

# Health, Safety and Wellbeing Policy

Document 1:

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

## History of policy changes/review

Author: Head of Operations  
 Authorising Body: Operations Committee  
 Review Schedule: Annual

Date	Changes	Notes
September 2015		Created
September 2016		Reviewed
September 2017		Reviewed
September 2018		Reviewed
September 2019		Reviewed
September 2020		Reviewed
September 2021		Reviewed
September 2022		Reviewed
September 2023	Additions of Organisation Charts Radon checks	Reviewed

## 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** details 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 General Policy by the Governors

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

### 1.0 The Statement of General Policy

- 1.1 Bristol Local Authority is the employer of all staff within Briarwood School. The school recognises that the local authority has a corporate policy and that this policy flows from a relationship with that. The Governing Body and Executive Headteacher have delegated powers. The Governing Body and Executive Headteacher will:
  - 1.1.1 Accept its responsibility for setting out the overall establishments HS&W Policy and undertake to take all reasonable steps within its power to prevent or reduce the possibility of:
    - Harm, injury and ill-health to children, employees, parents, contractors, visitors to the school and members of the general public;
    - Damage to property, plant, machinery, equipment, tools and other materials;
    - Harm to the environment
  - 1.2 Ensure, so far as is reasonably practicable, that the establishment’s budget reflects the finance necessary to implement 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, 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 or with pupils as necessary.

- 1.3.8 Maintain a close interest in all health and safety matters insofar as they affect all activities under the control of the establishment. In particular they will work closely with other agencies sharing the premises to cooperate on work-related health and safety matters. They will also check that parents and carers and community groups are also health and safety aware.
- 1.3.9 Keep themselves up to date on relevant HS&W matters through professional development, advice from the local authority and the school.
- 1.4 Recognise the requirement to engage and consult staff on HS&W matters which will be achieved by discussion through the schools Operations Sub Committee or other effective means.
- 1.5 Agree that each School has a Designated Linked Governor who will attend meetings of the Operations Sub committee and speak on HS&W matters at the appropriate sub-committee and full governing body meetings as necessary.
- 1.6 Delegate authority for the development and implementation of this policy to the Executive 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 Briarwood School.
  - bring it to the attention of parents/carers, agency and other contract staff, contractors, volunteer helpers and the children so that they fulfil their duties to co-operate with this policy.
  - 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 Executive Headteacher to present an annual report on HS&W and related matters to the FGB. This will include evidence of health and safety walks which will be carried out by representatives of the school and the Head of School Linked Governor at least 3 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 12 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.

Nicolle Deighton  
Executive Headteacher



11.09.2023

Deborah Smith  
Chair of Governors

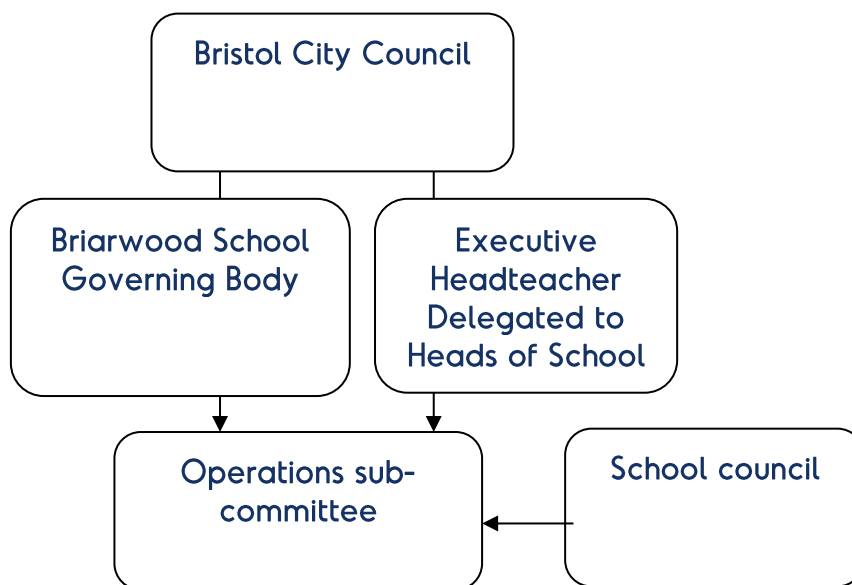


12.09.2023

## 2.1 Introduction

Bristol City Council is the employer of Briarwood 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 HS&W functions. Individual duties including reporting arrangements and, therefore, organisation and accountability follow.

## 2.2 Functional elements: School organisation for health, safety and wellbeing:



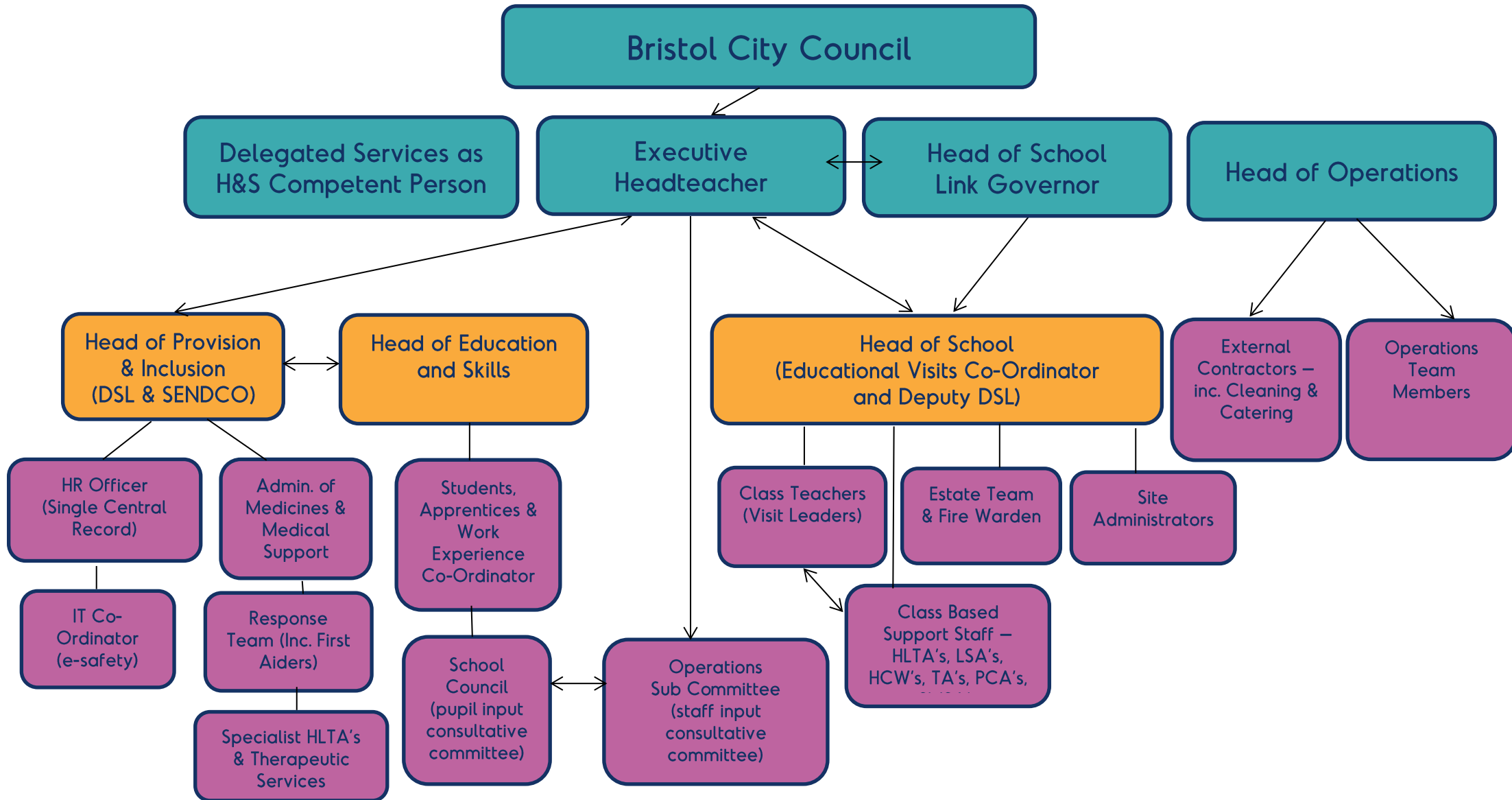
- 2.2.1 The posts with significant HS&W roles are set out in the chart below. Everyone has some responsibility; but the chart highlights the major management lines.
- 2.2.2 A list of people and their jobs and health and safety roles follows in tables Staff members are in Table 1 and contractors in Table 2.
- 2.2.3 There are three sites within Briarwood, the organisational structure is replicated in each setting along with roles and responsibilities; it is noted that the Secondary site is a managed PFI site with Skanska holding joint responsibility and the Infant school is jointly managed with Venturers Academy.

## Briarwood Schools

Infant School  
Queen Ann Road, Barton Hill  
(Maintained by Venturers via  
management agreement)

Junior School & 6<sup>th</sup> Form Centre  
Briar Way, Fishponds  
(Maintained by LA & indemnity scheme)

Snowdon Road, Fishponds  
Secondary School & Nexus Centre  
(Maintained by Skanska PFI)





**Table 1 - Posts with health and safety roles: school and governors**

Post No.	HS&W Role	Position with Responsibilities
1	Bristol City Council	Employer
2	Governor	Head of School Link Governor
3	Clerk to Governors	Clerk to Governors
4	Executive Headteacher	Executive Headteacher
5	Health and Safety Coordinator	Heads of School
6	First Aid Coordination	Head of Provision & Inclusion
7	Key Holder(s), fire and security alarms	Caretaker(s)/Head of School
8	Premises management day to day	Caretaker(s)
9	Premises functions	Caretaker(s)
10	Union H&S representative	Union H&S representative
11	Senior Leader: Curriculum H&S	Head of Education & Skills
12	Senior Leader: Wellbeing Provision	Head of Inclusion & Provision
13	Educational Visits Co-Ordinator	Heads of School
14	Catering Manager	External Contractors Head of 6 <sup>th</sup> Form – internal work experience
15	Safeguarding Single central record manager	Head of Provision & Inclusion (DSL)
16	Safeguarding DSL	Head of Provision & Inclusion (DSL)
17	Safeguarding Deputy DSL	Heads of School
18	Administration of Medication	Head of Provision & Inclusion
19	Students, Apprentices & Work Experience Co-Ordinator	Head of Education & Skills
20	Visits Leader & Visits Deputy	Teachers
21	Fire Marshall Co-Ordinator	Heads of School with Fire Marshall Team
22	Lead SMSA	Lead SMSA
23	Compliance & Contracts Officer	Compliance & Contracts Officer

**Table 2: External contractor's posts with health and safety roles in relation to the Briar Way site**

(Snowdon Road see Skanska; Queen Ann Road see Venturers Trust)

	HS&W Role	External contractor
24	HS&W advisor and school's "competent person"	Delegated services/ Bristol City Council overall HSW responsibility
25	Cleaning Contract Manager	Glen Cleaning; contract managed by BCC
26	Utility services advice	Bristol City Council Energy Club
27	Grounds Maintenance Contract Manager	BWE
28	Fire Alarms	KIS
29	Fire-fighting equipment	KIS
30	Emergency Lighting	KIS
31	Entry systems. security CCTV	KIS
32	Access Control	KIS
33	Pest control	Cleankill
34	Intruder Alarm monitoring	KIS
35	Electrical	BCC
36	Heating and hot water	BCC
37	Water hygiene and Legionella control	BCC
38	Glass emergency repairs	BCC
39	Overnight security call-out	BCC

### 3.0 School Health, Safety & Welfare Consultative Committee (Operations Sub-Committee)

3.1 The employer, delegating responsibility to the Governing Body and Executive Headteacher will incorporate health, safety and wellbeing into the Operations sub-committee. Staff and pupils can provide input to this consultative committee.

3.1.1. The employer, delegating responsibility to the Governing Body and Executive 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 staff and pupil input to the consultative Operations Sub-Committee.

Other people who may be able to contribute to matters under discussion when relevant but not at every meeting necessarily for example: Educational Visits Coordinator(s), First Aid Leader, Head of Inclusion & Provision, Head of Education & Skills, HR Officer and staff with safeguarding roles, high risk area departmental heads such as 6<sup>th</sup> Form, Site managers / caretakers. H&S Advisors will be used as necessary.

3.1.2. The HS&W Consultative Committee forming part of the Operations sub-committee will 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
- Review of CHASMs

### **3.2 Arrangements for Safety Representatives and consultation with Employee Representatives.**

3.2.1 Liaison and communication will take place with Trade Union Safety Representatives, or consultation with Employee Representatives and / or Operations Committee members 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 Operations Sub Committee.

See: <http://www.hse.gov.uk/involvement/index.htm>

3.2.3 Specific issues that require immediate action will be taken after liaison with the Head of School.

### **4.0 Monitoring and auditing Health, Safety and Wellbeing Performance**

4.1. The employer, delegating responsibility to the Governing Body will require the Operations Sub Committee to be presented with 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, lost time data and resulting preventative measures;
- Emergency procedures including fire precautions and first aid;
- Policies and arrangements reviewed, risk assessments undertaken and procedures implemented;
- Internal and external health & safety walks as well as audits;
- Wellbeing audit.

4.3. A wellbeing audit will be commissioned annually.

4.4 An external Health and Safety supportive audit will be undertaken regularly; 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](http://www.hse.gov.uk)

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/582868/Governance_Handbook_-_January_2017.pdf)

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/583733/Competency\\_framework\\_for\\_governance\\_.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/583733/Competency_framework_for_governance_.pdf)

### Early Years

<https://www.gov.uk/government/publications/early-years-foundation-stage-framework--2>

### NHS

<http://www.nhs.uk/pages/home.aspx>

<https://www.gov.uk/government/organisations/public-health-england>

### Food Standards Agency

<https://www.food.gov.uk/>

<http://www.hse.gov.uk/pubns/books/l8.htm>

[Manual handling. Manual Handling Operations Regulations 1992 - Guidance on Regulations - L23 \(hse.gov.uk\)](#)

[Display screen equipment \(DSE\) workstation checklist \(hse.gov.uk\)](#)

[RIDDOR - Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 - HSE](#)

[Personal protective equipment \(PPE\) at work \(hse.gov.uk\)](#)

[Managing risks and risk assessment at work – Overview -HSE](#)

[Working at height: A brief guide \(hse.gov.uk\)](#)

[Control of Substances Hazardous to Health 2002 \(COSHH\) \(hse.gov.uk\)](#)

[Control of Asbestos Regulations 2012 \(hse.gov.uk\)](#)

[The Electricity at Work Regulations 1989. Guidance on Regulations \(hse.gov.uk\)](#)

[Gas Safety \(Installation and Use\) Regulations 1998 \(GSIUR\) as amended. Approved Code of Practice and guidance \(hse.gov.uk\)](#)

<https://www.gov.uk/guidance/good-estate-management-for-schools>

<https://www.gov.uk/government/publications/controlling-access-to-school-premises/controlling-access-to-school-premises>

