



Health, Safety and Wellbeing Policy

Document 1 of 2

The Health, Safety & Welfare policy statement and commitment, the strategic organisation and the summary of arrangements.

Version	Date	Summary of Changes
1.0	20/03/2023	Initial version

Approved by Governors: 20 March 2023

Review Date: 19 March 2024

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Document 1: Health and Safety Policy Statement

Introduction

Document 1 introduces the general statement of commitment to ensuring health, safety and wellbeing 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 goes into more detail about 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.

Statement of Health, Safety and Wellbeing Policy for Cotham School

This statement of “Health, Safety and Wellbeing Policy” is produced in respect of Cotham School. It forms the basis of future planning and implementation of Health, Safety and Wellbeing (Health, Safety & Welfare) matters.

The Cotham School Statement of General Policy by the Governors

The governing body is the employer of all staff within Cotham School. The Governing body will:

1. Accept its responsibility for setting out the overall establishments Health, Safety & Wellbeing 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
2. Ensure, so far as is reasonably practicable, that the establishment’s budget reflects the finance necessary to implement Health, Safety & Wellbeing requirements.
3. Accept its responsibility under the Health and Safety at Work etc Act 1974, so far as is reasonably practicable to:
 - a. Provide plant, equipment and systems of work which are safe and without risks to health;
 - b. Make arrangements for ensuring the handling, storage and transportation of articles and substances are safe and without risk to health;
 - c. 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;
 - d. Promote the development and maintenance of sound Health, Safety & Welfare practices ensuring that any actions taken are inclusive and non-discriminatory;
 - e. 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;
 - f. 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.
 - g. 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.
 - h. 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.
 - i. Keep themselves up to date on relevant health, safety and wellbeing matters through governors, professional development, advice from the employer and the setting’s competent person, the Headteacher, Business Manager and the Health & Safety Governors/Health and safety committee/advisor etc.)

- j. Recognise the requirement to engage and consult staff on Health, safety and Wellbeing matters which will be achieved by discussion through the setting's safety committee, or other effective means.
- k. Agree that one of their members to be designated the "Health and Safety Governor" who will attend meetings of the safety committee and speak on Health, Safety & Wellbeing matters at Finance, Premises and General Purposes (FPGP) and/or Full Governing Body (FBG) meetings.
- l. Delegate authority for the development and implementation of this policy to the Headteacher who will:
 - i. ensure that arrangements will be made to bring this policy to the notice of all employees (including new, temporary and part-time employees) at Cotham School.
 - ii. The Headteacher will also 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.
 - iii. The Headteacher will liaise with other agencies and groups using the site to ensure consistent health and safety outcomes.
- m. Recognise their responsibility for monitoring Health, Safety & Wellbeing performance, including auditing and will require the Assistant Business Manager - Facilities and IT Services Lead to present an annual report on Health and Safety, Wellbeing and related matters. This will include evidence of safety inspections carried out by representatives of the setting at least three times a year.
- n. Seek to continually improve Health, Safety & Wellbeing Policies, Procedures, Codes of Practice and Guidelines. Crosscutting matters such as safeguarding and inclusion will be linked in so there are no policy gaps.
- o. 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.

Signed by the Chair of Governors

Name: Sandra Fryer

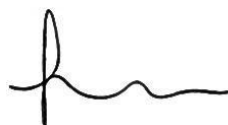
Signed:



Signed by the Headteacher

Name: Jo Butler

Signed:



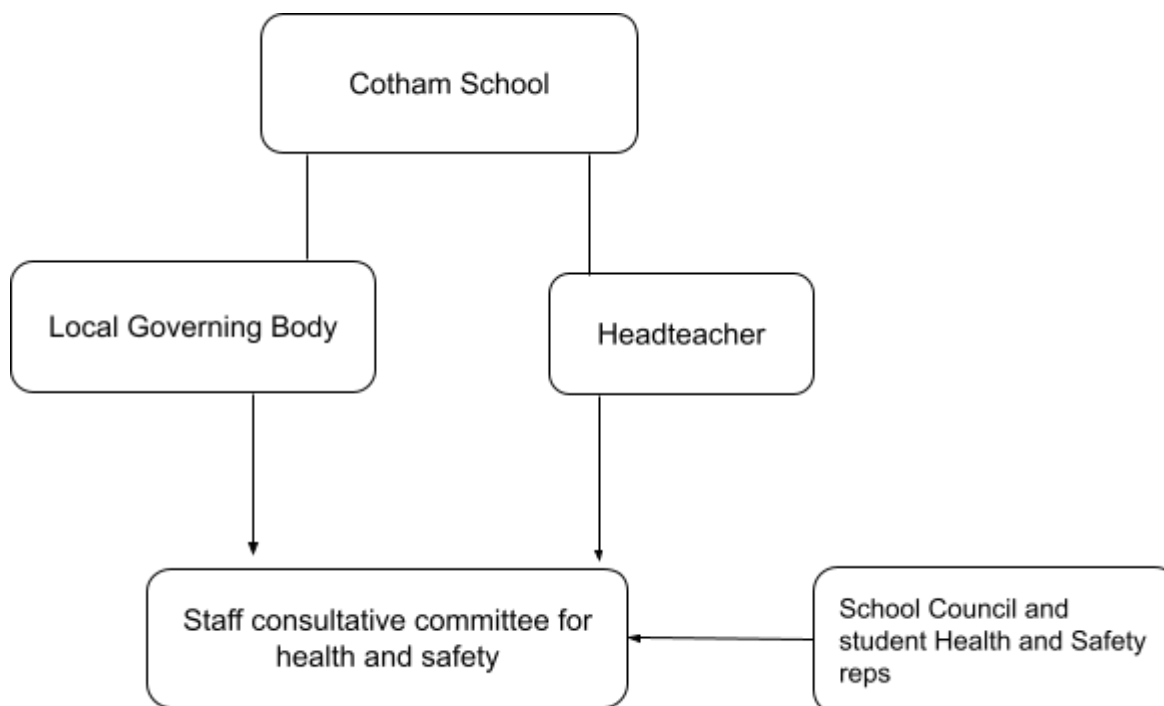
Date of issue of this statement: March 2023

Review date: March 2024

Display points: Health, Safety and Wellbeing Noticeboards, Online, Induction packs.

Organisation and arrangements of the school for health, safety and wellbeing

1. The Governors and Headteacher of Cotham School recognise the need to identify organisational arrangements in the school for implementing, controlling and monitoring Health, Safety & Welfare 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 health, safety and wellbeing functions. Individual duties including reporting arrangements and, therefore, organisation and accountability follow.
2. Functional elements: Committee structure



3. Functional elements: School organisation for health, safety and wellbeing showing links with safeguarding and food safety etc. (See flow chart on page 7)
 - a. The posts with significant Health, Safety & Welfare roles are set out in the chart below. Everyone has some responsibility and the chart is highlighting the major management lines.
 - b. A list of people and their jobs and health and safety roles follows in tables Staff members are in Table 1 and 2 with contractors in Table 3.

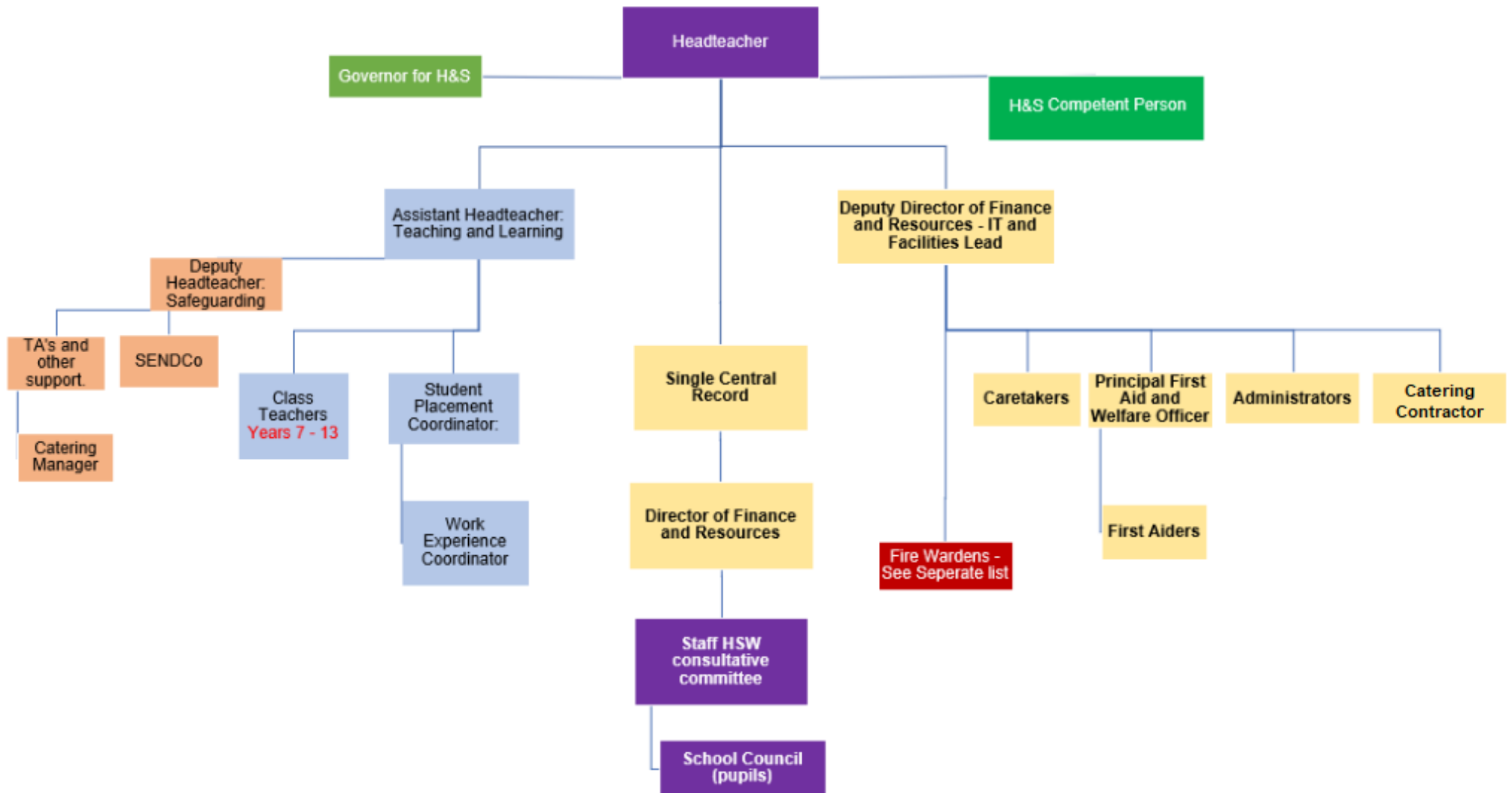


Table One: Posts with major health and safety roles: school and governors

Post No.	Health Safety & Welfare Role	Position with Responsibilities
1	H&S Governor	H&S Governor
2	Clerk to Governors	Clerk to Governors
3	Headteacher	Headteacher
4	Health and Safety Coordinator	Deputy Director of Finance and Resources - IT and Facilities Lead
5	First Aid Coordination	Lead First Aider
6	Key Holder(s), fire and burglar alarms	Caretaker(s)/HT
7	Premises management day to day	Caretaker(s)
8	Premises functions	Caretaker(s)
9	Union H&S representative	Union and Staff Representatives - H&S representative
10	Senior Leader: Curriculum Health and Safety	Delegated to appropriate SLT Link attached to the Faculty
11	Head of Year	Learning Coordinator
12	Head of house	Teachers

Table Two: Other School posts with important health and safety and safeguarding roles.

Post No.	Health, Safety & Welfare Role	Position with Responsibilities
15	Catering Manager	Catering Manager
16	PTS Food hygiene Coordinator	Faculty Leader Steam
17	Educational Visits Coordinator	Director of Finance and Resources & Headteacher
18	Visits leader	Teacher/ Associate Member of Staff
19	Visits deputy	Teacher/ Associate Member of Staff

20	Inclusion	SENCO
21	Safeguarding single central record manager	Director of Finance and Resources
22	Safeguarding	Designated Safeguarding Lead
23	Safeguarding deputy	Deputy Designated Safeguarding Lead
24	Administration of medicines	Deputy Director of Finance and Resources - IT and Facilities Lead
25	Fire Marshall Coordinator	Various staff
28	Work Experience	Careers Leader
29	Radioactive Protection Supervisor	■■■■ - Faculty - Science

Table Three: External contractor's posts with major health and safety roles.

Post No.	Health, Safety & Welfare Role	Position with Responsibilities
30	Health, Safety and Welfare advisor and school's "competent person"	■■■■ ■■■■
31	Compliance management	■■■■ ■■■■
32	Utility services advice	■■■■ ■■■■ ■■■■ ■■■■
33	Cleaning Contract Manager	■■■■ ■■■■ - ■■■■ ■■■■
34	Grounds Maintenance Contract Manager	■■■■ ■■■■ ■■■■ ■■■■
35	Fire alarms	■■■■
36	Fire-Fighting Equipment	■■■■ ■■■■ ■■■■ ■■■■
37	Emergency Lighting	■■■■ ■■■■ ■■■■ ■■■■
38	Entry Systems. Security CCTV	■■■■ ■■■■
39	Pest Control	■■■■ ■■■■ ■■■■ ■■■■ ■■■■ ■■■■
40	Alarms Monitoring	■■■■
41	Electrical	■■■■ ■■■■ ■■■■ ■■■■
42	Heating and hot water	■■■■ ■■■■
43	Water hygiene and Legionella Control	■■■■ ■■■■
44	Glass emergency repairs	■■■■ ■■■■

45	Overnight security call-out	████████████████████
46	Counselling Services	██████████ - via the app - if more specialist refer to ██████████ ██████████ for on site to be brought in
47	Radioactive Protection Advisor	██████████ - Mobile Tel: ██████████ Tel: ██████████

School Health, Safety & Welfare Consultative Committee

The delegated powers as stated in 1.1 will incorporate health, safety and wellbeing in their sub-committees as appropriate.

The delegated powers as stated in 1.1 recognise that the way forward in achieving effective management of the school’s Health, Safety & Welfare Policy and the arrangements necessary to fulfil the obligation includes the staff Health, Safety & Welfare Consultative Committee, or a similar other committee incorporating these responsibilities.

Other people who may be able to contribute to matters under discussion when relevant but not at every meeting necessarily for example: The Educational Visits Coordinator, Principal First Aider and Welfare Officer, HR Manager, SENCo, staff with safeguarding roles, high risk area departmental heads such as science, D&T, Site Managers/Caretakers.

H&S Advisors will be used as necessary.

The Health, Safety & Welfare Consultative Committee shall 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 Health, Safety & Welfare matters.

The Health, Safety & Welfare Consultative Committee shall in addition meet annually in order to exercise an overview of the school’s Health, Safety & Welfare performance and to produce a report for the Governing Body.

Arrangements for Safety Representatives or consultation with Employee Representatives.

Liaison and communication will take place with Trade Union Safety Representatives, or consultation with Employee Representatives about problems, hazards or defects either arising from or relating to activities at the school.

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 Health, Safety & Welfare Consultative Committee.

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

Specific issues that require immediate action will be taken after consultation with the Director of Finance and Resources and/or the Headteacher (or in their absence the Deputy Director of Finance and Resources - IT and Facilities Lead).

Monitoring and auditing Health, Safety and Wellbeing Performance

The Governing Body will require the Director of Finance and Resources to provide an annual report on all Health, Safety & Welfare matters which will identify strengths and development areas, propose achievable remedies, and set objectives for continuous improvement.

The report will provide an annual overview of for example:

- Reported incidents, incident investigations, Evolve entries including 'near miss' information and resulting preventative measures;
- Emergency procedures including fire precautions and first aid;
- Policies and arrangements introduced, risk assessments undertaken and procedures implemented;
- Internal and external inspections as well as audits;
- Wellbeing.

An external health, safety and wellbeing audit will be commissioned. This may be every two to three years initially but if performance is good the interval may be extended.

References

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

Visit: www.hse.gov.uk

Key useful documents include:

HSG 65 Managing for Health and Safety which can be downloaded free at

<http://www.hse.gov.uk/pubns/books/hsg65.htm>

INDG 275 (rev1) Plan, do, check, act <http://www.hse.gov.uk/pubns/indg275.pdf>

INDG 417 Leading health and safety at work <http://www.hse.gov.uk/pubns/indg417.pdf> 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/583733/Competency_framework_for_governance_.pdf

This is the end of Document 1. Please see Document 2 for the "Organisation and Arrangements" where each post and role is described in rather more detail with key tasks. The main management activities are also laid out.