

# St. Michael's CofE Health, Safety & Wellbeing Policy

## Document Summary

<b>Document Owner:</b>	PB
<b>Version Number:</b>	1.1
<b>Document Status:</b>	Approved
<b>Date Last Approved:</b>	March 2024
<b>Date of Next Review:</b>	March 2025
<b>Frequency of Review:</b>	Annually
<b>Governing Committee:</b>	Property and Health & Safety
<b>Statutory Policy?</b>	Yes
<b>On School Website?</b>	Yes

**FYI: Version control should be used for all formal documents and managed as:-**

- ▶ 0.1 (1st draft version)
- ▶ 0.2 (2nd draft and so on..... 0.3. 0.4 etc)
- ▶ 1.0 (Once document has been approved)
- ▶ 1.2 (during review/approval of a lifecycle document i.e. policies)
- ▶ 2.0 (2nd approved document) and so on.

## Amendment History

Version	Amendment Date	Author	Amendment Summary
1.1	110324	Pete Barnard	Updating staff responsibilities

# **St Michael's CE VC Primary School**

## **Health, Safety & Wellbeing Policy** Document 1

*Our statement of the school's commitment to health, safety and wellbeing plus our organisation and arrangement charts*

March 2024

# Document 1: Health and Safety Policy Statement

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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.

## Document 2: 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.

### Competent Person:

The School is a Voluntary Controlled Church of England (Community) School and is therefore part of the Local Authority (South Gloucestershire), who retain overall legal responsibility for Health and Safety in the school.

**Competent Health and Safety Advice is provided by:**

#### Delegated Services

**Mr Bill Crocker**

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North Somerset

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# **Health, Safety & Wellbeing Policy**

This Statement of Health, Safety & Wellbeing Policy is produced in respect of St Michael's 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. It is based on a template Produced by the Risk Management and Reassurance Director, Delegated Services, (RM&R D), as Competent Person for the School

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.

## **STATEMENT OF GENERAL POLICY**

The Governing body will:

**1.1** Accept its responsibility for setting out the overall St Michael's 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 environment

by 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

**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 School's Property Committee of the Governing Body.

**1.5** Agree that one of their number to be designated the Health and Safety Governor who will attend meetings of the School Safety Committee (Property Committee) and speak on HS&W matters at the appropriate 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 regular reports 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.

Chair of Governors  
Signed:

Head Teacher  
Signed:

Date  
Next review around:  
March 2024<sup>3</sup>

Date

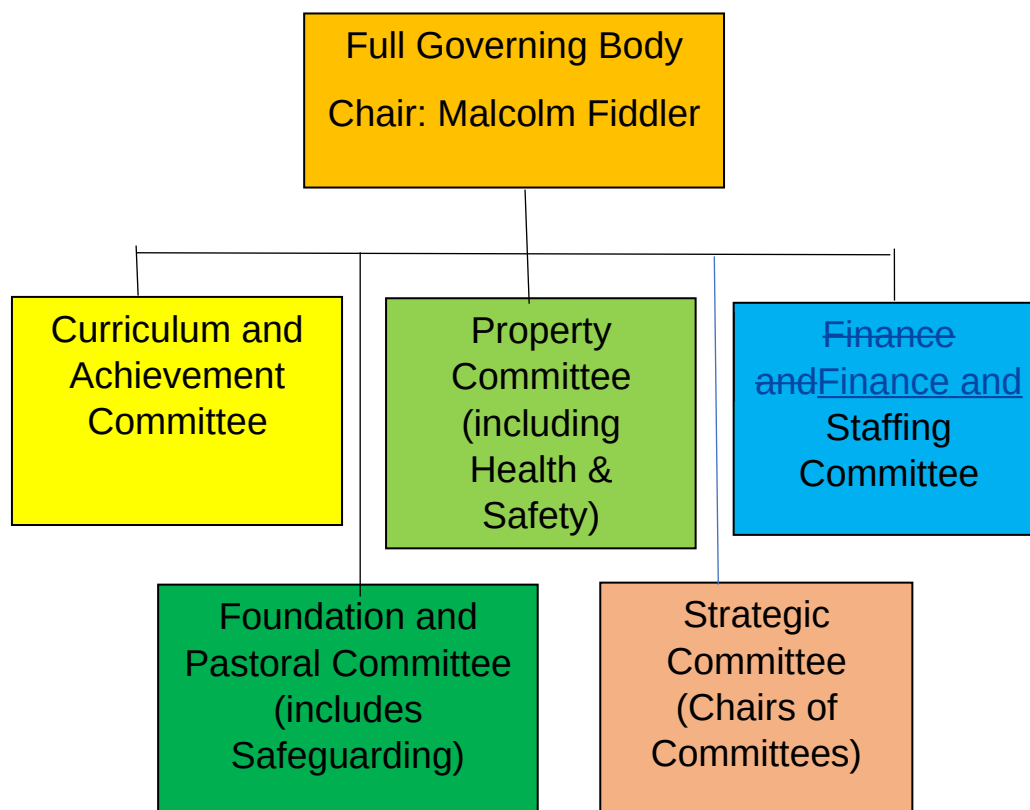
**NB This statement is displayed on the Health and Safety Noticeboard and it is also recorded on paper and in electronic form by the H&S Coordinator.**

## ORGANISATION OF THE SCHOOL FOR HEALTH AND SAFETY

The Governors of St Michael's 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 Phelps

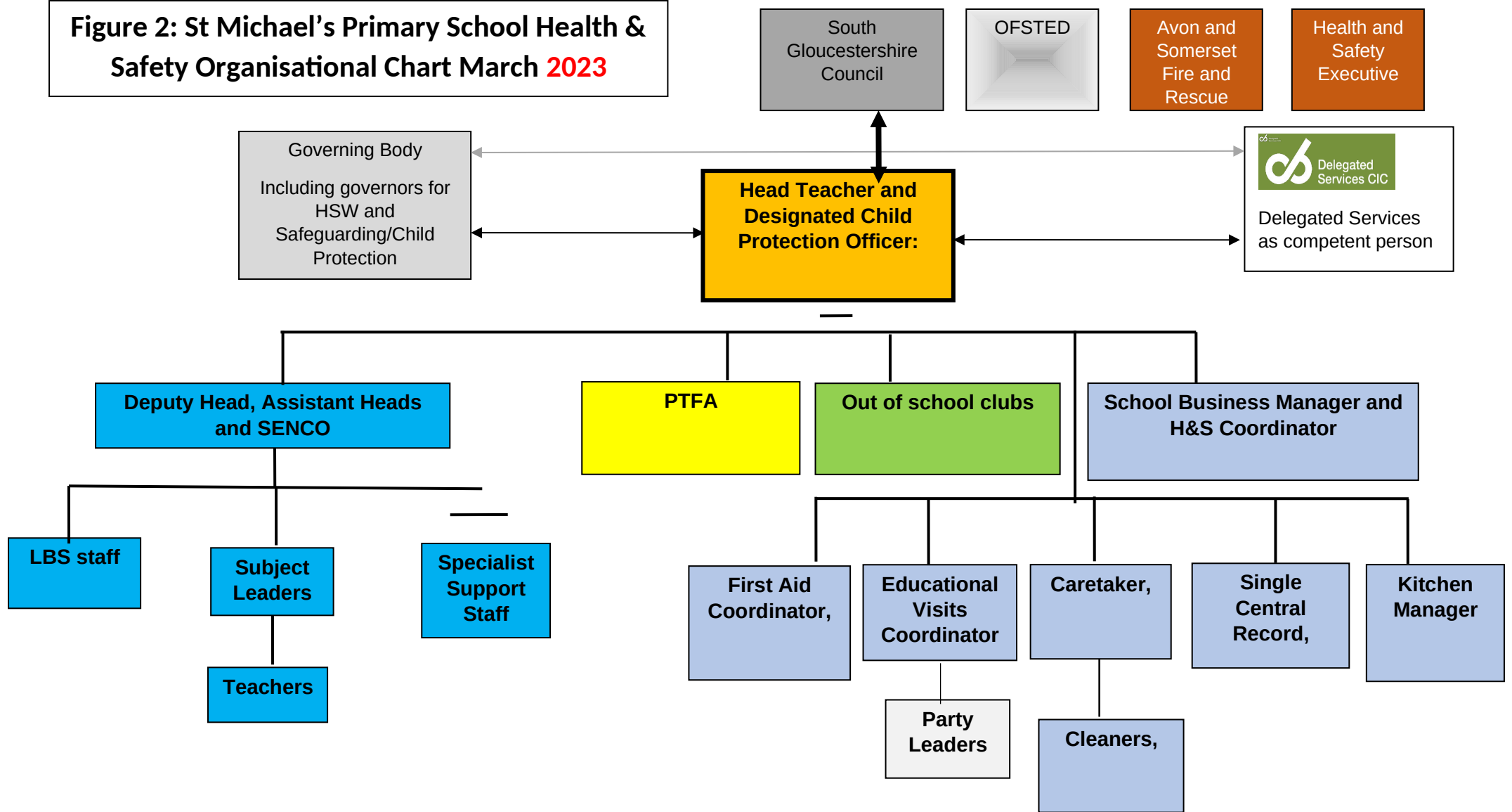
Safeguarding Governor: **Maggie Sims**

E-safety Governor: Andrew Phelps

### 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.

**Figure 2: St Michael's Primary School Health & Safety Organisational Chart March 2023**



**Table 1: Roles at St Michael's Primary School with current post-holders**

	<b>Health, Safety and Wellbeing Role</b>	<b>School Role</b>	<b>Name</b>
1	H&S Governor	H&S Governor	Andrew Phelps
2	Head teacher	Head Teacher	<b>Peter Barnard</b>
3	Health and Safety Co-ordinators	Head Teacher School Business Manager	<b>Peter Barnard</b> Lorraine Perham
4	Caretaker	Caretaker	<b>Gary Lawrence</b>
5	Senior Leader Curriculum Health and Safety	Deputy Head Teacher	<a href="#">Sarah Bradley</a> / <a href="#">Joanna Prendergast</a>
<b>6</b>	<b>Subject Leaders/Manager/Class Teacher</b>	Subject leaders:	
6a	Subject Leader	Art	Hannah Fraser
6b	Subject Leader	DT	Rebecca Thorne
6c	Subject Leader	English	Patrick Downing
6d	Subject Leader	Food Technology	Laura Gibbons
6e	Subject Leader	ICT	Chris Keating
6f	Subject Leader	Maths	Michelle Stephens
6g	Subject Leader	PE	Nick Dawson
6h	Subject Leader	Science	Chloe Walker/ <a href="#">Fay Carter</a>
<b>7</b>	<b>Contract Managers:</b>		
7a	Contract Manager	IT Manager and E-Safety	Soltech
7b	Contract Manager	Grounds Maintenance	CPS
7c	Contract Manager	Catering	Cathy Orchard
7d	Contract Manager	Out of School Club	various
8	Educational Visits <a href="#">Coordinator</a> ( <a href="#">Coordinator</a> (EVC))	EVC	<a href="#">Sarah Bradley</a> / <a href="#">Joanna Prendergast</a>
	E-Safety	E-Safety	Suzie Herbert
	Child Protection/Safeguarding	Head Teacher	<b>Peter Barnard</b>
9	SENDCo	SENCO	Anna Carr
10	Single Central Record	SBM	Lorraine Perham
11	First Aid team	First Aid Coordinator	Lorraine Perham
12	Admin of Medicines Supervisors	Volunteer Admin of Medicines Supervisor	<b>Suzanne Torrington</b>
13	Fire Wardens	Volunteer Fire Wardens	<b>Peter Barnard</b>
14	Work Experience & Student Placement coordinator	Student Placement Coordinator	Emma Gundy
15	PTFA	Chair of PTFA	<b>Gill Coleman</b>



### **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~~day-to-day responsibility for health and safety in the school.
- c)[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.
- d)[e]** Ensuring that staff receive appropriate health and safety training.
- e)[f]** Ensuring regular site inspections are undertaken, minimum of three per year.
- f)[g]** Ensuring that all problems or defects affecting the health and safety of staff, pupils or other persons in the school are dealt with.
- g)[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.

- h)[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.
- i)[j)] Ensuring emergency procedures, including evacuation in case of fire or bomb threats, are in place and practiced.
- j)[k)] Ensuring that adequate provision is made for the administration of First Aid.
- k)[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.
- l)[m)] Facilitating the meeting of a School Safety Committee, if it is requested by staff or approved trade union safety representatives, and for attending such meetings.
- m)[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 **Subject Leads** 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.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.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.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.

**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** is responsible for:

- a) Ensuring that he is familiar with and complies with the school safety policy. He should also be familiar with the LA's Safety Policy if applicable.
- 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] Bringing the school safety policy and risk assessments to the attention of any cleaning or other staff (including contract cleaners or grounds staff) working under his direction, in so far as it affects the work of those persons (e.g.e.g., in use and storage of equipment and materials).
- [d] Ensuring that any staff under his direct control (i.e.i.e., non-contract staff) receive adequate training and instruction in the use of any equipment or materials that they are expected to use.
- [e] Ensuring that all equipment and materials received have adequate health and safety information (e.g.e.g., safety data sheets to allow COSHH assessments to be carried out).
- c)[f] 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.

**3.9 The Chair of the Parent Teacher Friends Association (PTFA)** is responsible for:

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

## 4 CONSULTATION ARRANGEMENTS

### 4.1 Arrangements for Consultation with Employees

The governors recognise that an effective way of achieving the aims of the Schools HS&W Policy is effective consultation. No one at school is an accredited representative and no named person wishes to be a representative of employee safety so in order to ensure effective communication the following is undertaken.

#### 4.1.1 Liaison and communication takes place via

- regular staff meetings, there are separate meetings for teaching staff, ~~cleaners,~~ [Lunchbreakcleaners](#), [Lunchbreak](#) Supervisors and Breakfast Club supervisors.
- Circulation of information, this can be in hard copy format or by email
- Ensuring everyone knows who they can bring issues too

#### 4.1.2 Specific issues that require immediate action will be taken to the Head Teacher.

#### 4.1.3 Staff are able to bring issues to the Governors, the Governors Meetings are open, and they have access to governor meetings minutes.

## 5.0 MONITORING AND AUDITING HS&W PERFORMANCE

5.1 The Governors will require the Head Teacher to provide regular reports on all HS&W matters which will identify strengths and development area, propose achievable remedies, and set objectives for continuous improvement.

5.2 The reports will provide an overview of:

- o Reported incidents, incident investigations, bump book analysis, lost time data and resulting preventative measures.
- o Emergency procedures including fire precautions and first aid.
- o Policies and arrangements introduced, risk assessments undertaken and procedures implemented.
- o Internal and external inspections, audits.
- o Wellbeing.

## 6.0 REFERENCES

The Health and Safety Executive website provides an extensive range of information, which can be found at [www.hse.gov.uk](http://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](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.