

# Health, Safety & Wellbeing Policy & Arrangements



## Bishop Road Primary School

Approved by: Bristol City Council Health and Safety Department  
Shared with the Full Governing Body

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## 0 Preamble

The legal responsibility and accountability for Health, Safety and Wellbeing at Bishop Road Primary School lies with the employer which is Bristol City Council.

The duties of BCC are:

- To ensure that as far as reasonably practicable, that pupils and staff are not exposed to risks to their health, safety and wellbeing in school and during off-site visits.
- To have a health, safety and wellbeing policy and arrangements to implement it.
- To assess the risks of all activities and introduce measures to manage those risks and tell employees about the measures
- To ensure that this policy is carried out
- To provide health, safety and wellbeing guidance to the school and to ensure that staff members who are delegated tasks such as risk assessments and risk management are competent to carry them out
- To ensure adequate training takes place should risk assessments show training is required
- To record and report certain work related injuries and accidents to pupils or staff.

The Governing Body controls the school premises both during and outside of the school day and although they are not the employer, they must take all reasonable measures to ensure that the premises, and equipment on the premises, are safe and do not put the health, safety and welfare of the pupils staff and visitors at risk whilst they are on the school premises.

The duties of the Governing Body are:

- To take reasonable steps to make sure that the school is following BCC's HS&W policy and procedures.
- To ensure staff receive adequate training to enable them to carry out their responsibilities
- To promote a sensible approach to health, safety and wellbeing, making use of competent health, safety and wellbeing advice when required
- To work in close partnership with the Head Teacher and senior leadership team to support sensible health, safety and wellbeing management and challenge as appropriate.

Overall accountability for Health, Safety and Wellbeing lies with BCC as the employers of the members of staff in the school. However the day to day running of the school, including responsibility for health, safety and wellbeing of staff, pupils and visitors is delegated to the Head Teacher and Senior Management Team. They have a key role in making sure risks are managed effectively on site.

## **1. Statement of Health, Safety and Wellbeing Policy**

The Governors of Bishop Road Primary School will:

- 1.1 Provide as far as reasonably practicable a safe and healthy environment for all persons who work at, attend or visit the school.
- 1.2 Ensure, as far as reasonably practicable, the health, safety and wellbeing of pupils, staff and volunteers on off-site visits and activities.
- 1.3 Endorse and support the safety policies of Bristol City Council, and to assist the Council to monitor, audit, and discharge those responsibilities, which it holds as employer.
- 1.4 Seek improvement to working conditions according to priorities within existing resources.
- 1.5 Recognise their responsibilities when they make available premises or equipment for hire, and will ensure that risks to the safety or health of hirers and other persons are adequately controlled as far as possible.
- 1.6 Ensure that Risk Assessments are carried out within the school using an identified method for recording and to review as appropriate.
- 1.7 Encourage informal meetings and ensure time is made available in staff meetings where health, safety and wellbeing issues can be raised.
- 1.8 Ensure that staff can access training to ensure their competence for their tasks.
- 1.9 Accept the duties that they may hold as a client where they arrange for work through contractors or volunteers. Follow the Councils' guidance for the selection of competent contractors and seek assistance from the Council's Property Services when necessary. Ensure that volunteers receive adequate instruction and supervision to work safely.
- 1.10 Report all incidents/accidents, using the Incident / Accident Reporting forms (1&2) sending through to the Corporate Health and Wellbeing Team and ensure appropriate follow up action has been carried out.
- 1.11 Review, on an annual basis, all accidents and incidents reported to identify trends.
- 1.12 Consult with the school council and inform pupils of their responsibilities for Health, Safety and Wellbeing.
- 1.13 Recognise the role of safety representatives appointed by recognised trade unions and co-operate with them so that they may undertake their health, safety and wellbeing related functions, including reasonable paid time off for consultation inspection and investigations.
- 1.14 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) at Bishop Road Primary School.
- 1.15 Seek to continually improve HS&W Policies, Procedures, Codes of Practice and Guidelines. Related

school matters such as safeguarding and inclusion will be linked as necessary to avoid policy gaps.

1.16 Ensure, so far as is reasonably practicable, that the school budget reflects the finance necessary to implement HS&W Policy requirements.

1.16 The Governors and Head Teacher will draw this policy to the attention of all staff, and review annually.

Signed:

Chair of Governors:

Dated:

Signed:

Head Teacher:

Dated:

This policy has been written with consideration of with the following school policies:

- School Equalities Plan, Behaviour, Safeguarding, Positive Handling, Code of Conduct

This Health, Safety & Wellbeing Policy is produced in respect of Bishop Road Primary School and forms the basis of future planning and implementation of Health, Safety & Wellbeing matters within the school. This Policy implements the Bristol City Council (BCC) Corporate Health, Safety and Welfare Policy<sup>1</sup> together with the Children and Young People's Services (CYPS) Health, Safety, and Wellbeing Policy<sup>2</sup>.

Those with named responsibilities and roles for Health, Safety and Wellbeing are described in the appendices

## **2. Organisation**

### **2.1 The Governors**

2.1.1 The Governors of Bishop Road 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.

2.1.2. The named Governor for Health, Safety and Wellbeing roles and responsibilities are:

- Be the link between the school and the Governing Body
- Ensure that the Governing Body fulfils its statutory duties in relation to Health, Safety and Wellbeing
- Ensure that relevant policies are adopted and in place
- Raise Health, Safety and wellbeing issues during Governing body/ committee discussions around school planning and budget planning
- Ensure that staff receive the appropriate training

2.1.3 They also accept the need to consult individuals before allocating particular health, safety and wellbeing functions. Individual duties, including organisation, accountability and reporting arrangements, follows:

### **2.2 School Head Teacher**

2.2.1 The Head Teacher is appointed by the Governors. The Head Teacher is accountable to the Governors for implementing the School's HS&W Policy and for all matters relating to HS&W within the School. Safeguarding issues cross-relate to health, safety and wellbeing. Also included are the Early Years Foundation Stage Statutory Framework requirements, which may be delegated to a Senior Leader.

2.2.2 The Governors require the Head Teacher to ensure that the School's HS&W policy is implemented effectively and understood at all levels and is effectively controlled, regularly monitored, and revised as necessary.

2.2.3 The Head Teacher delegates day to day management of HS&W matters to the Systems and Services Manager and also delegates management of curriculum orientated health, safety and wellbeing to the Deputy Head Teacher and relevant subject leaders.

2.2.4 The Head Teacher delegates the:

- Safeguarding Single Record (CRB/DBS) to the Office Manager reporting to the Head Teacher
- Special Educational Needs to a staff member holding the title SENDco who will report to the Head Teacher.
- Co-ordination of off-site visits/trips to a member of staff who will be designated the Educational Visits Co-ordinator (EVC) and who reports to the Head Teacher
- Student Placements and Work Experience will be coordinated by the Deputy Head Teacher and another nominated member of staff

2.2.5 The Head Teacher will, together with the CYPS Management Group, be designated joint Asbestos

Duty Holder for Bishop Road Primary School, and will ensure compliance with the Control of Asbestos Regulations 2006 in so far as they relate to preventing the release of asbestos fibers in Bishop Road Primary School.

- 2.2.6 The Head Teacher delegates responsibility for the potential risks from legionella bacteria, which may arise from work activities to the Systems and Services Manager as well as the Management of Health and Safety at Work Regulations and more specifically the Control of Substances Hazardous to Health Regulations 2002 assist and support the assessment, prevention or control the risk from the bacteria by taking suitable precautions.
- 2.2.7 The Head Teacher delegates responsibility for Fire Risk Assessments to the Systems and Service Manager in accordance with the Regulatory Reform (Fire Safety) Order 2005, and will ensure that Fire Risk Assessments are regularly undertaken of the School and its activities, and as a consequence appropriate Fire Precautions are put in place.
- 2.2.8 The Head Teacher will seek volunteers to take on the role of First Aiders at various skill levels, an Administrator of Medicines, Fire Wardens and PTFA Food Hygiene Coordinators. All will be trained and their competence regularly assessed in accordance with arrangements and risk assessments attuned to the School's activities and responsibilities.
  - ✓ Special requirements for Early Years' whether statutory or good practice will be implemented where necessary. These include the provision of first aiders with extra training for children in Reception classes.
- 2.2.9 The Head Teacher delegates responsibility to the Systems and Services Manager for ensuring that competent contractors are employed and will oversee the planning and safe execution of construction, refurbishment, and maintenance work on buildings, plant, and equipment carried out by contractors or other third parties.

The Head Teacher delegates the day-to-day co-ordination of all contractual and maintenance work carried out on School premises to the Systems and Services Manager and the caretakers, who will liaise with Lead Teachers and others to ensure safety procedures and policy agreements are observed.
- 2.2.10 The Systems and Services Manager is responsible for ensuring that all new, amended or updated documentation and information regarding Health, Safety and Wellbeing matters are brought to the attention of the relevant pupils, employees, contractors, and members of the general public. The Head Teacher will liaise with the Systems and Services Manager on these matters.
- 2.2.11 The Head Teacher delegates the Office Manager to ensure that accidents and all other HS&W incidents, including near misses, are reported in accordance with legal requirements and CPYS procedures, and that the agreed procedure for reporting all defects, hazards and problems regarding HS&W matters function efficiently and effectively.
- 2.2.12 The Head Teacher will be a member of, and participate in the Health, Safety and Wellbeing Committee and will actively seek Trade Union Safety Representatives, consulting with them on all HS&W matters and co-operating with them in the execution of their duties. In the absence of these representatives, volunteers will be sought from the teaching and support staff with whom to consult.
- 2.2.13 The Head Teacher will, with the Health, Safety and Wellbeing Committee, review at least once a year:
  - i) Fire and Evacuation procedures;
  - ii) First Aid provision both in the School and on off site visits; and from time to time, according to a proportionate plan

- iii) all other HS&W policies, procedures, codes of practice, risk assessments, and guidelines.

- 2.2.14 The Head Teacher will seek advice, when appropriate from competent person/s and outside agencies that are able to offer informed and expert opinions.
- 2.2.15 The Head Teacher and Systems and Services Manager will have the authority to stop what is considered unsafe practices, or the use of any plant, machinery, equipment, tools, materials, and substances.
- 2.2.16 The Head Teacher and the Systems and Services Manager will make arrangements, with appropriate members of staff for improvements to premises, plant, machinery, and equipment.
- 2.2.17 The Head Teacher delegates responsibility to the Systems and Services Manager to ensure that appropriate training has been or will be given to employees (including temporary and part-time employees), agency and other contract staff, and volunteer helpers, to enable them to fulfil their responsibilities. This must include newly appointed staff and staff transferred within the School to other duties.
- 2.2.18 The Head Teacher will ensure that appropriate HS&W information, instruction, training and supervision is in place for all schemes of work for pupils, including both internal and external work experience arrangements.
- 2.2.19 The Head Teacher, Deputy Head Teacher, Systems and Services Manager, Caretakers, the School's lead competent person and such other posts as identified by the Governors and appropriately minuted shall have authority to act as 'landlord' and determine those who may or may not be welcome on the site and premises.  
In addition they are authorised to warn individuals, in the event of unacceptable behaviour, about the Section 547 powers available under the Education legislation, (or any successor legislation) and the risk of criminal procedures.  
In the event of a ban being imposed, should there be an appeal, a panel of Governors not involved in the matter will hear the case in accordance with the rules of natural justice and make their conclusions on the matter on the balance of probabilities.

- ✓ The cross-cutting with safeguarding issues and the requirements of the early years' guidance will be integrated with policies and procedures. Particular attention will be paid to site security and integrity and the release of children to the correct authorised parents and carers.

- 2.2.20 The Head Teacher is responsible for the School's Wellbeing overall approach and risk assessment, and to put in place the controls needed to remove or reduce risks to health. This will include the commissioning of a competent Occupational Health provider with a full range of services, which if necessary could include health surveillance to ensure compliance with the law and the protection of the staff team.

### **2.3 Systems and Services Manager**

The member of staff designated as the School's Health, Safety and Wellbeing Coordinator is the Systems and Services Manager and the post holder will administer and manage day-to-day health, safety and wellbeing matters on behalf of the Head Teacher by:

- 2.3.1 Acting as the day-to-day link between the School and:
  - CYPs Health, Safety, and Wellbeing Team
  - BCC Corporate Safety Advisors



- BCC Security Services
  - Occupational Health and Counselling Service
  - other providers of Health, Safety, and Wellbeing services including Delegated Services
- 2.3.2 Working with personnel in the School, who have a lead role in HS&W e.g. the Deputy Head Teacher, Catering Manager; Special Educational Needs and Disability Coordinator (SENDco); by:
- requesting inspections; coordinating inspection reports; reporting issues arising from inspection to the Health, Safety and Wellbeing Committee;
  - requesting risk assessments; maintaining the Risk Assessment Action Plan; reporting issues arising from risk assessment to the School Health, Safety and Wellbeing Committee; holding the main Risk Assessment file and ensuring risk assessments are reviewed according to identified time scales/frequencies;
  - disseminating HS&W Information e.g., passing on information from CYPs and other professional bodies e.g. CYPs CLEAPSS, to appropriate persons and the School Health, Safety and Wellbeing Committee;
  - arranging for Instruction and Training; ensuring training records are kept up to date; reporting training statistics to the School Health, Safety and Wellbeing Committee.
  - Completing the Termly Health, Safety and Wellbeing Checklist, responding to relevant information(s) from CHASMS (Corporate Health and Safety Management System).
- 2.3.3 Taking a pro-active interest in the HS&W aspects of all School activities including:
- joining with others to undertake inspections and risk assessments as appropriate;
  - checking that welfare and wellbeing legal requirements are being met e.g. meal breaks, eating areas and provision for pregnant individuals.
  - being involved in pre-start contract meetings with contractors;
  - advising the Head Teacher and Deputy Head Teacher of potential breaches of legislation and or Bristol City Council/CYPs Policy;
  - prohibiting activities which may, in the opinion of the post holder, cause harm, injury, or damage, pending the involvement of the School's competent person or other Safety Advisor including CYPs Health, Safety, and Wellbeing Team/ Corporate Safety Advisors and/or Delegated Services.
  - Be the lead with school council health, safety and wellbeing walks around the school.
- 2.3.4 Organising paperwork for the Health, Safety and Wellbeing committee as frequently as appropriate to give time and full consideration to all aspects of School HS&W, and, in so doing arrange for the:
- attendance of occasional contributors
  - management of the agenda to include:
    - accident and near miss incident monitoring;
    - receiving Inspection Reports and resultant Action Plans;
- 2.3.5 Recommending revisions to the School's HS&W Policy to the Head Teacher and Governors.
- 2.3.6 Referring irresolvable matters via the Head Teacher and to the Governors.
- 2.3.7 Representing the School on relevant HS&W Working Groups, professional bodies etc.

- 2.3.8 Being familiar with the content of local Policies, Procedures, Codes of Practice and all other guidance bringing appropriate information to the attention of the Head Teacher, Lead Teachers and others contributing to the safety system, as necessary.
- 2.3.9 2 Working with the school office to ensure that all Learning Support Assistants, Supply Teachers, School Meals Supervisory Assistants, and any other person or persons likely to work or be present in a classroom, workshop or any other area for teaching and learning activity, are made aware of the School's arrangements and procedures, including risk assessments, relating to the work area, before commencing work.

## **2.4 Deputy Head Teacher**

Will work primarily with teaching personnel in the School who have a lead role in managing high hazard activities such as Arts and Drama, DT, PE and Science and will:

- request advice from the Systems and Services Manager as appropriate
- request risk assessments; assist in the maintenance of the Risk Assessment Action Plan; reporting issues arising from risk assessments to the School Health, Safety and Wellbeing Committee.
- Support and contribute towards Systems and Services Manager in maintaining a Risk Assessment file and ensuring Risk Assessments are reviewed according to identified time scales/frequencies.

## **2.5 Systems and Services Manager and Caretakers**

The Systems and Services Manager will be responsible for both the line management of the cleaning team and for co-ordinating all contractual work and maintenance carried out on School premises. The Systems and Services Manager is aware of all contractors and/or third parties entering the School to undertake maintenance, service, or works contracts whilst also liaising with others, as appropriate, to ensure safety procedures and policy agreements are observed.

The Systems and Services Manager and Caretakers will have authority from the Head Teacher to check that contractors have adequate safety procedures in force and that they are aware of the School's HS&W Policy as it affects them and will:

- 2.5.1 ensure that strict procedures are laid down for building work such as roofing, excavation and drainage, alterations to building structures, refurbishments and renovations or remodelling schemes.
- 2.5.2 ensure that HS&W matters regarding Grounds Maintenance, Cleaning, and Catering Contracts and in particular ensuring that the catering/ grounds maintenance managers are aware of any implications of the School's HS&W Policy as it affects their work activities e.g., the storage arrangements for materials, equipment, and substances.
- 2.5.3 compile a School 'Buildings Register' identifying known hazardous substances and materials (e.g.: asbestos, Legionella, lead, flammable materials and substances etc).
- 2.5.4 ensure that (i) a seasonal inspection is completed three times a year by a representative team including staff and pupils, (the latter appropriate to their age) with defects reported accordingly and (ii) a property survey of the School's buildings/ premises is carried out annually.
- 2.5.5 keep a Premises Log Book up-to-date with the results of repair and maintenance, taking action to organise work when equipment is overdue for attention.

- 2.5.6 establish Emergency Procedures for the evacuation (e.g., gas leaks, fire, bomb warnings), lockdown (e.g., severe weather, trespassers, industrial incident) of the School's site/premises and emergency procedures for lost or missing children.
- 2.5.7 ensure that competent person(s) or specialist(s) are consulted as necessary to advise on HS&W matters and, in particular, technical issues, sampling, monitoring and auditing requirements.
- 2.5.8 ensure that all plant, machinery, equipment, tools, materials, and substances etc. received from suppliers for School use are accompanied by appropriate information, including in particular, Manufacturer's Data Sheets, COSHH guidance, Instruction Handbooks etc. prior to use.
- 2.5.9 take responsibility for ensuring all statutory notices, placards, regulations and safety signs are displayed as appropriate to the workplace.
- 2.5.10 ensure that a copy of the Fire Evacuation Procedure and Assembly Point is prominently displayed in all rooms and areas.

## **2.6 Staff with Subject Leader Roles**

- 2.6.1 Subject Leaders are accountable to the Head Teacher for all matters relating to HS&W within their areas of activity. Subject Leaders will liaise on a day-to-day basis with the Systems and Services Manager and if necessary, the Deputy Head Teacher regarding HS&W matters.
- 2.6.2 Subject Leaders must:
  - ensure that all staff under their control:
    - receive information on their duties regarding HS&W matters
    - are appropriately inducted, instructed and trained to carry out their duties efficiently and effectively, and
    - are supervised appropriately according to their level of competence.
- 2.6.3 make themselves familiar with Regulations and Approved Codes of Practice relevant to their specialist areas eg, by applying guidance from appropriate professional bodies for example:
  - Association for Physical Education
  - Design and Technology Association (DATA)
  - Consortium of Local Education Authorities for the Provision of Science Services (CLEAPSS) (and in particular it's Model Health and Safety Policy for Science Departments L223 or any update.
- 2.6.4 take responsibility for carrying out all risk assessments and for producing their own area of activity's safety procedures and safe working arrangements, and bringing them to the attention of members of staff including new entrants, supply teachers etc.
- 2.6.5 take responsibility for consulting with Safety Representatives and Trade Unions/staff representatives on HS&W matters.
- 2.6.6 take responsibility for liaising with the Systems and Services Manager and making arrangements for facilities such as first aid equipment, protective clothing/equipment, registers, log books etc.
- 2.6.7 take responsibility for ensuring that all plant, machinery, equipment, tools, materials, and substances etc received from suppliers are accompanied by appropriate information, including in particular Manufacturer's Data Sheets, COSHH guidance, Instruction Handbooks etc, so that appropriate risk assessments can be undertaken prior to use.
- 2.6.8 carry out a seasonal safety inspection of their area of activity, (three times a year). Priority must be given to plant, machinery, equipment, electrical appliances and risk assessments for the use of substances and general facilities.

- 2.6.9 first isolate, (take immediate safety action) then report to the Systems and Services Manager (verbally and in writing) all problems, defects and hazards as soon as they become apparent. Report and if appropriate make recommendations to the Systems and Services Manager on any practices, premises, equipment, etc, which give rise to risks to H & S concerns.

## 2.7 Staff with other Key Contributory Roles

2.7.1 The School recognise that its effective safety system is actively contributed to by a number of other key roles listed below and will ensure that those staff fulfilling these roles, whether appointed or voluntary, will receive the necessary and appropriate information, instruction and training to fulfil the requirements of the role identified.

- The Safeguarding 'single central record' Office Coordinator, (Was CRB and now the Disclosure and Barring Service.);
- SENDco;
- Office Coordinator, First Aiders and Emergency at Work certificate holders.
- Administrator of Medicines;
- Education Visits Co-ordinator for school trips and off site visits;
- Party Leader and Deputy Party Leader for school trips and off site visits;
- Lunchtime Coordinator;
- Foundation Stage Lead

2.7.2 Staff fulfilling these roles have the responsibility of reporting back on their training and ensuring that they brief the Head Teacher and Systems and Services Manager on the content so that any updates or changes to procedures, guidance and best practice can be integrated into the School's approach and appropriately shared and cascaded to other staff and volunteers as necessary.

## 2.8 Contract Managers (Particularly Catering/Grounds Maintenance)

Contractually the Catering/Grounds Maintenance Manager(s) must:

- 2.8.1 be familiar with the School's HS&W Policy and its implications for catering/grounds maintenance activities and working arrangements for the staff.
- 2.8.2 work in accordance with both the School's HS&W Policy and the Safety Policy of the Catering/Grounds Maintenance Company(ies), and other appropriate guidance issued by the School and the Catering/Grounds Maintenance Company(ies), bringing any inconsistencies to the attention of the Systems and Services Manager.
- 2.8.3 be familiar with the Food Safety Act 1990 and any updates to that legislation and the implications of other appropriate regulations as far as the School is concerned.
- 2.8.4 provide the Systems and Services Manager with a copy of all Environmental Health Hygiene inspection reports, the original of all repair and maintenance reports. The Systems and Services Manager must be informed of any potential hazard or defects.
- 2.8.5 provide the Systems and Services Manager with evidence that the repair and maintenance of equipment and the assessment of work activities is in accordance with Regulations relating to portable appliance equipment testing (PAT) and the Control of Substances Hazardous to Health (COSHH).
- 2.8.6 New employees and other persons involved with catering/ grounds maintenance provision must be inducted into the health, safety and wellbeing practices and procedures for their work activity.

## **2.9 Employees**

2.9.1 Every employee has a responsibility under the Health and Safety at Work Act 1974 to take reasonable care for the health, safety and wellbeing of themselves and of other persons who may be affected by their acts or omissions at work and to cooperate with their employer in the performance of the employer's health, safety and wellbeing duties.

2.9.2 All employees:

will be given access to the School's HS&W policy and need to be familiar with all documents relating to HS&W in the School. Employees will pay particular attention to the policy and risk assessments as they relate to particular work activities.

2.9.3 must be familiar with the School's HS&W Policy, its implications and any procedures, arrangements and practices as applicable to their roles and responsibilities.

2.9.4 are responsible and accountable to the Governors, Head Teacher and those delegated various responsibilities as described above for the implementation of the School's HS&W Policy in the performance of their duties.

2.9.5 must conform to responsibilities as laid down in safe working arrangements for specific roles and responsibilities.

2.9.6 must ensure that all pupils or persons under their control receive instruction and are provided with suitable training to enable them to behave in a safe and efficient manner.

2.9.7 must first isolate, take Immediate Safety Action, then report, (verbally and in writing) all problems, defects and hazards to Systems and Services Manager as soon as they become apparent.

## **2.10 Safety Representative(s)**

2.10.1 The Governors will encourage the appointment of Trade Union (TU) Safety Representatives from both teaching and support staff.

2.10.2 The Head Teacher will consult regularly with TU Safety Representatives on HS&W matters. Safety Representatives will be encouraged by the Head Teacher to fulfil their roles, including being released for any appropriate training.

2.10.3 TU Safety Representatives will be entitled to inspect the School in accordance with the agreed Trade Union procedures and agreements. The timescales for such inspection, monitoring and auditing procedures will be defined and arranged through the School's Health & Safety Committee.

2.10.4. TU Safety Representatives have the right to receive any reports arising from accidents, injuries and any investigations carried out by the HSE or other authoritative bodies.

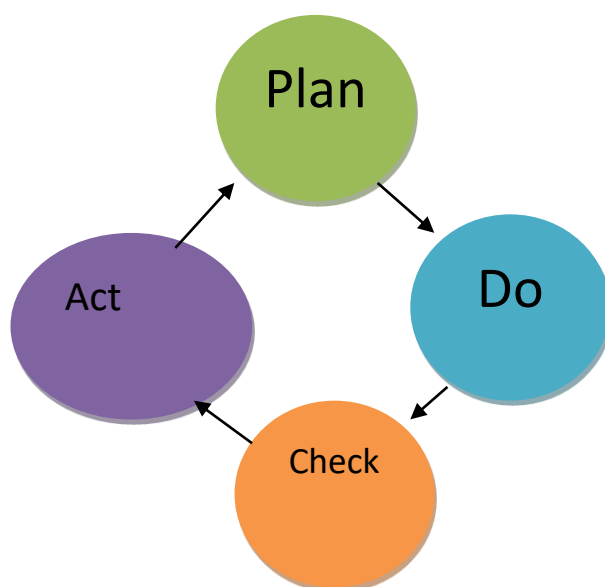
2.10.5 In the absence of TU representatives the Head Teacher will seek volunteers from teaching and support staff areas with whom to consult and comply with the Consultation with Employees Regulations 99.

## **2.11 Specialist Advisers**

The Governors recognise there will be occasions when the School will require specialist advice from a competent person/s. The procedures to be adopted and recommendations to obtain outside advice will be clarified and decided at School Health, Safety and Wellbeing Committee level.

### 3. ARRANGEMENTS

The Governors will follow the advice in HSE document HSG 65 “Managing Health and Safety” and in particular the approach summarised as “Plan, Do, Check, Act” as illustrated below:



The following topics are listed alphabetically.

#### 3.1 Accidents (Including Incidents and Violence) Reporting

All accidents are to be reported in line with the procedures contained in the ‘*Policy and Procedures for Reporting Incidents of Violence, Injuries, Diseases and Dangerous Occurrences*’. Accident and incident forms, which are available from school office/school server, are to be sent to the Office Coordinator. This procedure will be brought to the attention of all employees. All employees and pupils will be encouraged to report near misses so that potentially hazardous situations can be dealt with before an incident occurs.

#### 3.2 Administration of Medicines

Arrangements for the Administration of Medication in the School will be in accordance with the ‘Policy and Procedures for: Supporting pupils with medical conditions, First Aid and Bereavement’.

This procedure will be brought to the attention of all employees, volunteers and parents. The aim is to ensure the school knows of any medical conditions requiring either day to day medication or emergency medication. Parents know they will be informed of medication administered and any additional information which will help in the longer term management of the medical condition.

#### 3.3 Asbestos Management

There is asbestos on site and the school manages the risk in line with the report and risk assessment held in the premises log book and site management procedures. These procedures include the training of the Systems and Services Manager and the caretaker. In addition, there is supervision and management of contractor and volunteer activity to prevent damage to, or exposure of, asbestos containing materials. Furthermore, an asbestos management plan in accordance with 2018 regulations is held and co-ordinated by the Systems and Services Manager.

All contractors who operate are made aware of locations on the site that may contain asbestos through the asbestos register. All contractors undertake to observe the ‘rules for contractors’ and sign to confirm their compliance with school expectations relating to health and safety and specific consideration of asbestos. School take advice and guidance from BCC Property Services to ensure all major and minor works are in accordance with regulations (Health and Safety at Work Act 1974).

For more information see: The Asbestos register in the office of the Systems and Services Manager in a folder marked 'Asbestos Register'.

### 3.4 Buildings and premises

The management of the school's premises will be assisted by the keeping and use of documentation. This will enable planned maintenance, asset protection, audits and provide references for future work.

Key documents (paper or electronic) will include:

- ✓ A premises log book;
- ✓ Records of maintenance, inspections and repairs;
- ✓ Defect reporting procedure;
- ✓ Fire, Asbestos, Legionella and other key matters as required –if they are required;
- ✓ Insurance inspections;
- ✓ Defect reports;
- ✓ Other documents as needed.

### 3.5 Contractors

Contractors are all paid workers not employed directly by the school. This will include building maintenance staff, construction personnel, visiting advisors and supply staff.

All contractors entering or working on school premises will do so only with the permission and authorisation of the Head Teacher and Systems and Services Manager.

Any work that might disrupt teaching and learning will be arranged to minimise this as far as possible.

Health, Safety and Wellbeing documentation including references, risk assessments, method statements, and safe systems of work, appropriate to the working circumstances will be examined when contractors are considered.

The Systems and Services Manager will take overall responsibility for liaising with contractors. They will ensure safe working arrangements by providing:

- A copy of the school's Policies, Procedures, Codes of Practice and other guidelines; The school's Asbestos Register and management plan
- Basic Rules for Contractors;
- Other documents as needed;
- Checking contractors' documents and other details as necessary.
- DBS checking as appropriate
- Awareness of any conflicts of other works going on at the same time.

Contractors will be informed in writing regarding this contact post and will follow that guidance. The Governors will be made aware of any specific problems.

Day to day practice will be based on what is appropriate for each type of contractor.

For further guidance see: Health, Safety and Wellbeing information in the Systems and Services Manager office.

### 3.7 COSHH (Control of Substances Hazardous to Health)

For the purposes of this policy the Governors recognise the everyday understanding that all chemicals should be considered here and any other similar things. In law certain items such as lead and asbestos have their own regulations so they are also mentioned separately.

The Governors recognise the requirement for the school to carry out risk assessments in accordance with the COSHH Regulations and allocates lead responsibility for ensuring these items are in place across all school teaching and learning functions to the Systems and Services Manager.

The Systems and Services Manager actively manages the COSHH register, working with all relevant stakeholders.

Other COSHH related matters will be considered by the Systems and Services Manager

### **3.8 Computers (Display Screen Equipment)**

Equipment related to information, technology and communications will be managed by the designated staff including the Systems and Services Manager and IT Network Manager as well teaching and support staff as agreed.

Display screen assessments when required will be organised through the Systems and Services Manager and IT Network Manager

E-safety is managed by the Deputy Head Teacher.

### **3.9 Defect reporting**

There is an agreed defect reporting procedure (email or speak to Systems and Services Manager; as appropriate) so that problems can be dealt with quickly and effectively.

### **3.10 Electricity**

The use of electrical systems will follow the current legal requirements.

Electricity within teaching and learning will also follow the guidance from CLEAPSS and DATA.

### **3.11 Emergency Procedures**

The specific procedures are as contained in the following

- Fire evacuation Procedures

- First aid

- Policy, Procedures and Guidance for Emergencies and Business Continuity Planning' or as subsequently titled.

- For more information see: emergency plans in the emergency crate and the Systems and Services Manager Office

### **3.12 Extended Activity outside Core Hours**

The Governors recognise the need to set down arrangements for Extended Activities such as Breakfast Clubs, Holiday Playschemes etc. In addition to arrangements already in place for Lettings (see 3.11.1), and according to specific circumstances, there will be a Transfer of Control Agreement or similar documentation which clarifies handover arrangements, use of premises etc.

- For more information see: BRAC Control Agreement and risk assessments in the Lettings file in the Systems and Services Manager Office

### **3.13 Fire Precautions**

The arrangements for general fire safety will be in accordance with the outcome of a Fire Risk Assessment and reviewed annually unless requiring revision due to substantial change.

The school's Fire Log Book will be used to record weekly system tests, practice and unplanned evacuation drills, training on equipment, visits by the Fire and Rescue Service, emergency crate inspections, etc.

The school's Premises Log Book will hold the repair, maintenance, and servicing records for smoke detectors, fire alarms, extinguishing equipment, emergency lighting, etc. The fire log book is in a separate file titled fire log book

### **3.14 First Aid Provision**



The arrangements for first aid in the School will be in accordance with the policy as laid down in the 'Policy and Procedures for: Supporting pupils with medical conditions, First Aid and Bereavement'. First aid boxes will be located in high hazard areas Food Tech, Sports Halls/gym and kitchens.

The names of First Aiders and others with appropriate skills must be posted on the school's HS&W notice board and at strategic locations within the school

### **3.15 Higher risk curriculum areas**

Higher risk curriculum areas are subject to analysis and risk assessment taking advantage of national body expertise and standards such as:

- CLEAPSS for Science, DT and Art (Consortium of Local Education Authorities for the Provision of Science Services);
- DATA for DT and Art (Design and Technology Association);
- ASE for Science (Association for Science Education);
- AFPE for sport and other PE activities (Association for Physical Education);
- Royal Society of Biology;
- Royal Society of Chemistry;
- Institute of Physics;
- Delegated Services Community Interest Company

For more information see: the files titled Health, Safety and Wellbeing advice in the Systems and Services Manager Office

### **3.16 Housekeeping**

The Systems and Services Manager and Caretakers and others will ensure adequate arrangements are in place to keep the school clean and tidy through good housekeeping. In particular, rubbish and other combustible materials will not be allowed to accumulate. Boiler rooms, and all designated escape routes will be kept clear at all times. Rubbish bins, skips, etc will be located away from school buildings and secured to suitable fixed points so far as possible.

Lead Staff will make regular checks of their areas, maintaining tidiness, arranging adequate storage and ensure appropriate cleaning arrangements.

The Emergency crate will have

- a) Site plans;
- b) Key locations except where this affects security;
- c) Fire safety information such as how to turn off equipment;
- d) Important contacts and their details;
- e) The school asbestos register;
- f) Other relevant information.

### **3.17 Inspections and testing**

Regular inspections and checks will take place to assist in the management of the school premises and to ensure compliance with statutory requirements.

For further information see: in the Systems and Services Manager Office

### **3.18 Lettings**

The Systems and Services Manager will ensure that its 'Letting Terms' are explicit regarding the respective roles and responsibilities of both itself and the Hirer for HS&W matters including: Insurance arrangements, Risk Assessments, First Aid, and Emergencies.

All hirers of the school premises, including the hall, other rooms or grounds must be given instructions regarding all relevant procedures operating in the school. All emergency exits must be unlocked, all users must agree to take a mobile telephone for emergencies. The premises or grounds must be inspected and secured after use. All users briefed on emergency procedures and the Systems and Services Manager and Caretakers mobile telephone numbers for emergencies.

### **3.19 Lone Working**

The precautions to be taken in relation to lone working will be in accordance with the 'Lone Working Policy'.

For more information see: Lone Working Policy in Policies Folder.

### **3.20 Local Exhaust Ventilation and air extraction**

The Governors recognise there will be occasions when it will be necessary to refer to outside specialists for air monitoring and the checking of ventilation systems installed for the removal of dusts, vapours, gases etc, (e.g., fume cupboards, woodwork extraction, heat treatment, soldering etc). Provision will be made to ensure this takes place at least every 14 months (from Schedule 4, COSHH). A record of all such tests will be kept in the Premises Log Book.

(b): Air extraction in kitchens and other types of air extraction

Cooker hoods and other catering ventilation will be installed to ensure adequate removal of waste gases from cooking equipment and to maintain a suitable temperature and humidity for the staff members.

Other air extraction will be provided and maintained as needed around the premises in for example:

- Kiln rooms;
- Toilets and washrooms,
- Rooms where there are photocopiers or other equipment;
- Rooms that may become hot during parts of the year.

### **3.21 Manual Handling and the carrying of children or adults**

Responsibility for organising the safe manual handling of loads, including when necessary the lifting and carrying of pupils, will rest with the Systems and Services Manager or Caretaker for objects; and with the SENDco for people. It will only be permitted after a risk assessment has been undertaken by a competent person, and all the precautions identified put in place. This may include the use of appropriate equipment e.g., hoists, the issue of personal protective equipment (PPE) such as gloves, and suitable and sufficient training in safe lifting.

The Systems and Services Manager/SENDco/Deputy Head Teacher will ensure safe and considerate manual handling of pupils to eliminate or if this is not possible minimise risks. In addition to a suitable and sufficient risk assessment, it will be identified if there is another way to undertake the task so that greater consideration of the person's personal wishes and right to dignity are respected.

Appropriate equipment will be purchased and specialist training provided if needed; review and amendment of local policies will take place as necessary and all manual handling accidents and near misses will be investigated.

### **3.22 Noise and Vibration (such as from machinery or possibly music)**

The Governors recognise there may be problems experienced with noise and vibration. All staff will report all such cases to the Systems and Services Manager /Caretaker. If required, specialist advice will be sought to monitor the hazard, assess risk and take remedial action if necessary.

### **3.23 Off Site Visits**

Arrangements for all Off-site Visits such as field trips and extra-curricular activities will comply with the CYPS *'Educational Visits Guidance'* and the school's *"Off Site Trips Procedure"*.

### **3.24 Plant, Machinery, and Equipment**

The provision and use of plant, machinery and equipment in the school will be in accordance with the policy as laid down in the Bristol City Council Procedures for the Maintenance of Installations, Plant and Equipment.

The Governors recognise that specialist advice is required to determine the safety requirements for the:

- adequate and correct guarding of machinery
- general inspection of plant, equipment and machinery
- storage and transportation of toxic substances, gases etc, and
- disposal of toxic and other waste substances and materials.

Specialist advice will be obtained as necessary by hiring contractors and advisors as needed.

The Systems and Services Manager will be responsible for ensuring that periodic checks are carried out of plant, machinery, and equipment within their area of activity. Maintenance and inspection reports will be kept with or near the equipment to which they relate and copies kept in the Premises Log Book.

A thorough inspection of work areas will take place three times a year and reported to the H & S Committee through annual report.

New plant, machinery, equipment, materials, substances will be brought onto the premises after discussion with the school's Systems and Services Manager and as part of consultation with staff.

The Systems and Services Manager will be responsible for undertaking risk assessments and producing safe systems of work for cleaning and maintaining plant, machinery and equipment.

The Systems and Services Manager will be responsible for selecting and providing the correct type of personal protective clothing and equipment (PPE) according to the needs of individual members of staff.

### **3.25 Playing Fields**

An inspection of the playing fields will be included as part of the seasonal three times a year inspection programme. This will be to look for physical defects to the grounds which may increase the likelihood of slips, trips, and falls, as well as checking that fields are free from broken glass and other sharps. Responsibility for the inspection will rest with the Systems and Services Manager and will include goal posts, goalpost/marker flag location sockets etc.

A visual inspection of playing fields will also be carried out before all organised games and contact sports and all debris will be removed. This duty is delegated to the member of staff leading the activity.

At all times of use, including events where parent/carers are present, the school's smoking policy will apply and be users will be appropriately informed by school staff.

### **3.26 Playground Equipment**

Playground equipment will be installed in accordance with the current BS/EN standards, and will be maintained in sound condition with:

- an annual condition inspection by a competent person from ROSPA
- a risk assessment at least annually by a competent person

- an operational inspection to a frequency based on the risk assessment and agreed by the Systems and Services Manager, and
- Daily visual inspections by the Caretaker.
- Bi Monthly visual checks by Delegated Services (Approved playground inspectors)

### 3.27 Portable Electrical Equipment

Inspection reports will be kept in the Premises Log Book. Timely inspections appropriate to the type and use of equipment will be carried out, to maximise efficiency, minimise cost and ensure brought in items by staff are pro-actively dealt with and items such as portable device transformers are not on when not in use, etc.

### 3.28 Risk Assessment

The procedure for assessing risks will be in accordance with the school *Risk Assessment procedures*. For further information see: Risk Assessments folder in the Main School Office

### 3.29 Security

The security management of the premises, staff members and pupils is set out in the school's security procedures found in the Systems and Services Manager office.

This is part of the overall safeguarding procedure as well as asset protection and personal safety.

For further information see: School safeguarding policy; school security procedures.

Some procedures are accessible only to authorised personnel. These include:

- Personal data;
- Cash protection;
- IT security.
- Emergency plans
- CCTV access and recording

### 3.30 Training

The Governors and Head Teacher recognises that:

- training is always a constant requirement, based on the ability to recognise who requires it and when, and
- new employees, transferred staff and supply staff will require either a level of awareness relevant to their task or a more in-depth training programme, taking into account new technology, legislation, regulations and standards to determine a fresh approach to training requirements and a re-training programme for existing staff.

There are various categories of training requirements defined as induction training, informative/ awareness training and specific 'hands-on' training.

#### **Induction Training**

This will apply to new employees, employees transferred within the school to other activities, contract and agency staff and volunteer helpers, all of whom will need to be shown over the school and host area, and be issued with, and instructed upon, key information on policies and procedures, fire precautions, first aid and welfare arrangements, etc.

#### **Informative and Awareness Training**

A more in-depth approach, in-house, showing employees what they must and must not do; providing supervision until they gain an understanding of what is required; making them aware of their tasks and providing written procedures and arrangements.

### **Specific Training**

This is a hands-on training approach where it is recognised by the Governors that employees will require an accepted level of competence to perform their tasks.

Curriculum subjects may require particular competencies and support staff such as Caretakers may require others.

Examples are:

- i.) Art, Design and Technology (ADT);
- ii.) Science;
- iii.) Sports and PE;
- iv.) First Aid;
- v.) Administering medicines and supporting pupils with medical needs;
- vi.) Safeguarding roles;
- vii.) Fire safety duties

### **3.31 Transport**

Use of transport will be in accordance with the CYPS '*Guidance for Educational Visits and Trips*'.

### **3.32 Unacceptable Behaviour**

The prevention of, and the dealing with, unacceptable behaviour will be in accordance with the School's Behaviour Policy.

### **3.33 Utility services**

The provision and use of utility services in the school will be in line with Bristol Council LA guidance and utility providers.

For further information see: the Premises log book in the Systems and Services Manager Office.

### **3.34 Water Hygiene/Legionella Management**

Water Hygiene/Legionella will be managed in accordance with the report held in the premises log book and site management procedures including, senior staff/site manager/caretaker training, regular monitoring, flushing and cleaning regimes.

For further information see: the Premises log book in the Systems and Services Manager Office

### **3.35 Wellbeing**

The Governors recognise the benefits of a Wellbeing programme which identify the links between improved staff Wellbeing and improved school performance. These are:

- Increased staff morale, helping to encourage staff retention and recruitment;
- Lower supply costs and greater stability as a result of fewer staff absences;
- Improved emotional wellbeing, which has contributed to a reduction in staff members absence;
- Improved standards through increased stability and motivation;
- A contribution to self-evaluation processes through an online self-review of the organisation;
- Improved communication and school effectiveness;
- Strengthened relationships and mutual understanding, and
- A framework in which to monitor change.

A commitment is made to invest in the programme or take equivalent or better steps to, at minimum, meet the requirements of the HSE Management Standards addressing Stress.

### 3.36 Working at height

The Health and Safety Executive guidance based on the legal requirements will be followed. Risk assessments will be undertaken and the control measures put in place.

### 3.37 Work Experience

Senior Leadership Team Members and other Managers will be responsible for internal work experience placements in their areas of activity. In accordance with the Work Experience Policy a Risk Assessment will be carried out prior to the commencement of the placement, and the identified control measures (e.g. appropriate adaptations for accessibility) put in place where appropriate. An induction will also be undertaken, which relates the individual trainee to the working conditions which the trainee will experience.

## 4. Appendices

Appendix 1. Names roles and responsibilities

**Table of posts with major health, safety and wellbeing roles: school staff and Governors**

**Table 1**

HS&W Role	School Post	Person's name
HS&W Governor	HS&W Governor	Matthew Gitsham
Head Teacher	Head Teacher	Gillian Powe
Deputy Head Teacher	Deputy Head Teacher	Joseph Emissah
Systems and Services Manager(Health, Safety and Wellbeing Coordinator/Site Manager)	Systems and Services Manager	Thomas Powe
Key Holder(s),fire and intruder alarms	Systems and Services Manager	Thomas Powe
	Caretakers	George Turtle Jeff Williams
	Deputy Head Teacher Assistant Head Teachers IT Network Manager	Joseph Emissah Tom Barr & Alex Edwards Ben Brooks
	Bristol Security Services	Tony Kane
	BWS	Matt Howell
Premises management day to day and functions	Systems and Services manager	Thomas Powe
	Caretakers	George Turtle Jeff Williams
Union HS&W representative	Union HS&W representative	Tom Barr
Subject Leader	DT	Beth Rowden

<b>HS&amp;W Role</b>	<b>School Post</b>	<b>Person's name</b>
Subject Leader	Art	Eloise Evans
Subject Leader	School Council	Hannah Walker
Subject Leader	Geography	Tom Barr
Subject Leader	Music	Zac Young and Charlotte Brown
Subject Leader	Clubs	Thomas Barr
Subject Leader	Science	Alexander Edwards/ Jake Mckeown

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

<b>HS&amp;W Role</b>	<b>Main contact</b>	<b>Person's name</b>
Designated Safeguarding Lead	Deputy Head	Joseph Emissah
Off Site Visit Coordinator	Assistant Head Teacher	Alex Edwards
Trip Leader – residential trips	Assistant Head Teacher Head of Year	Tom Barr Ben Mullen
Inclusion	SENDco SENDco	Emma Metcalfe Katie Morgan
Single Central Record Keeper	Office Coordinator	Helen Cooper
Deputy Designated Safeguarding Lead	Assistant Head Teacher Assistant Head Teacher SENDco Class Teacher	Tom Barr Alex Edwards Emma Metcalfe Emma Kingston
Administration of Medicines	Office Manager	Helen Cooper
Fire Marshals Coordinator	Systems and Services Manager	Thomas Powe
School Meals Supervisory Assistants (SMSA) Coordinator	Lead School Meals Supervisory Assistant (SMSA)	Jenny Thomas
Student Placement Coordinator	Class Teacher	Safa Aslam
Work experience	Deputy Head Teacher	Joseph Emissah

**Table 3: Table of *external contractors* posts with major health, safety and wellbeing roles.**

<b>HS&amp;W Role</b>	<b>Company</b>	<b>Person's name</b>
HS&W advisor and school's "competent person"	Bristol City Council as "The Employer"  Delegated Services CIC	BCC Corporate Safety  Bill Crocker of Delegated Services CIC
Catering Manager	Pabulum	Phil Devonshire
Hygiene Coordinator	Chair of the PTFA	Kate Pearson
Sports coaching in school	Novus Ltd	Alex Starkie
Telecommunications	Protel Communications	Joshua Ryan
Utility services advice	Property Services	Polly Brand and Sue Nolan
Cleaning Contract Manager	Nikos Mobile Cleaning	Aniko Kasa
Grounds Maintenance	BWE Envirotech	Phil Matthews
Fire and Intruder alarms	BWS	Matt Howell
Fire-fighting equipment	A and E	Nicole Albert
Security CCTV	Canon Security	Andy Hughes
Electrical	JRD Electrical	James Dillon
Heating and hot water	PGS	Pete Gervais
Glass emergency repairs	First Alert Windows	Abby Horwood
Overnight security call-out	Bristol City Council Security Services	Tony Kane



## **Appendix 2. LA GUIDANCE FOR SCHOOLS**

4.2 The Governors adopt the standards of the following publications, which are endorsed by Bristol City Council as standards for its schools:

Corporate Health and Safety Management System–

<http://intranet.bcc.lan/ccm/content/articles/css/hr/corporate-safety/chasms-service/chasms---health-and-safety-action-plan-and-directorate-monitoring-schedule.en>

Association for Physical Education

Health and Safety: advice on legal duties and powers – February 2014:

<https://www.gov.uk/government/publications/health-and-safety-advice-for-schools>

HSE Guidance: Education

<http://www.hse.gov.uk/services/education>

Building Bulletin 100: Design for Fire Safety in Schools (March 2014) – Gov.UK link:

<https://www.gov.uk/government/publications/building-bulletin-100-design-for-fire-safety-in-schools>

<https://www.gov.uk/government/publications/fire-safety-in-new-and-existing-school-buildings/fire-safety-in-new-and-existing-school-buildings>

Learning Outside of the Classroom:

<http://www.lotc.org.uk/>

First Aid for Schools

<https://www.gov.uk/government/publications/first-aid-in-schools>

Statutory Guidance on Supporting Pupils at School with Medical Conditions

<https://www.gov.uk/government/publications/supporting-pupils-at-school-with-medical-conditions--3>

Asbestos

<https://www.gov.uk/government/publications/asbestos-management-in-schools--2>

2017 DfE document

Fire

Fire Safety Legal Provisions within section 156 of the Building Safety Act 2022

<https://www.gov.uk/government/news/new-fire-safety-guidance-comes-into-force-on-1-october-2023>

