



Health, Safety and Wellbeing Policy

Document 1:

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

November 2025

Date of approval	People involved	Notes	Date of next review
29 th January 2026	Resources Committee	New format	January 2027

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.

This document is intended to be the strategic overview for the Trustees/Governors to adopt only. Document 2 contains the detail supporting it which the lead Trustee/Governor will have more detailed knowledge of in their critical friend role, and will report upon in summary, with appropriate members of the staff team, to the Trustees/Governors.

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Document 2 goes into 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.

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Statement of Health, Safety and Wellbeing Policy for the Governing Body of St Anne's Infants'

This statement of "Health, Safety and Wellbeing Policy" is produced in respect of the Governing Body of St Anne's Infants' School. It forms the basis of future planning and implementation of health, safety and wellbeing (HS&W) matters.

1.0 St Anne's Infants' School Statement of General Policy

- 1.1 The Governing body of St Anne's Infants' School is the employer of all staff within St Anne's Infants School. The Governing body will:
- 1.1.1 Accept its responsibility for setting out the overall establishments HS&W Policy and undertake to take all reasonable steps within its power to prevent or reduce the possibility of:
- Harm, injury and ill-health to children, employees, parents, contractors, visitors to the school and members of the general public;
 - Damage to property, plant, machinery, equipment, tools and other materials;
 - Harm to the environment
- 1.2 Ensure, so far as is reasonably practicable, that the establishment's budget reflects the finance necessary to implement Health, Safety & Wellbeing requirements.
- 1.3 Accept its responsibility under the Health and Safety at Work etc Act 1974, so far as is reasonably practicable to:
- 1.3.1 Provide plant, equipment and systems of work which are safe and without risks to health;
- 1.3.2 Make arrangements for ensuring the handling, storage and transportation of articles and substances are safe and without risk to health;
- 1.3.3 Provide suitable and sufficient information, instruction, training and supervision to enable all employees, children, parents and carers at the establishment to perform their work, learning and play safely and efficiently;
- 1.3.4 Promote the development and maintenance of sound HS&W practices ensuring that any actions taken are inclusive and non-discriminatory;
- 1.3.5 Maintain the premises in a condition that is safe and without risks to health and ensure 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.

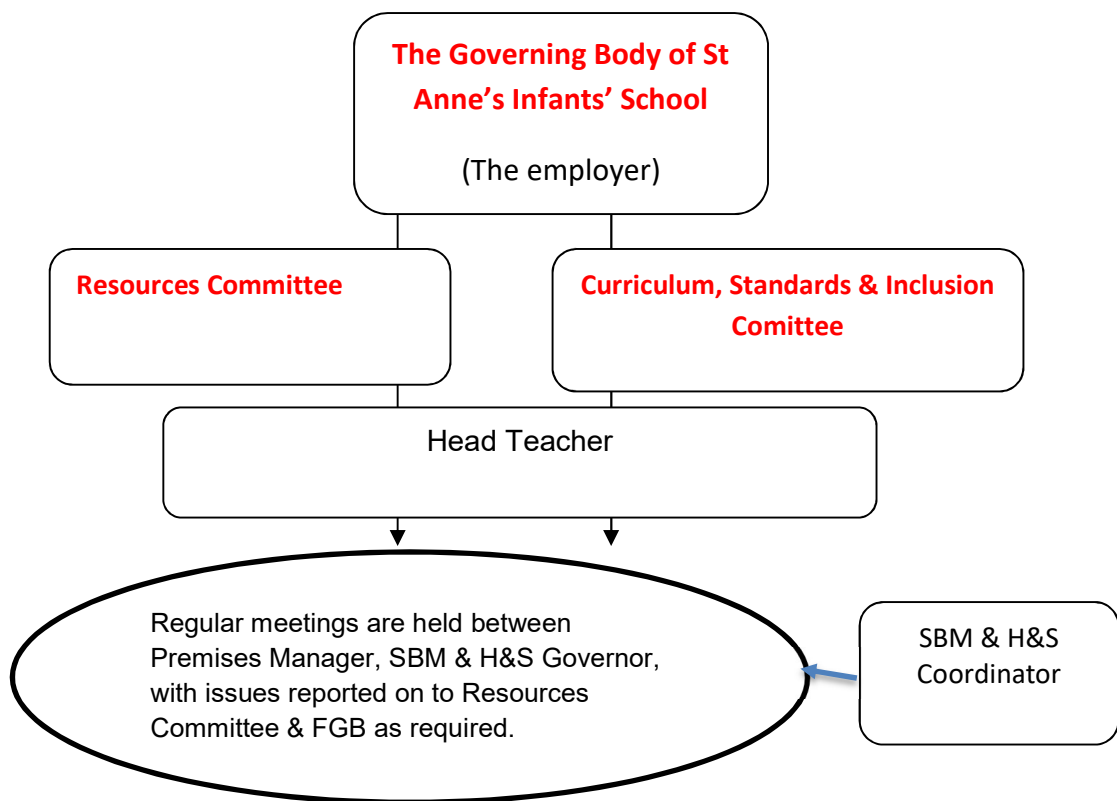
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- 1.3.7 Provide as necessary personal protective equipment (“PPE”) to all employees, volunteers, parents, children and visitors in the setting, for the safe use of plant, machinery, equipment, tools, materials and substances for work or within the curriculum.
- 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 we will work closely with other agencies sharing the premises to cooperate on work-related health and safety matters. They will also check that parents and carers and community groups are also health and safety aware.
- 1.3.9 Keep themselves up to date on relevant health, safety and wellbeing matters through governors, professional development, advice from Bristol City Council, Delegated Services and the setting’s competent persons, Emma Evans (H&S Governor), Anna Sutherland (Headteacher), Matthew Fozzard (School Business Manager) and Doug Radcliffe (Premises Manager).
- 1.4 Recognise the requirement to engage and consult staff on Health, safety and Wellbeing matters which will be achieved by discussion through the setting’s resources committee, or other effective means.
- 1.5 Agree that one of their members to be designated the “Health and Safety Governor” who will attend meetings of the resources committee and speak on HS&W matters at full Governor meetings.
- 1.6 Delegate authority for the development and implementation of this policy to the 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 St. Anne’s Infants School.
 - 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.
 - The Headteacher will 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 Headteacher 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.
- 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 annually to confirm that the arrangements are still appropriate. The review will take account of significant changes in the arrangements. This policy will be re-edited and re-issued within three months of the review date.

2.0 Headline Organisation and Arrangements

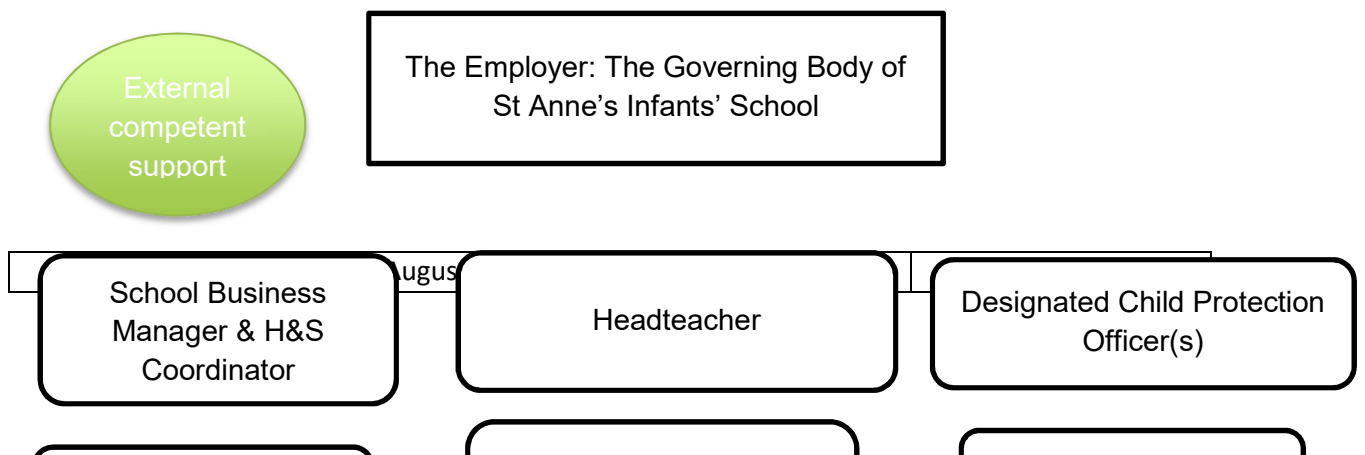
2.1 The Governing Body of St Anne’s Infants’ School recognise the need to identify organisational arrangements for implementing, controlling and monitoring HS&W matters. In this matter we follow the guidance in document *HSG 65 Managing for Health and Safety* published by the Health and Safety Executive. We 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.

2.2 Functional elements: Committee structure



2.3 Functional elements: School organisation for health, safety and wellbeing showing links with safeguarding and food safety etc. (See flow chart below)

2.3.1 The posts with significant HS&W roles are set out in the chart below. Everyone has some responsibility and the chart is highlighting the major management lines.



2.3.2 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 1: Table of posts with major health and safety roles: school and governors

	HS&W Role	Position with Responsibilities
1.	H&S Lead(s) for the employer	H&SGovernor
2.	Support to the Lead role(s)	Clerk to the Governors
3.	Leader	Headteacher
4.	Coordinator	Business Manager
5.	First Aid Coordination	Deputy Head Teacher
6.	Key Holder(s), fire and burglar alarms	Caretaker(s)/HT/SBM/BCC Security
7.	Premises management day to day	Premises Manager
8.	Premises functions	Premises Managers
9.	Staff Consultation	Union H&S representative
10.	Senior Leader: Curriculum Health and Safety	Senior Teaching Staff & Subject Leaders

Table 2: Other posts with important health, safety and safeguarding roles.

	HS&W Role	Position with Responsibilities
11.	Catering Manager	Catering Manager (Contract)
12.	PTA Food hygiene co-ordinator	Volunteer
13.	Educational visits co-ordinator	Business Manager
14.	Visits leader	Teacher
15.	Visits deputy	Teacher
16.	Inclusion	SENDco
17.	Safeguarding Single central record manager	Head teacher/School business manager
18.	Safeguarding	Designated Safeguarding Lead
19.	Safeguarding deputy	Deputy designated safeguarding lead
20.	Administration of medicines	Head Teacher/Business Manager
21.	Fire Marshalls co-ordinator	Business Manager/Premises Manager
22.	Student Placement Co-ordinator	Head Teacher
23.	Work Experience	Head Teacher

Table 3: Table of external contractor's posts with major health and safety roles.

	HS&W Role	External contractor
24.	HS&W advisor and "competent person"	Delegated Services
25.	Compliance management	Delegated Services
26.	Utility services advice	Energy Advice Team @ BCC
27.	Cleaning Contract Manager	In-house
28.	Grounds Maintenance Contract Manager	In-house
29.	Fire Alarms	BWS Standfast
30.	Fire-fighting equipment	A&E
31.	Emergency Lighting	Lorne Stewart via Bristol City Council

32.	Entry systems. Security CCTV	BWS Standfast
33.	Pest control	Bristol Pest Controller
34.	Alarms monitoring	Bristol City Council
35.	Electrical	Lorne Stewart via Bristol City Council
36.	Heating and hot water	Lorne Stewart via Bristol City Council
37.	Water hygiene and Legionella control	Lorne Stewart via Bristol City Council
38.	Glass emergency repairs	Lorne Stewart via Bristol City Council
39.	Overnight security call-out	Bristol City Council
40.	Counselling services	Schools Advisory Service

3.0 Resources Committee

3.1 The Governing Body of St Anne's Infants School will incorporate health, safety and wellbeing responsibilities in their committee hierarchy as appropriate.

3.1.1. The Governing Body of St Anne's Infants School recognise that the way forward in achieving effective management of our HS&W Policy and the arrangements necessary to fulfil the obligation includes the Audit and Risk/staff HS&W Consultative Committee, or a similar another committee incorporating these responsibilities.

Other people who may be able to contribute to matters under discussion when relevant but not at every meeting necessarily, are for example: Educational Visit Coordinator, Premises Manager.

H&S Advisors will be used as necessary.

3.1.2. The Resources Committee shall meet 6 times a year so as to give time and full consideration of, for example:

- 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.

3.1.3 The Resources Committee shall consider annually, in order to exercise an overview of the school's HS&W performance, produce a report for the Governing Body of St Anne's Infants' School.

3.2 Arrangements for Safety Representatives or consultation with Employee Representatives.

3.2.1 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.

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 Resources Committee.

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

3.2.3 Specific issues that require immediate action will be made safe then remedied after consultation with Business Manager, Premises Manager & Delegated Services.

4.0 Monitoring and auditing Health, Safety and Wellbeing Performance

4.1. The Governing Body of St Anne's Infants' School will require the Head Teacher to provide an annual report on all HS&W matters which will identify strengths and development areas, propose achievable remedies, and set objectives for continuous improvement.

4.2. The report will provide an annual overview of, for example:

- Reported incidents, incident investigations, bump book analysis, lost time data and resulting preventative measures;
- Emergency procedures including lock down, fire precautions and first aid;
- Policies and arrangements introduced, risk assessments undertaken and procedures implemented;
- Internal and external inspections as well as audits;
- Wellbeing.

4.3. An external health, safety and wellbeing audit will be commissioned. This may be every two years initially but if performance is good the interval may be extended while deep dives are carried out into critical performance areas and higher risk areas of our activities.

5.0 References

DS: WE recommend you update and revise these links each year and of course add any relevant ones that apply for your school, charity or voluntary activity.

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>

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.

Produced by the Chief Executive Officer (CEO), Delegated Services, as Competent Person

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