



The Schools of the Federation of St Helen's and St Mary's

Health, Safety and Wellbeing Policy

Document 1:

Issue 4 September 2025

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

September 2025

Date of approval	People involved	Notes	Date of next review
September 2025	FGB	Updated with recommendations from Delegated Services	September 2026

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 Governors to adopt only. Document 2 contains the detail supporting it which the lead 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 Governors.

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 Schools of the Federation of St Helen's and St Mary's.

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

1.0 The Schools of the Federation of St Helen's and St Mary's Statement of General Policy

1.1 South Gloucestershire Local Authority is the employer of all staff within **St Helen's CE VC Primary School**. The school recognises that South Gloucestershire has a corporate policy and that this policy flows from a relationship with that. There is a Governing Body with delegated powers. The Governing Body will:

The Governing Body is the employer of all staff within **St Mary's CE VA Primary School**. There is a strong relationship with the Church of England/Diocese of Bristol, and 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 the maintenance of safe access to and exit from the premises;

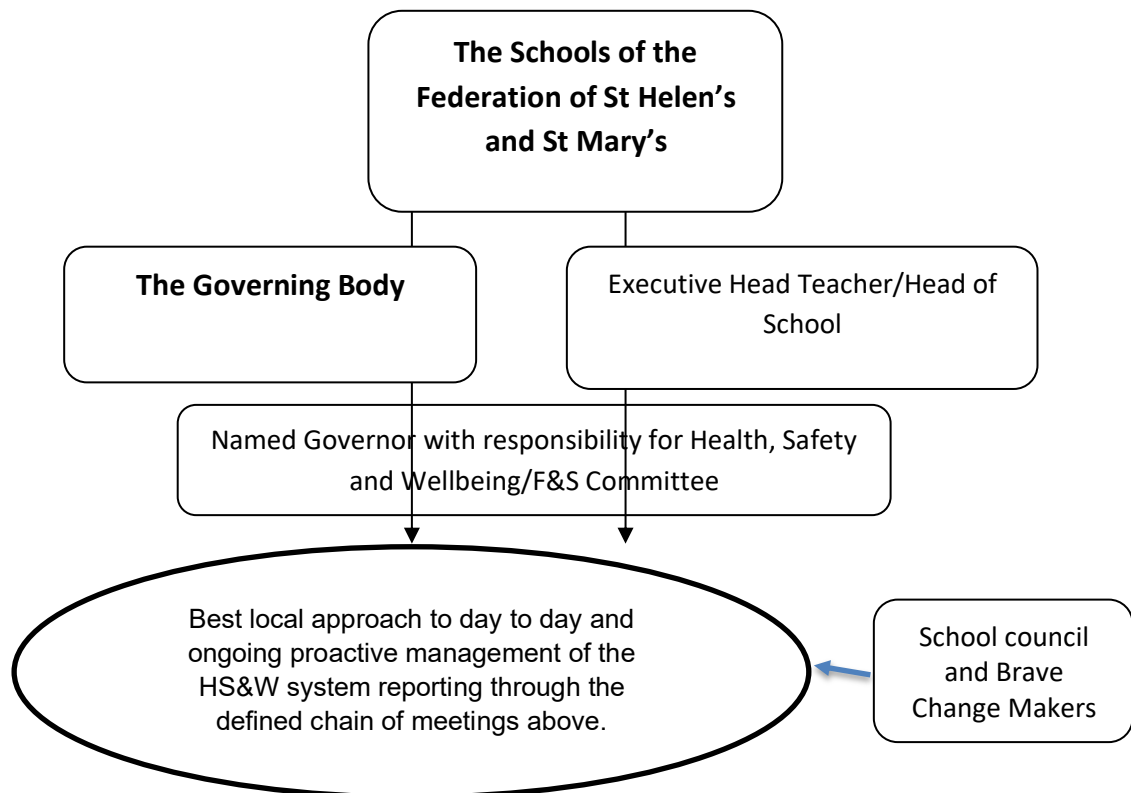
- 1.3.6 Provide and maintain a working environment that is safe and without risks to health and adequate as regards welfare facilities for employees, children, parents and carers.
- 1.3.7 Provide as necessary personal protective equipment (“PPE”) to all employees, volunteers, parents, children and visitors 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 we/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 governors’ professional development, advice from the council and the setting’s competent person, Executive Head Teacher and the H&S Governors and Delegated Services.
- 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 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 F&S Committee and speak on HS&W matters at full Trust/Governor/Board meetings and the appropriate sub-committee.
- 1.6 Delegate authority for the development and implementation of this policy to the Executive Head Teacher 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 both schools.
 - The Executive Head Teacher 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 Executive Head Teacher 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 Executive Head Teacher 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.

Signed by the Chair of the Board of Governors		Signed by the Executive Head Teacher	
Name	David Gordon	Name	Julie Simpson
Signed		Signed	
Date of issue		Review Date	September 2026
Display points: HSW Noticeboards, online, induction packs.			

2.0 Headline Organisation and Arrangements

2.1 The Governing Body of The Federation of St Helen's and St Mary's 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.

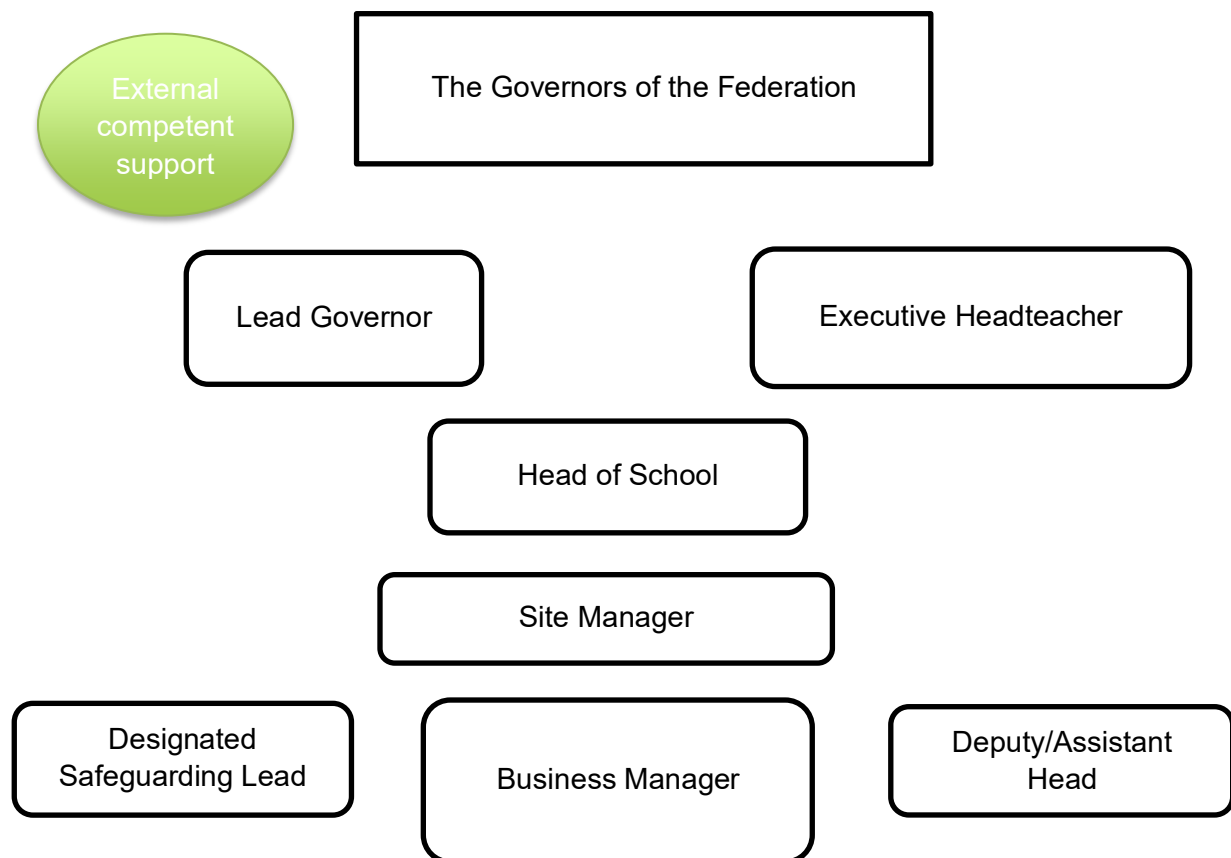


Table 1: Table of posts with major health and safety roles: school and governors

	HS&W Role	Position with Responsibilities at St Helen's School	Position with Responsibilities at St Mary's School
1.	H&S Lead for the Governing Body	Rev David Moss	Rev David Moss
2.	Clerk to the Governors	Naomi Ryan	Naomi Ryan
3.	Executive Head Teacher	Julie Simpson	Julie Simpson
4.	Head of School	Kelvin Chappell	Bethan Scriven
5.	Health and Safety Leads	Julie Simpson Ruth Eades	Julie Simpson Liz Baker
6.	First Aid Coordination	Ruth Eades	Liz Baker
7.	Key Holder(s), fire and burglar alarms	Alan Richards Kelvin Chappell Securitas	Jon Bright Bethan Scriven Securitas
8.	Premises management day to day	Alan Richards Ruth Eades	Jon Bright Liz Baker
9.	Premises functions	Alan Richards	Jon Bright
10.	Staff Consultation/Union Rep	tbc	tbc
11.	Senior Leader	Helen Hardy	Natalie Lane

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

	HS&W Role	Position with Responsibilities at SHA	Position with Responsibilities at SMY
12.	Catering Manager	Dolce	Dolce
13.	PTA Food hygiene co-ordinator	Volunteer	
14.	Educational visits co-ordinator	Ruth Eades	Victoria Bacon
15.	Inclusion	Helen Hardy	Natalie Lane
16.	Safeguarding Single central record manager	Ruth Eades	Liz Baker
17.	Safeguarding	Kelvin Chappell	Bethan Scriven
18.	Safeguarding deputy	Jon Leeming	Natalie Lane
19.	Administration of medicines	Ruth Eades Wendy Howell	Liz Baker Victoria Bacon
20.	Fire Marshalls co-ordinator	Ruth Eades Wendy Howell	Liz Baker Victoria Bacon
21.	Student Placement Co-ordinator	Kelvin Chappell	Bethan Scriven

22.	Work Experience	Ruth Eades	Liz Baker
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Table 3: Table of *external contractor's* posts with major health and safety roles.

	HS&W Role	External contractor SHA	External Contractor SMY
23.	HS&W advisor and “competent person”	Delegated Services	
24.	Compliance management	IAM Compliant	
25.	Utility services advice	SGC	
26.	Cleaning Contract Manager	Direct Cleaning	In House
27.	Grounds Maintenance Contract Manager	CPS	
28.	Fire Alarms	MFS	
29.	Fire-fighting equipment	MFS	
30.	Emergency Lighting	MFS	
31.	Entry systems	MFS	
32.	Pest control	SGC	
33.	Alarms monitoring	MFS	
34.	Electrical	AGG	
35.	Heating and hot water	IWS	
36.	Water hygiene and Legionella control	IWS	
37.	Glass emergency repairs	Roman Glass	
38.	Overnight security call-out	Securitas	
39.	Counselling services	Education Support	

3.0 Health, Safety & Wellbeing Consultative Committee

3.1 The Federation will incorporate health, safety and wellbeing responsibilities in their committee hierarchy as appropriate.

3.1.1. The Federation recognise that the way forward in achieving effective management of our HS&W Policy and the arrangements necessary to fulfil the obligation includes the F&S Committee and the Executive Leadership Group (ELG), 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: The Educational Visits Coordinator, First Aid Lead staff, Personnel/HR, SENDCo, staff with safeguarding roles, Site managers, etc.

H&S Advisors will be used as necessary.

3.1.2. The Executive Leadership Group (ELG) shall meet regularly 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 ELG shall consider annually, in order to exercise an overview of the school's HS&W performance, produce a report for the Governing Body.

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 ELG.

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 the Governor with responsibility for Health, Safety and Wellbeing.

4.0 Monitoring and auditing Health, Safety and Wellbeing Performance

4.1. The Governing Body will require the Executive 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

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 are 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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For more information visit: www.delegatedservices.org

E-mail your enquiry to: info@delegatedservices.org

Clevedon Hall, North Somerset BS21 7RQ Tel: 01275 795 827

Bill Crocker

Telephone: 07795 190 130

Emergency: 07979 425 989

Email: bill.crocker@delegatedservices.org