

Health, Safety and Wellbeing Policy

Combined documents 1 & 2

History of policy changes/review

Author: Head of Operations

Authorising Body: Operations Committee

Review Schedule: Annual

Date of Next Review: September 2027

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
September 2024		Reviewed
September 2025		Reviewed
September 2026		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.

Contents of document 1:

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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 Briarwood School Statement of Intent

- 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 School recognises that the ensuring the Health and Safety of staff, pupils and visitors is essential to the success of the School.

The Governing Body and Executive Headteacher will:

- 1.1.1 Accept its responsibility for setting out the overall establishments HS&W Policy; the school is committed to:
- Providing a safe and healthy working and learning environment.
 - Preventing accidents and work related ill health.
 - Meeting our legal responsibilities under health and safety legislation as a minimum.
 - Assessing all risks to anyone who could be affected by our curriculum and non-curriculum activities and putting in place measures to control these risks.
 - Monitoring and reviewing our safety arrangements and prevention measures to ensure they are effective.
 - Ensuring adequate resources are made available for health and safety issues, so far as is reasonably practicable.
- 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 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 Link Governor who will feedback HS&W matters to the Operations sub-committee 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 feedback HS&W 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 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.

Nicolle Deighton
Executive Headteacher

Deborah Smith
Chair of Governors

N Deighton

Deborah Smith

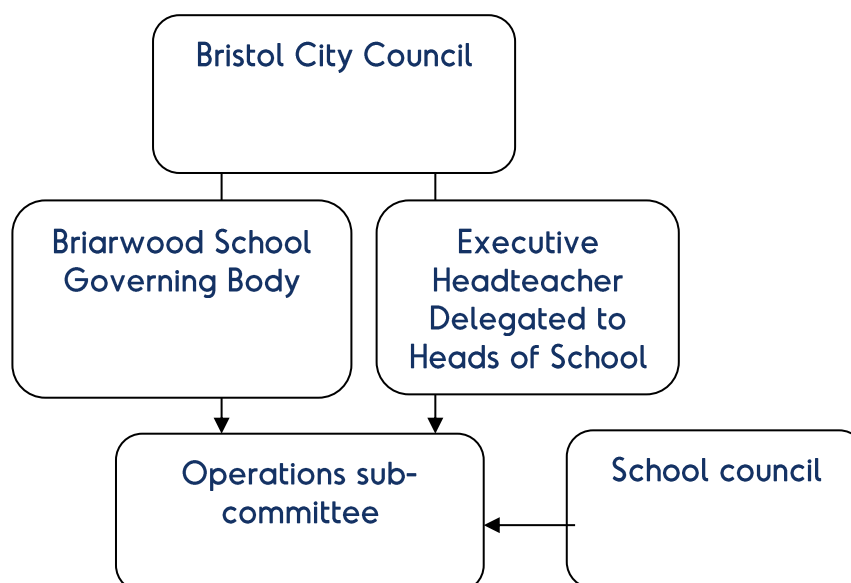
2.1 Introduction

Bristol City Council is the employer of Briarwood School. The school recognises the need to identify organisational arrangements in the school for implementing, controlling and monitoring HS&W matters. In this matter the School follows the guidance in document HSG 65 Managing for Health and Safety published by the Health and Safety Executive.

To achieve compliance with the Statement of Intent, the management team at the school will have responsibilities assigned to them as detailed in the policy; the school accepts the need to consult individuals before allocating particular HS&W functions.

Defined 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; staff members are in Table 1 and contractors in Table 2.

2.2.3 There are four 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 E-ACT.

Briarwood Schools

Infant School
Queen Ann Road, Barton Hill
(Maintained by E-ACT via
management agreement)

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

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

Briarwood South
Throgmorton Road, Knowle West
(Maintained by LA & indemnity
scheme)

Organisation Chart – H&S Responsibilities

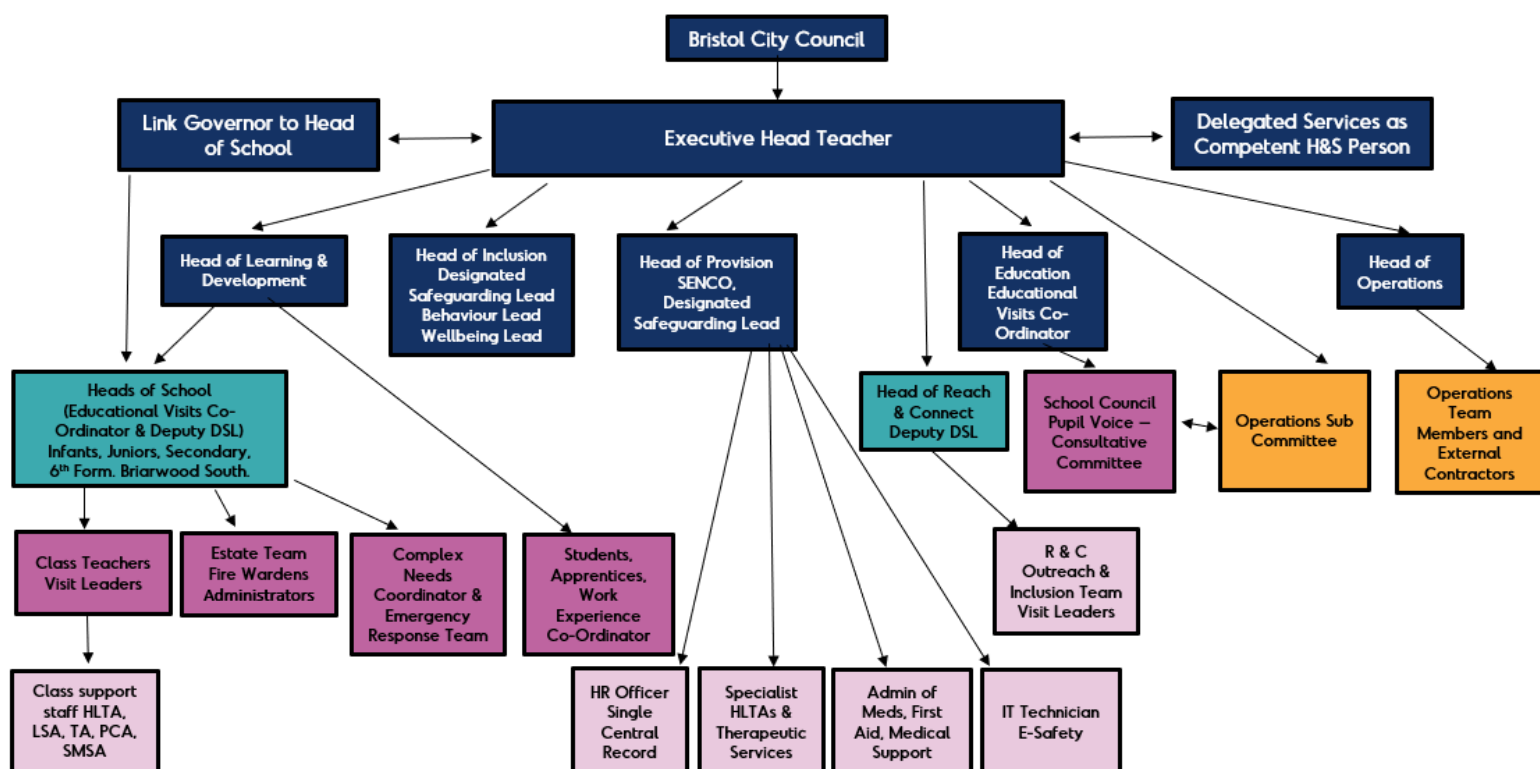


Table 1 - Posts with health and safety roles: school and governors

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
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	Staff Consultation	Union H&S representative or staff volunteer consultation representative
11	Senior Leader: Curriculum H&S	Head of Education
12	Senior Leader: Wellbeing Provision	Head of Inclusion
13	Educational Visits Co-Ordinator	Head of Education & Heads of School
14	Catering Manager	External Contractors Kitchen Assistant – Briarwood South Head of 6 th Form – internal work experience
15	Safeguarding Single central record manager	Head of Provision (DSL)
16	Safeguarding DSL	Head of Provision (DSL)
17	Safeguarding Deputy DSL	Heads of School
18	Administration of Medication	Head of Provision
19	Students, Apprentices & Work Experience Co-Ordinator	Head of Learning and Development
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
24	SENCO	Head of Provision
25	Senior Leader: Behaviour & Pastoral Lead	Head of Inclusion

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 E-ACT)

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

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 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 Co-ordinator(s), First Aid Leader, Head of Inclusion, Head of Education, Head of Learning and Development, Head of Provision, HR Officer and staff with safeguarding roles, Heads of School, 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 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 regarding problems, hazards or defects either arising from or relating to activities at the school.

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

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.

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 HS&W matters identifying strengths and development areas, propose achievable remedies, and set objectives for continuous improvement.

4.2. The Operations Sub Committee can discuss various HS&W matters such as:

- Reported incidents, incident investigations, 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;

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, Guidance and Resources

The Health and Safety Executive website provides an extensive range of information.

Visit: 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>

HSE - Sensible health and safety management in schools

<https://www.hse.gov.uk/education/sensible-leadership/index.htm>

Department for Education - Health and safety: responsibilities and duties for schools

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

The School Premises Regulations

<https://www.legislation.gov.uk/ukSI/2012/1943/regulation/6/made>

National Education Union (NEU) – Health and Safety Advice

<https://neu.org.uk/health-and-safety-advice>

Document 2 Organisation and Arrangements

Organisation

The Duties of the Governing Body
The Duties of the Executive Headteacher
The Duties of the Employees
The Duties of the Designated Safeguarding Lead
Pupils
School Health and Safety Representatives
Temporary Staff and Visitors
Teaching Staff
Class Based Support Staff
The Duties of Off-Site Visits Co-ordinators (EVC)
The Duties of the Head of Operations
Contractors

Arrangements

Communication
Consultation with Employees

Section 1 – Risk Assessments

- 1.1 Curriculum Safety (including PE)
- 1.2 Display Screen Equipment
- 1.3 Hazard Substances including Radon (Control of Substances Hazardous to Health (COSHH))
- 1.4 Personal Protective Equipment
- 1.5 Lone Working
- 1.6 Playground Equipment, Outdoor Structures & Maintenance
- 1.7 Manual Handling (typical loads and handling pupils)
- 1.8 Risk Assessment
- 1.9 School Transport
- 1.10 Education Visits
- 1.11 Security Arrangements Including Dealing with Intruders
- 1.12 Violence to Staff
- 1.13 Work Experience
- 1.14 Working at Height

Section 2 – Premises

- 2.1 Asbestos
- 2.2 Building Contractors
- 2.3 Caretaking and Grounds Maintenance (and grounds safety)
- 2.4 Gas and Electrical Appliances
- 2.5 Glass and Glazing
- 2.6 Housekeeping
- 2.7 Lettings
- 2.8 Mechanical and Electrical (fixed and portable)
- 2.9 Maintenance of Machinery and Equipment
- 2.10 Premises compliance and defects reporting

- 2.11 Service Contractors
- 2.12 Slips/Trips/Falls
- 2.13 Small Scale Building Works
- 2.14 Snow and Ice Gritting
- 2.15 Transport Arrangements (on site)
- 2.16 Water Supply/Legionella
- 2.17 Ventilation & Air Extraction
- 2.18 Confined Spaces
- 2.19 Solar Panels

Section 3 – Medical/Fire and Emergency Arrangements

- 3.1 Administration of Medication
- 3.2 Crisis Management and Business Continuity Plan
- 3.3 Dealing with Medical Conditions
- 3.4 Fire Safety and Emergency Evacuation
- 3.5 First Aid
- 3.6 Infectious Diseases
- 3.7 Reporting of Accidents, Hazards, Near Misses
- 3.8 Section “547” powers (including Landlord Powers and Trespass)

Section 4 – Monitoring and Review

- 4.1 Inspections
- 4.2 Monitoring

Section 5 – Training

- 5.1 Staff Health and Safety Training/Competence

Section 6 – Health and Wellbeing

- 6.1 Health and Wellbeing including Absence Management
- 6.2 Pregnant Members of Staff
- 6.3 Wellbeing Policy
- 6.4 Smoking on Site

Section 7 – Environmental Management

- 7.1 Disposal of Waste
- 7.2 Environmental Compliance

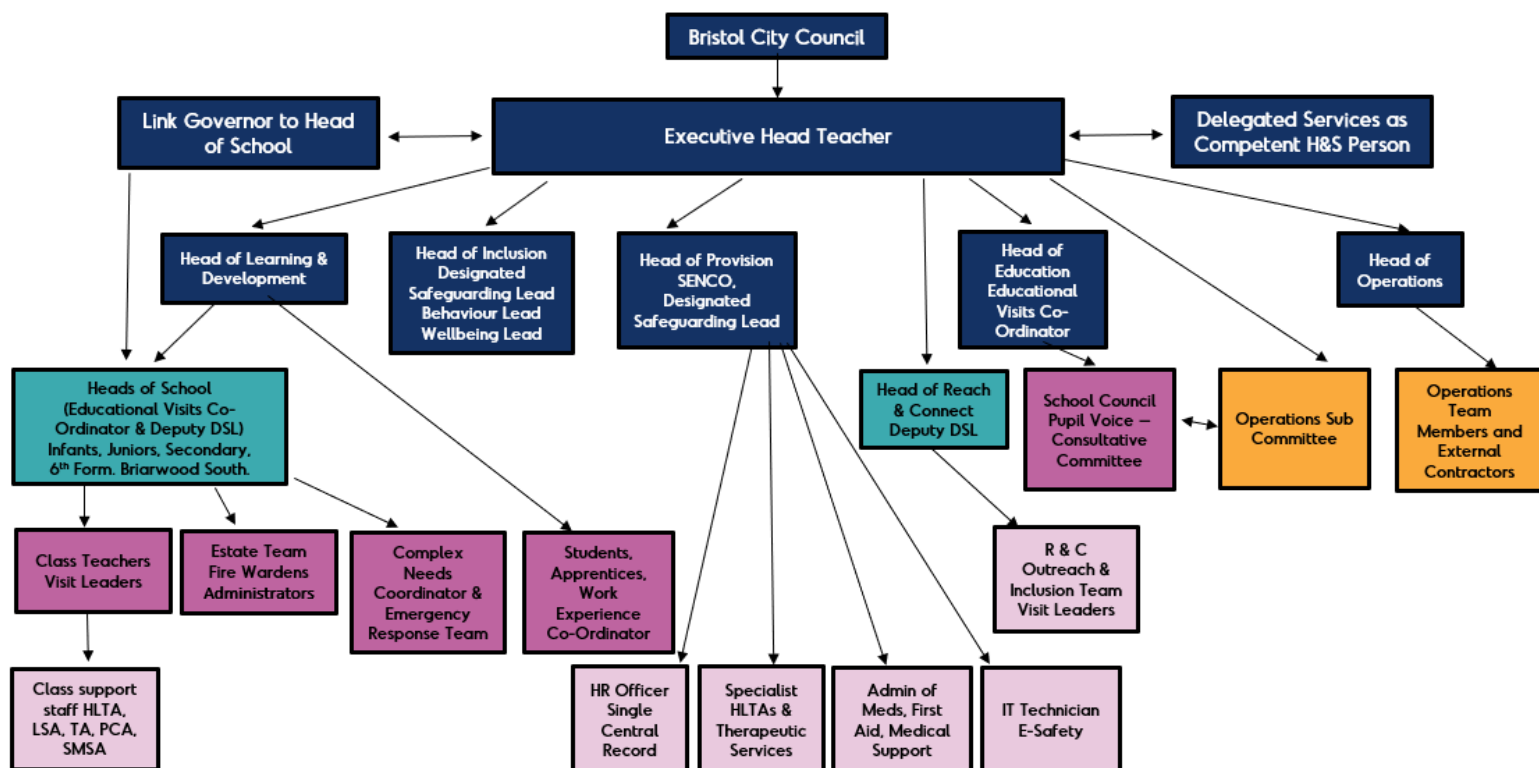
Section 8 – Catering and Food Hygiene

- 8.1 Information

Section 9 – Health and Safety Advice

- 9.1 Information

Organisation Chart – H&S Responsibilities



Organisation – Duties

The Duties of the Governing Body The Governing Body has overall responsibility for ensuring compliance with this Health, Safety and Wellbeing Policy. In consultation with the Executive Headteacher the Governors will ensure there are effective and enforceable arrangements for the provision of health and safety throughout the school. They will periodically assess the effectiveness of this document ensuring any necessary revisions are made and will monitor its implementation. The Governing Body is responsible for ensuring that: a) The health and safety policy statement is clear, and promotes a positive attitude towards safety and health for staff and pupils. b) The Executive Headteacher is aware of their health and safety responsibilities and have sufficient experience, knowledge and training to perform the tasks required. c) Clear procedures to assess significant risks are fully implemented and ensure that safe working practices are adopted. d) Sufficient resources, including finances, competent personnel, equipment, and time, are allocated to maintain a safe environment and meet legal obligations. e) Health and safety performance is monitored, failures in health and safety policy or implementation recognised, and policies and procedures revised as necessary. f) Staff receive information, instruction and training in health & safety, commensurate with their role and responsibilities. g) Ensuring that communication and reporting systems are in place so that health & safety related incidents, near misses, and emerging risks are reported by the EHT to the FGB. h) The Governing Body will ensure that it meets its obligations under The Health and Safety at Work etc Act 1974 and compliance with The School Premises (England) Regulations 2012	A named Head of School Link Governor takes part in Health and Safety walks of the school at least 3 times per year. Risk assessments are checked periodically by the Head of School link Governor as part of their Department Audits. The Health and Safety Policy is reviewed whenever there are significant changes in arrangements but at least every year. Governors will ensure the school has adequate insurance.
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The Duties of the Executive Headteacher The Executive Headteacher has day-to-day responsibility for ensuring compliance with the Health and Safety Policy. In consultation with the Governors the Executive Headteacher will ensure there are effective and enforceable arrangements for the provision of health and safety throughout the school, periodically assessing the effectiveness of this policy ensuring that any necessary revisions are made to determine the policy and monitor its implementation. The Executive Headteacher will maintain the profile of health and safety within the school by the development of safe working practices and conditions. The Executive Headteacher: - Is accountable for ensuring the effective implementation of this policy across each school site. - Will report health & related accidents, incidents, near misses, and concerns to the FGB. - Will plan as necessary to make human, financial and other resources available to secure a high standard of health and safety management, taking competent advice on matters of health and safety where relevant. - Will make decisions on health and safety issues based on a proper assessment of any risks to health and safety and will ensure the control of those risks appropriately. - Will effectively delegate responsibilities for the implementation and monitoring of health and safety to Heads of School of each site and ensure each responsible person is suitable trained and supported.	The Executive Headteacher has responsibility for ensuring day to day compliance with this policy. Staff receive appropriate training and the school adopts appropriate policies and procedures to develop and maintain working practices and conditions to ensure that health and safety standards are met. The Executive Headteacher, Head of Operations and Chair of Governors attend Briarwood Operations Sub-Committee meetings. The Health, Safety & Wellbeing Policy is reviewed whenever there are significant changes in arrangements but at least every year.
The Duties of the Head of School The Executive Headteacher delegates day-to-day responsibility for the implementation and monitoring of health and safety to Heads of School Heads of School will: - Deliver H&S training to all staff based at their school during induction and annually via inset days. - Undertake risk assessments of their premises and update site specific health & Safety related policies and disseminate to staff. - Ensure emergency procedures are in place and tested and monitored as required. - Records are kept of all relevant health and safety activities, e.g. assessments, inspections, monitoring walks, audits, accidents, incidents, near misses etc.	Heads of School are suitable trained, supported and responsible for Health and Safety matters at their school. They take part in regular Health and Safety walks around the site they are responsible for alongside their Link Governor.

The Duties of the Employees All Employees have individual legal responsibility to take reasonable care of the health and safety of themselves and for others who may be affected by their acts or omissions, and must comply with the school's Health, Safety and Wellbeing Policy, procedures and Health & Safety law at all times. Staff must use all work equipment and substances in accordance with training and should report hazardous situations to Heads of School, report all incidents in line with current procedures, act in accordance with any specific health and safety training received, inform the Heads of School of what they consider to be shortcomings in the school's health, safety and wellbeing arrangements and exercise good standards of housekeeping and cleanliness.	Copies of all school policies are available to staff the staff intranet (via secure area on the school website), via Compliance Manager on National College with hard copies available from the school office upon request and displayed on Health & Safety information boards. Health and Safety forms part of induction training with annual refreshers.
The Duties of the Designated Safeguarding Lead (DSL) The DSL(s) and Deputy DSL(s) should liaise with the Executive Headteacher to ensure any relevant activities or procedures improve child protection where relevant.	Heads of School as Deputy DSL's and DSL designated members of the ELT meet regularly; improvement to any safeguarding practices can be discussed and implemented. KCSIE informs annual Safeguarding Policy updates and training. Policy & KCSIE circulated to all staff at the beginning of the academic year and displayed on H&S information boards.
Pupils A minority of pupils, in accordance with their age and aptitude, are expected to exercise limited personal responsibility for the health and safety of themselves and others, observe standards of dress consistent with safety and/or hygiene, observe all the health and safety rules of the school and in particular the instructions of staff given in an emergency, use and not wilful misuse, neglect or interfere with anything provided for their health and safety.	Pupils are supported by high levels of staff at all times and individual pupil support plans, PEEPs, risk assessments and optimum learning maps and pastoral support plans where needed.
School Health and Safety Representatives The Governing Body and Executive Headteacher recognise the role of Health and Safety Representatives who may be appointed by a recognised Trade Union. Health and Safety Representatives will be welcome to investigate accidents and potential hazards, pursue employee complaints and carry out school inspections within directed time but, wherever practicable, outside teaching time. Trade Union Representatives are entitled to certain information, e.g. information relating to accidents and to paid time away from the workplace to train for and carry out their health and safety functions. However, representatives are not part of the management structure and do not carry out duties on behalf of the Executive Headteacher or Governing Body. The Operations Sub Committee provides a forum for joint employer and employee discussions around Health & Safety matters and review relevant policies and procedures. The committee includes link Governors, staff and parent representatives and The Executive Headteacher and Head of Operations.	School will support Health and Safety Union Representative visits and audits as and when necessary. Staff are able to feed any concerns to the committee representatives for discussion.
Temporary Staff and Visitors	Temporary staff are provided with information relating to the Health, Safety & Wellbeing Policy, Emergency

Temporary staff are provided with information and guidance which includes signposting to the Health, Safety & Wellbeing Policy Information, Fire and Emergency, Safeguarding Procedures etc. Temporary staff are directly accountable to Heads of School.	Procedures, Safeguarding procedures etc. All temporary staff are subject to satisfactory enhanced DBS check, which is recorded on the single central record. Visitors sign in and out and are given a leaflet summarising health & safety info and fire procedures. Visitors are the responsibility of the staff member they are visiting.
Teaching Staff Teaching staff have a day to day responsibility for ensuring compliance with this Health, Safety & Wellbeing Policy and ensuring all persons under their control are aware of the general health and safety requirements of the school and detailed requirements for activities relevant to them. Teachers are responsible for the immediate safety of their own classroom and associated equipment and as such it is their responsibility to ensure that it is maintained to a high standard in respect of health and safety issues. This extends to the use of specialist areas and resources and external areas when they are utilising this as extended classroom delivery.	Copies of all school policies are available to staff the staff intranet (via secure area on the school website), via Compliance Manager on National College with hard copies available from the school office upon request and displayed on Health & Safety information boards. Health, Safety & Wellbeing is discussed with all staff at induction. Each pupil has a PEEP (Personal Emergency Evacuation Plan) which all staff are aware of and individual pupil needs are shared regularly. Where necessary, pupils have individual care plans, optimum learning maps, pastoral support plans and risk assessments.
Class based support staff HLTA's, LSA's, HCW's, TA's and PCA's have a day to day responsibility for ensuring compliance with this Health, Safety & Wellbeing Policy and are immediately accountable to the teacher in charge whilst the class is in session.	Copies of all school policies are available to staff the staff intranet (via secure area on the school website), Compliance Manager on National College with hard copies available from the school office upon request and displayed on Health & Safety information boards. Health, Safety & Wellbeing is discussed with all staff at induction. Each pupil has a PEEP (Personal Emergency Evacuation Plan) which all staff are aware of and individual pupil needs are shared regularly. Where necessary, pupils have individual care plans, optimum learning maps, pastoral support plans and risk assessments.
The Duties of External Visits Co-ordinators (EVC) The External Visits Co-ordinators (EVC) ensure that all off-site activities and educational visits, regulations and standards for offsite visits are followed. The EVC's work with the Head of Education to ensure the aim of the educational visit is achievable and in line with the priorities of the school.	The Head of School is the named competent person nominated as EVC for each site. Additionally, named staff on each site undertake Visit Leader and Deputy Visit Leader Training. In most cases these roles are allocated to teaching staff.

The Duties of the Head of Operations The Head of Operations will refer any health and safety issues to the Executive Headteacher immediately or take immediate action if required; this includes the stopping of any practices or the use of any tools, equipment etc. which are considered unsafe. The Head of Operations will: - Ensure this policy is communicated and made available to all relevant persons. - Ensure appropriate information on significant risks is given to visitors and contractors. - Ensure appropriate consultation arrangements are in place for staff and their safety representatives. - Ensure machinery and equipment is inspected and tested to ensure it remains in a safe condition. - Ensure the activities of contractors are adequately monitored and controlled. - Ensure that arrangements are in place to inspect the premises and monitor performance.	The Operations Sub Committee meet termly; H&S is a regular agenda item. The Head of Operations attends the Operations Sub Committee and is part of relevant discussions and decision-making tasks. The administrator on each site allocate issues that need resolving to the relevant staff member (Caretaker/Skanska/E-Act) and escalates to the Head of School. The Head of Operations and Heads of School can access health and safety documentation held by Skanska/E-Act on request.
Contractors The Executive Headteacher will ensure 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. This is part of their client duty under The Construction (Design and Management) Regulations 2015. The Executive Headteacher will delegate the day-to-day co-ordination of all contractual and maintenance work carried out on school premises to the Estate Manager who will liaise with Heads of School to ensure safety procedures and policy agreements are observed. http://www.hse.gov.uk/construction/cdm/2015/index.htm Contractors and Visitors will: - Report to reception and sign in on arrival. - Report any injuries to their host as soon as possible. - When the premises are used for purposes not under the direction of the Executive Headteacher (e.g. the provision of school meals), the principal person in charge of the activities will have responsibility for safe practices in the areas under their control. - Ensure that they identify and control any risk arising from their activities and inform the Head of School of any risks that may affect the premises, staff, pupils and visitors. - Ensure they read and are aware of this health and safety policy, other relevant policies and emergency procedures and comply with these at all times.	Premises updates are provided to the Operations Sub Committee and the procurement and commissioning of work will ensure that CDM Compliance is assured within the procurement process. The Estate Manager or delegated person will ensure that contractors have adequate safety procedures in force and that they are aware of the school's HS&W Policy as it affects them.

Arrangements

The following procedures and arrangements have been established within the School to eliminate or reduce health and safety risks to an acceptable level and to comply with minimum legal requirements:

The list provides a summary of all the key Health and Safety arrangements applicable to the school. More detailed policies and written procedures for a number of these areas are available in the Health and Safety File on Google drive.

Communication	Responsibility of: Name/Title	Action/Arrangements
Communication The school recognises the importance of communication to staff, visitors, pupils, parents, volunteers, contractors etc.	Executive Headteacher responsibility for staff Head of School responsibility for students and volunteers Estate Manager responsible for contractors on Junior site and Briarwood South Skanska responsible for contractors on Secondary site E-Act responsible for contractors at infants	Everyone who visits the school are signposted to copies of relevant policy documentation and procedures. Staff receive annual safeguarding and health and safety training. All staff are aware of the Designated Safeguarding Leads and the Deputy DSL's. Copies of all school policies are available to staff the staff intranet (via secure area on the school website), via Compliance Manager on National College with hard copies available from the school office upon request and displayed on Health & Safety information boards. Information is shared by: e-mail; during a cycle of staff meetings; weekly diary meeting and an annual staff questionnaire is used to monitor and evaluate staff feedback. All employees have access to an Employee Assistance Scheme and if required are offered Occupational Health support. Staff are aware of how to report any issues about premises or health and safety.
Consultation with Employees The school recognises the importance of consulting with employees on health and safety matters.	Executive Headteacher	Details of the Trade Union Representatives are shown on Health and Safety noticeboards in school and are available on Bristol City Council website. Staff are invited to provide information to the Heads of School who in turn can escalate to the Operations Sub Committee as necessary.

Risk Assessments	Responsibility of: Name/Title	Action/Arrangements
1.1 Curriculum Safety Heads of School undertake risk assessments related to curriculum and provision areas as appropriate – e.g. swimming, horse-riding, hydrotherapy, woodwork, bikeability, PE, trampolining.	Heads of School	All equipment is inspected for signs of degradation prior to use. Staff feedback to Heads of School as necessary. PE equipment is inspected annually by a qualified industry specific contractor. Risk assessments are adhered to, training is provided. PE specific advice to follow is found at: https://www.afpe.org.uk/physical-education/
1.2 Display Screen Equipment (DSE) The majority of staff within the school are not considered to be regular DSE users. Heads of School to ensure that DSE workplace assessments are conducted for all relevant users.	Heads of School	All staff undertake DSE training as part of their induction so they are aware of the risks associated with using DSE. Regular users complete HSE DSE checklists. The School will arrange risk assessments as necessary. All employees can ask for a risk assessment regarding their workplace and the use of DSE; docking stations etc will be available as required. Staff will be reminded periodically of appropriate use of laptops.
1.3 Hazardous Substances (Control of Substances Hazardous to Health COSHH – including Radon) Heads of School are responsible for ensuring that all cleaning and maintenance products that may be hazardous to health are assessed as per the Control of Substances Hazardous to Health Regulations (COSHH) before being used. Substances must be stored securely in accordance with the manufacturers' instructions and only used by authorised persons, trained in the safe use of the product. Products with low toxicity routinely used in the classrooms must be	COSHH - Heads of School / Caretaker / Estate Manager where relevant Radon Checks – Estate Manager, Skanska, E-Act	The school recognises that the everyday understanding is that all chemicals should be considered under COSHH requirements. Other COSHH related matters will be considered by the Heads of School, Caretaker, Estate Manager as necessary. The legislation involved includes: • Control of Asbestos Regulations 2012 • Control of Lead at Work Regulations 2002 (CLAW) • Control of Substances Hazardous to Health Regulations 2002 • The Dangerous Substances & Explosive Atmospheres Regs 2002 • Explosives Regulations 2014 (Amendment) Regulations 2016 • Ionising Radiation Regulations 1999

stored securely and only used by staff Radon levels will be checked and monitored with remedial works identified and remedied as necessary.		• Petroleum (Consolidation) Regulations 2014 Radon levels will be checked, measured and relevant actions taken to reduce levels if required. Info to be circulated to all staff if necessary. https://www.ukradon.org/information/hands COSHH information sheets are collated and kept at site level.
1.4 Personal Protective Equipment (PPE) Where it is assessed that PPE is required it is appropriately selected and provided. Staff are responsible for ensuring they use PPE when provided. Heads of School are responsible for ensuring adequate quantities of suitable PPE is available on their site. PPE shall be selected in accordance with the relevant British Standards (BS EN) to ensure their effectiveness for the hazards identified, e.g.: • Eye protection: BS EN 166 / EN ISO 16321 • Head protection: BS EN 397 • Hand protection: BS EN 388 / BS EN 374 • High-visibility clothing: BS EN ISO 20471 • Respiratory protection: BS EN 149 / BS EN 140 / BS EN 136 Footwear: BS EN ISO 20345	Heads of School	School provide PPE for personal hygiene routines. Caretaker is provided with safety boots and goggles. The hydrotherapy pool is managed by Skanska on the Secondary site. PPE provided for staff where noted on pupil risk assessment – e.g. arm guards, head protections, grab vests PPE must be kept clean and stored appropriately. Staff must report any loss or damaged PPE to their Head of School.
1.5 Lone Working Lone workers can be defined as anyone who works by themselves without close or direct supervision. Premises and cleaning staff may be regular lone workers, but any staff member may also work in isolated classrooms/offices after regular hours or during holiday times. Lone workers should not undertake any activities which present a significant risk of injury, such as work at height or hot work.	Executive Headteacher	There is a Lone Working Policy and Risk Assessment in place which is reviewed as and when significant changes occur. All staff to check the LA address flagging system prior to undertaking home visits. Flag an address: schools only (sharepoint.com)

All lone work must be covered by a suitable and sufficient risk assessment; detailing individual arrangements made regarding check-ins.		
1.6 Play Equipment, Outdoor Structures and Maintenance A risk assessment of the potential hazards in the playground and their likelihood to cause harm has been undertaken. Outdoor structures, wooden structures and play equipment are subject to a rigorous inspection framework undertaken by staff, a qualified grounds maintenance contractor and an annual condition inspection by an industry qualified contractor.	Heads of School	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 • a risk assessment at least annually by a competent person • a visual inspection by staff prior to students using equipment High levels of support staff supervise pupils using the equipment and there are first aiders available at all times. All equipment must be visually inspected prior to use and any faulty equipment should be taken out of use and reported to the Head of School. Staff should be familiar with all relevant risk assessments.
1.7 Manual Handling (typical loads and handling pupils) Risks of manual handling are communicated within risk assessments and manual handling training. Any activities that involve significant manual handling tasks are risk assessed and where appropriate training provided for staff. The Executive Headteacher is responsible for assessing the appropriate approach to manual handling tasks.	Executive Headteacher	Briarwood has manual handling trainers on the team. Relevant staff receive manual handling training. School has hoists and slings for use with pupils as necessary and staff have been trained in their use. Inspected on a regular basis. See manual handling policy.
1.8 Risk Assessment It is the Executive Headteacher's responsibility to ensure that potential hazards are identified, and risk assessments are documented for all significant risks arising from School activity.	Executive Headteacher	The school uses a risk assessment template for consistency. Risk assessments are reviewed periodically or where there is a change in circumstances. All risk assessments are signed and dated by the Executive Headteacher

The Executive Headteacher is responsible for ensuring the responsibility for completing risk assessments is delegated to trained staff, responsible for that area. Heads of School will undertake risk assessments for their site and specialist areas. The Educational Visits Coordinator will ensure that risk assessments are completed by all staff who organise and lead Educational Visits.		or as delegated. Periodically the Head of School Link Governor checks risk assessments as part of their Department Audit. Specialist risk assessments are in place for individual pupils and staff as appropriate. Teachers are responsible for ensuring that risk assessments are in place for curriculum activities where there is a potential risk to staff and students. The risk assessments must be made known to all teaching and support staff and reviewed regularly.
1.9 School Transport (Minibuses) Risks associated with driving are evaluated within risk assessments for related activities.	Heads of School	We have Bristol City Council recommended vehicle insurance and deal directly with Bristol City Council fleet services making sure our vehicles have regular safety checks and services. All staff drivers have MIDAS certificates and a member of staff is a MIDAS trainer.
1.10 Education Visits The school complies with the DFE guidance on offsite visits and school journeys. The Executive Headteacher is responsible for appointing an Educational Visits Co-Ordinator and ensuring they are provided with suitable training. The EVC & Executive Headteacher are responsible for ensuring that all outings are managed in accordance with the EVC Policy.	EVC's (Heads of School and Head of Education)	EVC Policy is reviewed annually and shared on staff intranet and via Compliance Manager, National College, with hard copies available from the school office upon request and displayed on Health & Safety information boards. Staff involved in educational visits will be familiar with the EVC Policy and their role within it. Heads of School are also EVC trained and teachers are Visit Leader trained.
1.11 Security Arrangements including Dealing with Intruders Caretakers are responsible for the security of the School site and will undertake regular checks of the boundary walls / fences, entrance points, outbuildings and external lighting. Staff must query any visitor on the premises who is not wearing a	Heads of School and Estate Teams	Responsibility of Heads of School. Staff are aware of the procedure for reporting concerns. Martyns Law regulations are considered.

visitor badge and escort them back to reception. If an intruder becomes aggressive staff should seek assistance. Incidents of verbal abuse or threatening behaviour by parents, visitors or students must be reported immediately to the Head of School and the requirements set on section 1.12 below should be followed. Risks to security of the premises and property are assessed through the risk assessment process.		
1.12 Violence to Staff The school is aware of their responsibility for assessing the risks of violence to staff and where violence is identified as a significant risk the school ensure appropriate control measures are put in place. Staff report any incident of aggression or violence (or near misses) directed to themselves through the reporting process.	Executive Headteacher	Where necessary pupils have individual risk assessments. The Behaviour and pastoral policies are circulated to all staff and relevant staff receive Team Teach and Manual Handling training which is updated as appropriate. School records all incidents and accidents on Arbor and reports relevant incidents to the Local Authority using the statutory reporting forms. Staff receive support from an external professional following an incident of violence within their team. Debriefing and professional supervision is available for staff. The School also has an Acceptable Behaviour and Visitor Code of Conduct in place.
1.13 Work Experience Work experience co-ordinator (Head of 6th Form) to follow the working practices outlined in HSE guidance on work placements.	Head of School 6th Form	School follow the working practices of HSE Guidance.
1.14 Working at Height Work at height shall be avoided wherever reasonably practicable. Where work at height is unavoidable, risk assessments and safe systems of work must be in place, and appropriate equipment and control measures used.	Heads of School	The main legal requirements are set out in the Work at Height Regulations 2005. The Health and Safety Executive guidance based on the legal requirements will be followed. Risk assessments will be carried out and the control measures put in place. Risk Assessment should be adhered to by all staff.

The risks associated with working at height are identified through risk assessment. Checks take place to ensure the safe working condition of access equipment. Procedures are in place to ensure any damaged equipment is clearly labelled and removed as soon as practicable. The school discuss and agree arrangements with staff. Staff also have a responsibility to ensure their own health and safety and assist in the operation of any systems designed to provide for their safety.		Working at Height forms part of induction training. Staff are reminded that 'working at height' applies to all activities which cannot be undertaken whilst standing on the floor or activities carried out where a fall from height can take place. When decorations or displays need to be put at height, a step stool or small step ladder must be used. Standing on desks, chairs or other furniture is not permitted.
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Premises	Responsibility of: Name/Title	Action/Arrangements
2.1 Asbestos To minimise risk from asbestos containing materials on the school site, the school maintains a safe and healthy environment by: • Complying with all regulations concerning the control of asbestos; • Removing asbestos containing materials where risk is high; Where necessary, communicating to all staff and visitors where asbestos containing materials are located within the school site.	Executive Headteacher & Estate Manager	Most up to date asbestos report and register kept in the premises file. (Asbestos only present on Briar Way site). Asbestos survey reviewed annually by Executive Headteacher & Estate Manager. Relevant staff (Executive Headteacher, Estate Manager, Head of Operations, Head of School, Caretaker, and Administrator) have undertaken asbestos awareness training, and ensure they have read and understood the School's Asbestos Management plan and policy. http://www.hse.gov.uk/asbestos/index.htm Regular inspections are fully recorded. Estate Manager responsible for ensuring that contractors read the Asbestos Management Plan & Policy before starting any work. Staff must not affix anything to window sills. Staff must report any damage to asbestos materials immediately to the Head of School or Estate Manager Where damage to asbestos material has occurred, the area must be evacuated and secured. The Executive Headteacher will notify the Chair of Governors and the Head of Operations will notify the Local Authority Property team.
2.2 Building Contractors This involves work where part of the site is handed over to the contractor. Hazards associated with this activity are controlled by effective supervision of students and contractors whilst on site.	Relevant Contractor with guidance from Head of School and Estate Manager	The Estate Manager or Delegated person will signpost contractors to the school's property file identifying known hazardous substances and materials (e.g. Asbestos). Property surveys will identify defects and hazards and will be

CDM regulations are followed and are the responsibility of the Principle Contractor.		highlighted to contractors as and when relevant. Responsibility will lie with the contractor when they assume responsibility for a part of the building.
2.3 Caretaking and Grounds Maintenance (and grounds safety) The school identifies risks associated with caretaking and grounds maintenance via risk assessment process where necessary. Annual tree safety audit is undertaken by external contractors and defects rectified.	Juniors & 6th Form and Briarwood South – Head of School Secondary & Nexus – Skanska Infants – E-ACT / BHA	All staff are aware of procedures to raise concerns. PPE is provided where necessary. Tree safety audits are undertaken by external contractors on each site and defects rectified. External play equipment, including wooden structures are inspected annually and defects rectified.
2.4 Gas and Electrical Safety Electrical Safety The School shall ensure that all electrical systems and equipment within its premises are maintained in a safe condition so as to prevent danger, in accordance with the Electricity at Work Regulations 1989, the Health and Safety at Work etc. Act 1974, and The School Premises (England) Regulations 2012. Relevant Organisation is responsible for ensuring that fixed electrical installations are subject to periodic inspection and testing by a competent person, and that an Electrical Installation Condition Report (EICR) is obtained and retained. As a minimum: Installations in general educational accommodation (e.g. classrooms, offices, corridors) shall be inspected at least every five years Where the EICR identifies observations classified as C1 (Danger Present) or C2 (Potentially Dangerous), the affected installation shall be made safe immediately and remedial works undertaken without delay. C3 observations shall be reviewed and	Juniors & 6th Form and Briarwood South – BCC Secondary & Nexus – Skanska Infants – E-ACT / BHA	This is the responsibility of the relevant Organisation. Copies of maintenance certificates are held in the premises log book on the Briar Way and Throgmorton Road sites and with Skanska for Secondary, E-ACT/BHA for Infants.

addressed as part of planned maintenance. Plant rooms, electrical distribution board rooms, etc. shall be protected from unauthorised access. Gas Safety The School shall ensure that all gas systems, appliances, pipework, flues, and associated controls within its premises are installed, maintained, and operated safely, in accordance with the Gas Safety (Installation and Use) Regulations 1998, the Health and Safety at Work etc. Act 1974, and The School Premises (England) Regulations 2012. The relevant organisation shall ensure that all gas appliances, installations, and associated pipework are subject to annual safety inspection and servicing by a Gas Safe registered engineer competent in the relevant type of gas system. Contractors engaged to work on gas systems shall: • Be appropriately Gas Safe registered for the scope of work being undertaken. • Comply with all School procedures, permit-to-work arrangements, and risk assessments. • Provide gas safe certification and commissioning documentation on completion of works. Gas isolation valves will be provided in critical locations, clearly labelled, accessible at all times, and relevant staff made aware of their location, correct operation and emergency procedures.		
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Where catering, science, or other practical department activities involve gas appliances, additional risk assessments, supervision arrangements, and emergency controls shall be in place. Records of all gas safe inspections, commissioning, servicing, defects, remedial works, and certifications shall be maintained and retained in accordance with the School's record keeping requirements.		
2.5 Glass and Glazing A risk assessment relating to glazing to ensure it complies with current safety standards should be undertaken by a competent contractor.	Juniors & 6th Form and Briarwood South – BCC Secondary & Nexus – Skanska Infants – E-ACT / BHA	Day to day responsibility is delegated to staff to report any glazing issues to the site team to rectify. The School liaises with Bristol City Council Building Practice around glazing requirements at the Briar Way & Throgmorton Road sites.
2.6 Housekeeping The school 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, plant rooms, other storage areas and all designated fire escape routes will be kept clear at all times. Rubbish bins and skips will be located away from school buildings.	Heads of School and / or: Junior & 6th Form and Briarwood South - Caretaker Secondary & Nexus – Skanska Infants – E-ACT / BHA	Staff are aware of the expectations regarding maintaining a safe and healthy workplace.
2.7 Lettings The school ensures that the hirer has public liability insurance to indemnify the school from claims arising from negligence. A signed, written letting agreement is completed.	Junior & 6th Form – Caretaker	Administrator manages the lettings booking process and ensures access and security arrangements are in place. A lettings policy is in place. No lettings are undertaken outside of the working day when senior leaders are present.
2.8 Mechanical and Electrical (fixed and portable) The school takes appropriate measures to make sure all electrical equipment is safe and suitable for the purpose intended. All relevant persons are made aware of the associated hazards and of the requirements to adopt working	Junior & 6th Form and Briarwood South – Caretaker Secondary & Nexus – Skanska Infants – E-ACT / BHA	Equipment is maintained in accordance with HSE regulations and copies of certificates are held in the premises log book. Qualified electricians are used for electrical work in the school.

procedures designed to keep the risks to their health and to the health of another person, as low as reasonably achievable. Results of electrical safety tests (PAT testing and fixed wiring inspections) are recorded and held in the premises file. Fixed wiring is covered by the Bristol City Council. The School will ensure that portable electrical equipment is subject to inspection, testing, and maintenance in accordance with the Health and Safety Executive's guidance on maintaining portable electrical equipment, (HSG 107). Staff shall not bring personal electrical equipment into School or connect such equipment to the electrical supply, without prior authorisation from the Head of School and confirmation that the equipment is safe for use.		PAT testing is completed in line with national guidance.
2.9 Maintenance, Inspection & Use of Machinery and Equipment The relevant organisation will ensure that all equipment used on School premises, whether fixed or portable, is maintained, inspected and use safely in accordance with: • The Provision and Use of Work Equipment Regulations 1998 (PUWER) • The Health and Safety at Work etc. Act 1974 • Relevant manufacturer instructions, operation and maintenance manuals, and British Standards • Compliance with UKCA marking requirements, ensuring that new equipment is suitable, safe, and installed according to manufacturer specifications Detailed arrangements for the planned maintenance, inspection, and testing of all equipment shall	Junior & 6th Form and Briarwood South – Caretaker / Estate Manager Secondary & Nexus– Skanska Infants – E-ACT / BHA	Equipment is maintained in accordance with HSE regulations The School is part of the BCC R&I scheme which has a central contract to maintain plant and M&E equipment. Faulty equipment must be taken out of use and reported to the Head of School. Staff must not use defective equipment or attempt to repair equipment themselves, unless they are specifically trained, authorised, and competent to do so. All staff shall: • Only use equipment for which they've received training • Only use equipment for its intended purpose, in line with instruction and training received • Complete visual inspections of equipment prior to use, reporting immediately and

be managed and monitored by the relevant organisation.		defective or damaged equipment to the Head of School
2.10 Premises Compliance & Defects Reporting The management of the school's premises to ensure compliance will be assisted by the keeping and use of documentation.	Junior & 6th Form and Briarwood South – Caretaker Secondary & Nexus – Skanska Infants – E-ACT / BHA	Key documents in the Premises Log book will be available for analysis. Staff are aware of how to report premises defects and are expected to do so in a timely manner (See DfE Estate Management standards setting out good practice) Capital plan and PPM in place. Asset management plan in place.
2.11 Service Contractors Contractors follow their own safe systems of work and their working methods consider the impact upon staff, students and other visitors on site. The school provide all contractors with an Information for Visitors leaflet. A copy of this policy is also on display on the Health & Safety notice board.	Junior & 6th Form and Briarwood South – Caretaker Secondary & Nexus – Skanska Infants – E-ACT / BHA	Responsibility lies with the Estate Team (Briar Way & Throgmorton Road site), Skanska (Snowdon Road site), Barton Hill Academy (Queen Ann Road site). Any Hot works carried out will require notifications and permits.
2.12 Slips/Trips/Falls The school recognises the main cause of accidents is slips, trips and falls. It is the responsibility of the teacher to ensure their classroom has clear traffic routes and that exit routes are kept clear. Heads of School ensure regular inspection of communal areas. All hazards, obstructions, spillages, defects or maintenance requirements are reported via recognised reporting process. All staff are expected to be vigilant and aware of possible hazards.	Heads of School	All staff are aware of the need for high levels of health and safety in and around the premises. Heads of School and link Governor conduct regular health and safety walks. Staff are aware of the procedure for reporting issues and concerns and are aware that all health and safety concerns should be directed to the Heads of School. We use Arbor to record all accidents/incidents and near miss.
2.13 Small Scale Building Works This includes day to day maintenance work and all work undertaken on site where a pre-site meeting has not taken place.	Junior & 6th Form and Briarwood South – Caretaker Secondary & Nexus – Skanska Infants – E-ACT / BHA	Responsibility lies with the Estate Team (Briar Way & Throgmorton Road sites), Skanska (Snowdon Road site), Barton Hill Academy (Queen Ann Road site).
2.14 Snow and Ice Gritting Arrangements are in place to minimise the risks from snow and ice on access/egress routes. Severe weather procedures detail actions	Junior & 6th Form and Briarwood South – Caretaker Secondary & Nexus – Skanska Infants – E-ACT / BHA	This is the responsibility of the caretaker(s) or Skanska who maintain each site. Staff are aware of the procedure for logging any

to be undertaken. Sufficient supply of salt/grit is available.		issues and concerns with either the caretaker (s) or Skanska.
2.15 Transport Arrangements (on site) The school monitors access traffic, vehicular and vulnerable pedestrians and has designed safe vehicular routes to avoid conflicts, both at entrances to and whilst on site.	Heads of School	Heads of School and staff undertake bus duties to ensure that pupils are accompanied in and out of the building and taken safely from and to their transport. A transport risk assessment for each site is available.
2.16 Water Supply/Legionella A water hygiene management plan is in place to control the risks of legionellosis. The named responsible body has the competence and knowledge to ensure that all operational procedures are undertaken. Sufficient monitoring regime in place with records available.	Junior & 6th Form & Briarwood South – BCC Secondary & Nexus – Skanska Infants – E-ACT / BHA	This is the responsibility of the service contractor who undertakes the checks. Evidence available. http://www.hse.gov.uk/legionnaires/index.htm
2.17 Ventilation and Air Extraction Arrangements are in place to ensure suitable servicing and maintenance of air extraction and air conditioning systems throughout the School.	Junior & 6th Form & Briarwood South – Caretaker Secondary & Nexus – Skanska Infants – E-ACT / BHA	Air extraction in kitchens and other types of air extraction cooker hoods 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. These will be serviced and maintained as appropriate. Air conditioning units will also be serviced as necessary.
2.18 Confined Spaces Any staff or contractors working in confined spaces must risk assess the area prior to use.	Heads of School	Staff and contractors to risk assess working in confined spaces prior to use and must have the risk assessment signed off by Head of School. Similar to lone working, no person should access a confined space without relevant staff knowledge.
2.19 Solar Panels Solar Panels will be maintained to mitigate risks of fires	Junior & 6th Form & Briarwood South – Estate Manager Secondary & Nexus – Skanska Infants – E-ACT / BHA	Are inspected and mentioned in fire risk assessment.

Medical Fire and Emergency	Responsibility of: Name/Title	Action/Arrangements
3.1 Administration of Medication The school accommodates pupils with medical needs and refers to the School's Policy of Supporting Pupils at School with Medical Conditions Policy and separate First Aid policy.	Head of Provision	These policies will be brought to the attention of all employees, volunteers and parents. The aim is to ensure the school is aware of any medical conditions requiring either day to day medication or emergency medication. Parents and carers know they will be informed of medication administered and any additional information which will help in the longer-term management of the medical condition. Some staff are trained to administer medicines as necessary and do so once parents have signed the appropriate permission. Policies located on staff intranet and Compliance Manager, via National College.
3.2 Crisis Management and Business Continuity Plan A Crisis Team on each site will assist in the reduction of the consequences of major hazards and action a recovery plan in the event of a serious accident. The team will act as the decision-making body. A business continuity plan will detail how to manage emergency situations; the school accepts that the nature of the emergency may not fit into a previously encountered scenario and staff will need to react using their training & judgement. Relevant resources will be available for rapid activation which will include communication equipment and contact details, emergency plans and procedure, a log to record all actions taken during the crisis, necessary office equipment and supplies, minibus keys, appropriate building plans etc	Executive Headteacher with Delegated responsibility to Heads of School	School to undertake emergency evacuation plan (in addition to regular fire drills and lockdown procedures) and to review and amend Emergency Evacuation Plan as necessary.

3.3 Dealing with Medical Conditions The school accommodates pupils with medical needs and makes references to DFE circular – Supporting Pupils at School with Medical Conditions (2017) which sets out the legal framework for the health and safety of pupils and staff. Responsibility for pupils' safety is clearly defined within individual care plans where necessary and each person involved with pupils with medical needs is aware of what is expected of them. Close co-operation between school, parents, health professionals and other agencies help provide a suitable supportive environment for those pupils with special needs.	Head of Provision (overarching policy) Head of School (individual staff & pupil risk assessments)	We have qualified first aiders. Students have risk assessments as needed. Policy located on staff intranet and Compliance Manager, via National College. Allergic reactions and necessary interventions (e.g. nuts, specific fruits etc) will be detailed on individual pupil and staff risk assessments. Benedict's Law requirements and relevant policy updates have been put in place. It is the responsibility of staff members to highlight medical conditions to their relevant Head of School. AAIs are kept for emergencies.
3.4 Fire Safety and Emergency Evacuation The Executive Headteacher has delegated responsibility to the Heads of School for ensuring: • That a Fire Risk Assessment is completed and reviewed annually • The school emergency plan and evacuation procedures are regularly reviewed • All staff complete Fire Safety Awareness training at induction and annually thereafter • Evacuation drills are completed every term • Personal Emergency Evacuation Plans (PEEP) are developed for staff and/or students with special needs. Caretakers / Estate Teams responsible for: • The maintenance and inspection of fire safety systems and reporting	BCC & Head of School – Briar Way & Throgmorton Road sites Skanska & Head of School – Snowdon Road site E-ACT / BHA & Head of School – Queen Ann Road site	The fire risk assessments are working documents and are reviewed annually. The risk assessments have to be undertaken in liaison with a competent person; on the Briar Way site this is the responsibility of BCC, Skanska on Secondary and E-ACT/BHA at the Infants school. The Fire Risk Assessment should be a joint process. Regular fire drills are held on each site. Heads of School work with the relevant competent person to monitor and improve procedures constantly. Each site has a fire policy and risk assessment. https://www.gov.uk/government/publications/fire-safety-in-new-and-existing-school-buildings https://www.gov.uk/government/publications/building-bulletin-100-design-for-fire-safety-in-schools https://www.gov.uk/government/publications/fire-safety-risk-assessment-educational-premises All staff must be familiar with the School Fire Risk Assessment, the emergency evacuation plan and the Fire policy.

significant findings to the Head of School		
• The maintenance of exit/escape routes and signage • Supervision of contractors undertaking hot work		

3.5 First Aid The school follows the statutory requirements for first aid and provides suitably trained staff; this includes the use of AED's. The names of the qualified First Aiders are displayed prominently in each School First Aid supplies are kept in key, accessible, areas, is the responsibility of each Head of School to ensure that stocks of supplies are monitored and kept in date.	Head of Provision (responsibility for Mandatory training).	Head of Provision ensures all staff training is kept up to date. This includes paediatric first aid for Early Years. All staff must be familiar with the First Aid policy, Supporting Children in School with Medical Conditions and the Asthma and Anaphylaxis procedures.
3.6 Infectious Diseases The Head of Provision is responsible for ensuring that risk assessments are undertaken and appropriate controls are in place to manage infection risks in line with the requirements set out in the infection control policy. The school follows the National Guidance produced by the UK Health Security Agency, which is summarised on the poster, 'Guidance on Infection Control in Schools and other Child Care Settings' https://www.gov.uk/government/organisations/uk-health-security-agency	Head of Provision	Poster is on display in Heads of School offices. Staff are responsible for complying with the infection control policy available on the staff intranet.
3.7 Reporting of Accidents, Hazards and Near Misses All staff are encouraged to report accidents, incidents and near misses (something which has the potential to cause harm although it doesn't do so on this occasion). Senior Leaders investigate such incidents, accidents & near misses and identify and implement means to prevent a recurrence. Senior Leaders report to HSE / LA as appropriate.	Executive Headteacher with delegated responsibility to Heads of School	There is a legal requirement to report certain accidents under the Reporting of Injuries, Diseases & Dangerous Occurrences Regulations 2013 (RIDDOR). All accidents, incidents and near misses are recorded online in Arbor. Accident & injury forms are submitted to the LA as the employer. The LA reports RIDDOR to the HSE on behalf of school. Accident/incident/near misses. http://www.hse.gov.uk/riddor/index.htm

3.8 Section "547" Powers (including trespass) Health and Safety Coordinators (Heads of School), the school's lead competent person and consulting body (Executive Headteacher and Delegated Services) and other identified leads (Head of Operations) shall have authority to act as 'landlord' and determine those who may or may not be welcome on the site and premises. If necessary, proportionate warning and/or banning action will be taken in accordance with natural justice expectations. In addition, they are authorised to warn individuals, in the event of unacceptable behaviour, such as nuisance or trespass, about "Section 547 of the Education Act 1996" and as updated, powers available under the education legislation, (or any successor legislation) and the risk of criminal procedures. In the event of a ban being imposed following the appropriate procedure, should there be an appeal, a panel of Governors/ employer 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. https://www.gov.uk/government/publications/access-to-school-premises/controlling-access-to-school-premises	Executive Headteacher with delegated responsibility to Heads of School	Staff to highlight any risks associated with trespass or those not welcome on site to their Head of School. See Acceptable Behaviour Policy.
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Monitoring and Review	Responsibility of: Name/Title	Action/Arrangements
4.1 Inspections Regular safety inspections are carried out by nominated person/s. All hazards and risks associated with the premises/departments/grounds are monitored and controlled.	Executive Headteacher with delegated responsibility to the Heads of School	Day to day responsibility for reporting and managing H&S issues has been delegated to Heads of School. Health and Safety walks are conducted on each site with linked Governors.
4.2 Monitoring Arrangements are monitored and reviewed as and when necessary.	Executive Headteacher	We have a policy review cycle in place ensuring policies are updated and reviewed when due. The Operations Committee will review: - Fire & Evacuation procedures; - Lockdown & terrorism procedures; - First Aid provision both in the school and on off site visits.

Training	Responsibility of: Name/Title	Action/Arrangements
5.1 Staff Health and Safety Training/Competence The Executive Headteacher is responsible for ensuring Health and Safety training needs are identified, and for providing any necessary training. All new staff receive H&S and Fire Awareness training as part of their induction process. All staff receive Health and Safety and Fire Safety awareness training on an annual basis. Staff given specific health and safety responsibilities and duties will be provided with the necessary levels of information, instruction and training to enable them to carry out these duties. Health and safety will be a regular agenda item for Department Meetings.	Executive Headteacher with Delegated Responsibility to Head of Learning & Development	The Management of Health and Safety at Work Regulations 1999 require that the school provides suitable information and training regarding risk assessment and health and safety management. The Executive Headteacher recognises that training is a requirement and that 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 account of new technology, legislation, regulations and standards to determine a fresh approach to training requirements and a re-training programme for existing staff. Training records are kept centrally.

Health and Wellbeing	Responsibility of: Name/Title	Action/Arrangements
6.1 Health and Wellbeing including Absence Management The Executive Headteacher with delegated responsibility to the Head of Inclusion and Heads of School are responsible for taking steps to reduce the risk of stress in the School by taking measures to ensure colleagues are supported through: • An environment in which there is good communication, support, School and mutual respect. • The provision of training to enable them to carry out their jobs competently. • Control to plan their work and seek advice where possible. • Consulted over any significant changes. • Clearly defined roles and responsibilities. A Staff Wellbeing brochure has been developed by the School, which is available to all staff. The school endeavours to promote a culture of co-operation, trust and mutual respect and ensure good management practices are in place and staff have access to competent advice. There is a managing sickness and supporting attendance policy which staff should refer to.	Heads of School	All staff have access to an Employee Assistance Programme, which is available 24/7 365 days a year. Debriefing, Supervision and Counselling service available from external provider Absence is followed up with a return to work interview. Staff are offered Occupational Health Support if and when the need arises. Wellbeing Committee meet termly. Wellbeing Policy including our Wellbeing Charter and Brochure stored on staff intranet and Compliance Manager via National College. Individual and whole school stress risk assessments are undertaken. Wellbeing survey undertaken annually. MHFA's and Wellbeing Ambassadors on every site. See also menopause policy.
6.2 Pregnant Members of Staff The school will provide rest facilities for expectant and nursing mothers. Members of staff who are pregnant are required to inform the school in writing so that an appropriate risk assessment of their work routines can be carried out.	Heads of School	Individual risk assessments are written for expectant and nursing mothers.
6.3 Wellbeing Policy The school has a Wellbeing Policy which outlines the approach for staff and pupils. A set of principles	Head of Inclusion	The policy and contents are regularly reviewed by the Head of Inclusion and refers to both the workload reduction toolkit and the

underpin the approaches used to support the development and integration of wellbeing strategies within the school.		DfE National Wellbeing Charter in addition to the Briarwood specific Wellbeing Charter. Policy stored on staff intranet and Compliance Manager via National College.
6.4 Smoking on Site (Include vaping)	All Staff	No smoking or on the school site – this includes external grounds and when offsite whilst representing Briarwood School.

Environmental Management	Responsibility of: Name/Title	Action/Arrangements
7.1 Disposal of Waste All waste classified as 'hazardous' is collected by specialist firms and disposed of in the approved manner.	Estate Manager – Briar Way & Throgmorton Road sites Skanska – Snowdon Road site E-ACT/BHA – Queen Ann Road site	A contract is in place for the collection of hazardous medical waste. PPE should be worn by all staff when dealing with hazardous waste.
7.2 Environmental Compliance The school seeks to fulfil its waste management objective through: using only what is needed; seeking alternatives where possible; recycling as much as practicable; disposing of as little as necessary.	Contract and Compliance Officer	Environmental Policy is available on the staff intranet and Compliance Manager via National College. Sustainability and climate action plan available.

Catering and food hygiene	Responsibility of: Name/Title	Action/Arrangements
8.1 Catering and Food Hygiene All catering contractors have in place a food hygiene management system and competent health and safety advice. The catering contractors are expected to be familiar with the Food Safety Act 1990 and relevant legislation. The advice and guidance from the Food Standards Agency and other regulators must be followed. Relevant classroom support staff hold Food Hygiene Certificates and training is regularly provided.	BCC – Briar Way site Skanska – Snowdon Road site E-ACT/BHA – Queen Ann Road site Briarwood South - Head of School Heads of School	Catering contracts are in place on each site. Staff are aware of the procedure for logging any issues and concerns with Heads of School. Heads of School will ensure adequate numbers of staff are trained in food hygiene. Allergies and anaphylaxis policy in place.

Advice and Information	Responsibility of: Name/Title	Action/Arrangements
9.1 Information	Operations Sub Committee Heads of School	Competent health and safety advice is obtained from: • HSE website and e-mails • External H&S advisor • The Local Authority It is the responsibility of the Operations Sub Committee to obtain relevant advice where necessary and to keep abreast of changes to legislation, to discuss implications as necessary and to take relevant action to cascade information to inform policy and practice amendments.