

# Health, Safety & Wellbeing Roles, Responsibilities and Guidance from LA



## Bishop Road Primary School

Approved by: Bristol City Council Health and Safety Department  
Shared with Finance, Buildings Health & Safety Committee

Adopted on: March 2026

Review date: March 2027

## 1. Names roles and responsibilities

**Table 1. Posts with major health, safety and wellbeing roles: school staff and Governors**

<b>HS&amp;W Role</b>	<b>School Post</b>	<b>Person's name</b>
HS&W Governor	HS&W Governor	Matthew Gitsham
Head Teacher	Head Teacher	Joseph Emissah
Deputy Head Teacher	Deputy Head Teacher	Alex Edwards
School Business Manager (Health, Safety and Wellbeing Coordinator/Site Manager)	School Business Manager (SBM)	Flora Edmonds (from April 2026)
Key Holder(s), fire and intruder alarms	SBM	Flora Edmonds (from April 2026)
	Caretakers	Gary Gordon
	Head Teacher	Joe Emissah
	Deputy Head Teacher	Alex Edwards
	Assistant Head Teachers	Tom Barr
	Bristol Security Services	Steve Peacock
	APE Fire & Security	Matt Howell
Premises management day to day and functions	SBM	Flora Edmonds
	Caretakers	Gary Gordon
Union HS&W representative	Union HS&W representative	Tom Barr
Subject Leader	DT	Beth Rowden, Ollie Kift and Jodie Steimetz (cooking)
Subject Leader	Art	Isabelle Marshall
Subject Leader	School Council	Hannah Skinner
Subject Leader	Geography	Louis Lescure
Subject Leader	Music	Zac Young & Charlotte Brown
Subject Leader	Clubs	Thomas Barr

HS&W Role	School Post	Person's name
Subject Leader	Science	Jake McKeown & Hazel Robinson

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

HS&W Role	Main contact	Person's name
Designated Safeguarding Lead	Deputy Head	Alex Edwards
Off Site Visit Coordinator	Deputy Head	Alex Edwards
Trip Leader – residential trips	Assistant Head Teacher	Tom Barr
Inclusion	SENDco	Emma Metcalfe
Single Central Record Keeper	Office Coordinator	Helen Cooper
Deputy Designated Safeguarding Lead	Head Teacher Assistant Head SENDCo SENDCo & Inclusion Lead UPR Teacher	Joe Emissah Tom Barr Katie Morgan Emma Metcalfe Emma Kingston
Deputy Safeguarding Child protection Officer	Head Teacher	Joe Emissah
Administration of Medicines	Office Coordinator	Helen Cooper
Fire Marshals Coordinator	School Business Manager	Flora Edmunds
School Meals Supervisory Assistants (SMSA) Coordinator	Lead School Meals Supervisory Assistant (SMSA)	Jenny Thomas
Student Placement Coordinator & Work experience	Student Placement Coordinator & Work	Safa Aslam

	experience Coordinator	
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**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 Education	Alex Starkie
Telecommunications	Protel Communications	Ian Wollacott
Utility services advice	Property Services	Sean Campbell/Sue Nolan
Cleaning Contract Manager	Nico's Mobile Cleaning	Aniko Kasa
Grounds Maintenance	BWE Envirotech	Phil Matthews
Fire Alarms	APE Fire & Security	Matt Howell
Fire-fighting equipment	A and E	Nicole Albert
Security CCTV and Intruder Alarm	Canon Security APE Fire & Security	Andy Hughes and Matt Howell
Electrical	Guardian Angels	Luke McKay
Heating and hot water	PGS	Pete Gervais

Glass emergency repairs	First Alert Windows	Abby Horwood
Overnight security call-out	Bristol City Council Security Services	Steve Peacock

## 2. LA GUIDANCE FOR SCHOOLS

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

We follow the Local Authority Corporate Health and Safety Management System.

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>

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