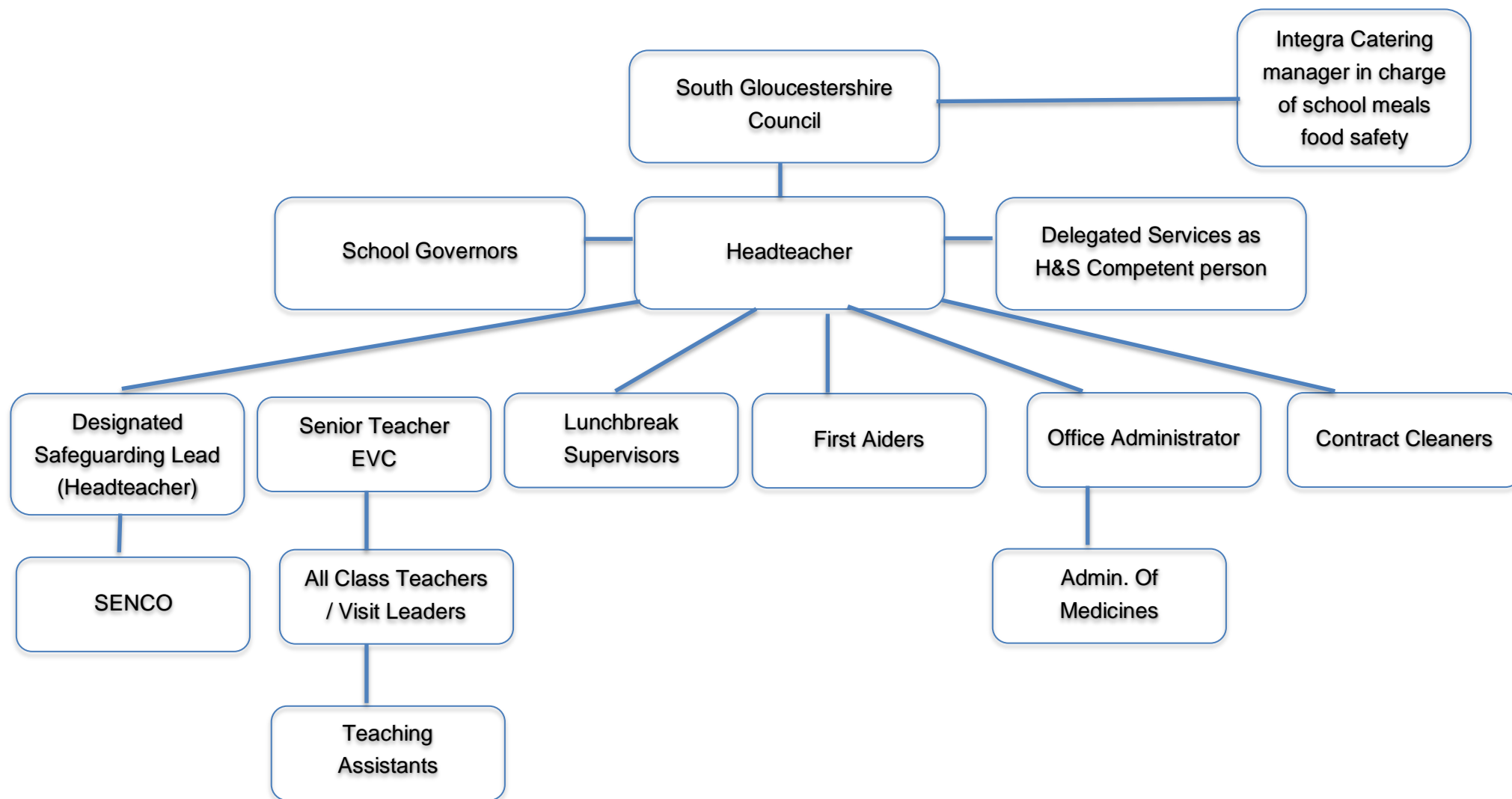


Table of posts with major health and safety roles: school and governors**Table 1**

Post No.	HS&W Role	Position with Responsibilities
1	H&S Governor	Martin Royds
2	Clerk to Governors	Thelma Maslen
3	Headteacher	Sue Warnock
4	Health and Safety Coordinator	Sue Warnock
5	First Aid Coordination	Ginette Smart
6	Key Holder(s), fire and burglar alarms	Sue Warnock
7	Premises management day to day	Sue Warnock
8	Premises functions	Sue Warnock
9	Union H&S representative	Vacant
10	Senior Teacher	Mr Dan Edwards

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

	HS&W Role	Position with Responsibilities
11	Educational visits co-ordinator	Dan Edwards
12	Visits leader	Class Teachers
13	Visits deputy	Teaching Assistants
14	Inclusion	Jane Streatfield
15	Safeguarding Single central record manager	Sue Warnock Ginette Smart
16	Safeguarding	Sue Warnock
17	Safeguarding deputy	Dan Edwards Jane Streatfield
18	Administration of medicines	Ginette Smart
19	Breakfast Club and after school Sports clubs / The Nest	Swift Sports
20	Fire Marshalls co-ordinator	Sue Warnock
21	Staff Induction	Sue Warnock
22	Work Experience	Sue Warnock

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

	HS&W Role	External contractor
23	HS&W advisor and school's "competent person"	Delegated services
24	Compliance management	South Gloucestershire Council
25	Utility services advice	South Gloucestershire Council
26	Cleaning Contract Manager	Capri Gems Vickie Jennings Smith
27	Fire Alarms	A&E Fire and Security
28	Fire-fighting equipment	A&E Fire and Security
29	Emergency Lighting	A & E Fire and Security
30	Entry systems. security CCTV	South Gloucestershire Council
31	Alarms monitoring	A & E Fire and Security
32	Pest control	South Gloucestershire Council
33	Electrical	No specific contract
34	Heating and hot water	No specific contract
35	Water hygiene and Legionella control	No specific contract
36	Overnight security call-out	A & E Fire and Security
37	Counselling services	South Gloucestershire Council
38	Sports Coaching Company	Swift Sports

3.0 School Health, Safety & Welfare Consultative Committee

3.1 The Governors and Headteacher will incorporate health, safety and wellbeing in their sub-committees as appropriate.

3.1.1. The Governors and Headteacher 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, SENCo, staff with safeguarding roles.

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 SGC.

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 Senior Teacher

4.0 Monitoring and auditing Health, Safety and Wellbeing Performance

- 4.1. The Governors will require the Headteacher 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 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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