Inter-School
Health, Safety & Wellbeing Policy - Part 1

School of Christ the King Hartcliffe Rd Bristol BS4 1HD	St Bernadette RC Primary Gladstone Road Bristol BS14 9LP	Holy Cross RC Primary School Dean Lane Bristol BS3 1DB

Please note, any reference to "School" refers to all of the schools above.
This policy has been ratified by the Governing body of all 3 schools on the date noted below.

Last reviewed: July 2026

Next Review Date: July 2028

Statutory policy - Bi- Annual Review

Source of policy: Based on the Delegated Services template and developed with DS and CTK

History: Published (November 2022)

Equality Statement:

The Governing Board has considered the provisions of the Equality Act 2010 and the Public Sector Equality Duty (PSED) in the development and approval of this policy. The school is committed to eliminating unlawful discrimination, advancing equality of opportunity and fostering good relations. Due regard has been given to the potential impact of this policy on pupils, staff, governors, parents, carers and other members of the school community who share protected characteristics

Amendments/updates

Where amendments are made for specific schools, the following colour coding is used:

- **Christ The King**
- **Holy Cross**
- **St Bernadette**

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

Document 1: Health and Safety Policy Statement

Document 1 introduces the general statement of commitment to ensuring the 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 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.
Contents of document 1:

Subject
Introduction
Statement of general policy by the governors.
Organisation for health, safety and well-being, as well as safeguarding, is shown in a chart.
Table of roles at the setting relevant to the main arrangements for HSW, safeguarding tasks, plus food safety and other topics.
Health and Safety Committee
Safety Reps/Staff H&S reps
Auditing health, safety and wellbeing
References

Statement of Health, Safety and Wellbeing Policy for the Schools listed above

1.0 The Schools listed above Statement of General Policy

1.1 The Governors of Schools listed above are the employers of all staff within the School. There is a strong relationship with the Catholic church, the Governors will:

1.1.1 Accept its responsibility for setting out the overall establishment's 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

The Governing Body will 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), agency and other contract staff, and volunteer helpers, so that they fulfil their duties to cooperate with this Policy.**
- **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 cooperate with this policy.**
- **The Headteacher will liaise with other agencies and groups using the site to ensure consistent health and safety outcomes.**

1.2 Ensure, so far as is reasonably practicable, that the establishment's budget reflects the finances 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 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.

1.3.8 Maintain a close interest in all health and safety matters insofar as they affect all activities under the control of the establishment. In particular, they will work closely with other agencies sharing the premises to cooperate on work-related health and safety matters. They will also check that parents and carers and community groups are also health and safety aware.

1.3.9 Keep themselves up to date on relevant health, safety and wellbeing matters through professional development, advice from the setting's competent person.

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 Safety Team, or other effective means.

1.5 Agree that one of their members to be designated the "Health and Safety Governor" who will speak on HS&W matters at the Staffing, Resources and Safety Committee.

1.6 Recognise their responsibility for **monitoring HS&W performance, including auditing and will require the Headteacher to present regular reports 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.**

1.7 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.

1.8 Review this policy regularly 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 reissued within three months of the review date, where this is deemed necessary.

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

2.1 The Governing Body of Schools listed above recognise the need to identify organisational arrangements in the school for implementing, controlling and monitoring HS&W matters. In this matter, they follow the guidance in document *HSG 65 Managing for Health and Safety* published by the Health and Safety Executive. They also accept the need to consult individuals before allocating particular health, safety and wellbeing functions. Individual duties, including reporting arrangements and, therefore, organisation and accountability, follow.

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

<table>
<tr><td colspan="4">School of Christ the King</td></tr>
<tr><td colspan="4">Board of Governors</td></tr>
<tr><td colspan="2">Health and Safety Governor as part of Inter School Health and Safety Committee</td><td colspan="2"></td></tr>
<tr><td>School Business Manager, Office Manager, Administrator (Educational Visits Coordinator, SCR Manager)</td><td colspan="2">Headteacher (Designated Safeguarding Lead)</td><td>Delegated Services as Competent Person</td></tr>
<tr><td>Caretaker</td><td colspan="2">Senior Leadership Team (including Deputy Headteacher/Student Placement Coordinator, Assistant Headteacher/Inclusion Leader/SENDCo)</td><td>Learning Mentor (Deputy Designated Safeguarding Lead, First Aid Lead)</td></tr>
<tr><td colspan="4">School Safeguarding Team (including Headteacher, Inclusion Leader/SENDCo, Office Manager and Deputy Designated Safeguarding Lead)</td></tr>
<tr><td colspan="4">Staff Health, Safety & Welfare Consultative Committee
Union H&S representative</td></tr>
<tr><td>First Aiders</td><td>School Visit Leaders</td><td colspan="2">Fire Marshals co-ordinators (SLT)</td></tr>
<tr><td>Teaching Assistants</td><td>Class Teachers</td><td>Admin Staff</td><td>SMSAs</td></tr>
<tr><td colspan="4">School Council</td></tr>
<tr><td colspan="4">Pupils</td></tr>
<tr><td colspan="4">Parents</td></tr>
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<table>
<tr><td colspan="4">Holy Cross</td></tr>
<tr><td colspan="4">Board of Governors</td></tr>
<tr><td colspan="2">Staffing, Resources and Safeguarding Committee (including H+S Governor)</td><td colspan="2"></td></tr>
<tr><td>School Business Manager, Office Manager, Administrator (Educational Visits Coordinator, SCR Manager)</td><td colspan="2">Headteacher (Designated Safeguarding Lead)</td><td>Delegated Services as Competent Person</td></tr>
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Caretaker	Senior Leadership Team (including Deputy Headteacher/Student Placement Coordinator, Assistant Headteacher/Inclusion Leader/SENDCo)	Learning Mentor (Deputy Designated Safeguarding Lead, First Aid Lead)
School Safeguarding Team (including Headteacher, Inclusion Leader/SENDCo, Office Manager and Deputy Designated Safeguarding Lead)		
Staff Health, Safety & Welfare Consultative Committee Union H&S representative		
First Aiders	School Visit Leaders	Fire Marshals co-ordinators (SLT)
Teaching Assistants	Class Teachers	Admin Staff / SMSAs
School Council		
Pupils		
Parents		

St Bernadette			
Board of Governors			
Staffing, Resources and Safeguarding Committee (including H+S Governor)			
School Business Manager, Office Manager, Administrator (Educational Visits Coordinator, SCR Manager)	Headteacher (Designated Safeguarding Lead)	Delegated Services as Competent Person	
Caretaker	Senior Leadership Team (including Deputy Headteacher/Student Placement Coordinator, Assistant Headteacher/Inclusion Leader/SENDCo)	Learning Mentor (Deputy Designated Safeguarding Lead, First Aid Lead)	
School Safeguarding Team (including Headteacher, Inclusion Leader/SENDCo, Office Manager and Deputy Designated Safeguarding Lead)			
Staff Health, Safety & Welfare Consultative Committee Union H&S representative			
First Aiders	School Visit Leaders	Fire Marshals co-ordinators (SLT)	
Teaching Assistants	Class Teachers	Admin Staff	SMSAs
School Council			
Pupils			
Parents			

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 Tables 1 and 2, with contractors in Table 3.

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

Table 1

HS&W Role	Position with Responsibilities
H&S Governor	H&S Governor
Clerk to Governors	Clerk to Governors
Headteacher	Headteacher
Health and Safety Coordinator	School Business Manager
First Aid Coordination	Learning Mentor
Key Holder(s), fire and burglar alarms	Caretaker(s)/HT
Premises management day to day	Caretaker(s)
Premises functions	Caretaker(s)
Union H&S representative	Union H&S representative
Subject leaders	Teachers

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

HS&W Role	Position with Responsibilities - School of Christ the King
Catering Manager	Catering Manager
Educational visits co-ordinator	Learning Mentor
Visits leader	Learning Mentor/Teacher
Visits deputy	TBA
Inclusion	SENco
Safeguarding Single central record manager	Admin
Safeguarding	Designated Safeguarding Lead
Safeguarding deputy	Deputy designated safeguarding lead
Administration of medicines	Learning Mentor
Fire Marshals Co-ordinator	SLT and SBM
Lead SMSA	Learning Mentor
Student Placement Co-ordinator	Assistant/ deputy head teacher
Work Experience	Assistant/ deputy head teacher

HS&W Role	Position with Responsibilities - Holy Cross
Catering Manager	Catering Manager
Educational visits co-ordinator	Admin Manager
Visits leader	Teachers
Visits deputy	TBA
Inclusion	SENco
Safeguarding- single central record manager	School business manager
Safeguarding	Designated Safeguarding Lead
Safeguarding deputy	Deputy designated safeguarding lead
Administration of medicines	Admin
Fire Marshals Co-ordinator	SLT and SBM
Lead SMSA	Head Teacher
Student Placement Co-ordinator	Head Teacher
Work Experience	Head Teacher

HS&W Role	Position with Responsibilities - St Bernadette
Catering Manager	Catering Manager
Educational visits co-ordinator	School Business Manager
Visits leader	Teacher
Visits deputy	TBA
Inclusion	SENco

Safeguarding Single central record manager	School business manager/admin
Safeguarding	Designated Safeguarding Lead
Safeguarding deputy	Deputy designated safeguarding lead
Administration of medicines	Admin
Fire Marshals Co-ordinator	SLT and SBM
Lead SMSA	Admin
Student Placement Co-ordinator	Head Teacher
Work Experience	Head Teacher

Table 3: Table of *external contractors'* posts with major health and safety roles. All 3 schools share the same contractors

HS&W Role	**External contractor**
HS&W advisor and the school's "competent person"	Delegated services
Compliance management	Delegated services
Fire Alarms	Select Security
Fire-fighting equipment	Select Security
Emergency Lighting	Select Security
Entry systems. security CCTV	Select Security
Pest control	Bristol Pest Control
Electrical	Carters, Ideal,
Heating and hot water	NL services
Water hygiene and Legionella control	Concept
Glass emergency repairs	Adrian Cox, AA Glazing
Overnight security call-out	Bristol City Council
Counselling services	Delegated services

3.0 Staff Health and Safety Team

3.1 The Governors of the Schools listed above will incorporate health, safety and wellbeing in their sub-committees as appropriate.

3.1.2 Governors recognise that the way forward in achieving effective management of the school's HS&W Policy and the arrangements necessary to fulfil the obligation includes the **Staff Health and Safety Team**.

Other people who may be able to contribute to matters under discussion when relevant but not at every meeting, for example: The Educational Visits Coordinator, First Aid Lead staff, Personnel/HR, SENCo, staff with safeguarding roles, Site managers/caretakers.

H&S Advisors will be used as necessary.

3.1.3. The HS&W Consultative Committee shall meet regularly to give time and full consideration to:

- 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.

3.2 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 the HS&W Consultative Committee.

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

3.2.3 Specific issues that require immediate action will be taken after consultation with the Headteacher.

4.0 Monitoring and auditing Health, Safety and Wellbeing Performance

4.1. The Governors of the Schools listed above will require the School Business Manager, in conjunction with others (as part of the HS&W Consultative Committee) to provide ½ yearly reports on all HS&W matters, which will identify strengths and development areas, propose achievable remedies, and set objectives for continuous improvement. For example, these reports will include:

- Reported incidents, incident investigations, bump book analysis, lost time data 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.

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.

5.0 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