



# SCHOOL HEALTH, SAFETY & WELFARE POLICY

2012



<b><u>Issue No:</u></b>	<b><u>Date:</u></b>	<b><u>Summary of Amendments Made:</u></b>
01	2012	Revised Statement Inclusion of Elected Members responsibilities

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The LCC policy statement on health, safety and welfare is available as a separate pdf document: 'LCC Health Safety Welfare Policy Statement 2012'

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## **2.0 ORGANISATION AND RESPONSIBILITIES FOR IMPLEMENTATION OF THE POLICY**

This section clearly defines the health and safety roles, responsibilities and expected competencies of all levels of personnel within Liverpool City Council.

### **2.1 Elected Members**

- Councillors are responsible for ensuring they fully consider all the relevant health, safety and welfare implications of any report, paper or plans presented for their deliberation.
- They will give consideration to any potential adverse effects on the health, safety or welfare of staff and any other persons who might be affected.  
(It is the responsibility of the person presenting such reports, papers or plans to highlight any potential health, safety or welfare implications to Elected Members)
- In order to ensure they remain competent to undertake their health and safety responsibilities Elected Members will attend all relevant training sessions provided.
- In addition the Cabinet Member for Finance and Resources will ensure that health and safety issues are given their full consideration within the democratic process.

### **2.2 Chief Executive**

The Chief Executive has overall responsibility within the management structure for ensuring the formulation, implementation and maintenance of the Council's Health, Safety and Welfare Policy and ensuring the organisation complies with all current health and safety legislation. These responsibilities and statutory obligations will be met by:

- ensuring the appointment of competent persons to assist in the management of health, safety and welfare;
- providing such resources as are required to effectively manage health, safety and welfare;

- actively and visibly encouraging and promoting good health and safety practice;
- setting a personal example by demonstrating awareness, knowledge and a positive approach to all relevant health and safety issues; and
- ensuring he/she remains competent to undertake his/her health and safety responsibilities the Chief Executive will attend all relevant training provided.

### **2.3 Director for Children and Young People's Services**

The Director is accountable to the Chief Executive for the effective communication and full implementation of the Council's Health, Safety and Welfare Policy within his/her area of responsibility, ensuring that:

- those he/she appoints to manage are competent in all relevant health, safety and welfare issues;
- those he/she employs to manage, effectively disseminate the Council's Health, Safety and Welfare Policy and other information, as required;
- so far as is reasonably practicable, the procurement, maintenance and use of safe workplaces, work equipment and substances;
- active and visible encouragement and promotion of good health and safety practice;
- adequate regard is paid to health, safety and welfare considerations in all contracts entered into by the City Council;
- arrangements are in place to measure, monitor and review health, safety and welfare performance; and
- he/she remains competent to undertake his health and safety responsibilities by attending all relevant training provided.

The Director for Children and Young People's Services is responsible for the health, safety and welfare of all staff within his/her span of control.

### **2.4 Assistant Directors**

Assistant Directors are responsible to their Director for ensuring that this Policy is implemented within their respective areas by:

- ensuring those they appoint to manage and assist are competent in all relevant health, safety and welfare issues;
- seeking guidance and advice from competent persons to ensure compliance with this Policy;
- ensuring a Health and Safety Action Plan is developed, implemented, monitored and reviewed in line with this Policy;
- incorporating health, safety and welfare considerations into their Business Plans, including targets for improving health and safety performance;
- ensuring that contractors are properly vetted, selected and monitored with regard to their health and safety performance;
- ensuring that adequate resources are available to effectively manage occupational health and safety;
- ensuring co-operation with other parts of the Council and that adequate arrangements are in place for consultation with staff (including their representatives) on health, safety and welfare issues;
- visibly demonstrating a commitment to achieving and maintaining a high standard of health, safety and welfare performance;
- developing a positive attitude to health, safety and welfare amongst staff and holding individuals at all levels within their service areas accountable for their health and safety performance;
- ensuring that arrangements are in place to measure, monitor and review health, safety and welfare performance within their service areas; and
- ensuring they remain competent to undertake their health and safety responsibilities by attending all relevant training provided.

Each Assistant Director is responsible for the health, safety and welfare of all staff within their span of control.

## **2.5 Governing Body**

The Governing Body is responsible for the effective planning, directing, monitoring and reviewing of all health, safety and welfare matters within the school. In the discharge of its duty and in consultation with the Head Teacher, it will make itself familiar with the requirements of the Health and Safety at Work etc Act 1974 and any other health and safety legislation and codes of practice which are relevant to the running of the school. The Governing Body will ensure:

- the development and implementation of the school's Health, Safety and Welfare Policy and the organisational arrangements through which the Policy will be implemented;
- the adoption of a planned, systematic approach to health, safety and welfare management in which hazards are identified, risks are suitably assessed and prioritised and objectives are met for risk elimination or reduction;
- that suitable resources are allocated to allow the effective implementation of this Policy;
- there is an adequate system for communicating health, safety and welfare information throughout the school. In particular that there are arrangements for consulting with staff on health, safety and welfare issues and for promoting collaborative working with staff representatives;
- that adequate regard is paid to health, safety and welfare considerations in all contracts entered into by the school; and
- that arrangements are in place to measure, monitor and review health, safety and welfare performance.

## **2.6 Head Teacher**

The Head Teacher is responsible to both the LEA and the Governors for all matters concerning the safe conduct of staff and students in the school and all its related activities. Assistance in this task is provided by the senior school staff who comprise the management team, such as Deputy Head,



Heads of Curriculum, Teachers, Business Manager and the Site Manager, where appointed.

The Head Teacher, assisted by the management team, is required to:

- ensure the incorporation of safety requirements and future objectives in the development and budget planning of the school, and where appropriate, inclusion in the School Development Plan;
- implement a system for protecting all persons on the premises, or involved in school activities, from risks which are reasonably foreseeable by ensuring suitable and sufficient documented risk assessments are undertaken and action plans produced which implement health, safety and welfare measures and monitor and review their effectiveness;
- coordinate any necessary safety arrangements with any contractors working on site;
- implement such procedures as are necessary to comply with all legislation concerning health and safety, in accordance with LEA guidance;
- provide regular reports on significant issues and general progress to the Governing Body; and
- foster the growth of a positive safety culture, in which all the staff and pupils share the aim of continuous improvement in health and safety performance.

## **2.7 Deputy Head Teacher**

The Deputy Head(s) assists the Head Teacher in the day-to-day management of the school, and deputises for them during any period of absence.

## **2.8 Heads of Curriculum**

Heads of Curriculum are responsible to the Head Teacher for the safe management of the curriculum, in accordance with LEA guidance and the School Health, Safety and Welfare Policy, and for implementing all school procedures relating to health and safety. Heads of Curriculum will:

- identify and prioritise both immediate and long term requirements of the subject with regard to health and safety and provide this information to the Head Teacher so that it may be included in the normal budget planning arrangements;
- develop suitable and sufficient risk assessments and maintain appropriate records;
- maintain a file of all safety publications and guidance issued by the LEA, or any other relevant bodies or professional associations, relevant to the subject concerned or relevant to his/her subject. It must be freely accessible to all relevant staff, and all subsequent additions be brought to the attention of staff;
- make appropriate arrangements for the periodic monitoring of safety standards, arrangements, and progress towards identified objectives. He/she will report the results to the Head Teacher, for incorporation in the regular review of safety matters and inclusion, where appropriate, in the School Development Plan and/or budget planning; and
- assist in the fostering of a positive safety culture within his/her subject.

## **2.9 Staff**

In addition to any specific health, safety and welfare responsibilities described above, all staff are expected to co-operate in the implementation of the School Health, Safety and Welfare Policy by acting with due regard for their own health, safety and welfare and that of others who may be affected by their acts or omissions. This will be achieved by:

- co-operating with their Head Teacher, enabling them to carry out their legal responsibilities under health and safety legislation;
- reporting hazards and potential hazards following the school procedure;
- working in accordance with any health and safety training provided and safe working practices;

- not interfering with anything provided in the interests of health, safety and welfare; and
- disclosing to an appropriate person details of any known medical condition that makes them unfit for, or puts them at risk from, any particular work activity.

## **2.10 Person(s) responsible for premises**

The person(s) responsible for premises may be the Head Teacher, Site Manager or Business Manager etc. This person(s) is responsible and accountable to their Governing Body for co-ordinating the health, safety and welfare arrangements. The responsibility for the work activities and practices of staff within the premises rests with relevant line management.

Managers responsible for premises will achieve this by:

- carrying out building-related risk assessments and ensuring necessary corrective actions are taken;
- having documented inspections of all areas within the premises to ensure that buildings, grounds, and equipment under their control are safe and properly maintained and records of all statutory tests and inspections are kept;
- co-ordinating emergency procedures and equipment for their site(s) and ensuring the associated documentation it is kept up-to-date. For sites under the control of other owners this will be undertaken in co-operation with those in control;
- ensuring a legionella risk assessment has been undertaken by a competent person and recommendations implemented;
- where necessary, ensuring an asbestos survey has been carried out for the building and have responsibility for the asbestos management plan. These documents should be shared with any contractors where appropriate;
- ensuring the activities of contractors are supervised they are provided with such instruction and training as to ensure they can fulfil their obligations safely and in-line with legislation and School requirements;

- ensuring access to the school complies with the requirements of the Equality Act 2010 and that access and egress remains unobstructed and safe;
- ensuring appropriate security measures are in place;
- ensuring there is suitable and sufficient first aid provision; and
- ensuring a fire risk assessment is undertaken annually and fire fighting equipment and warning systems are appropriately tested and maintained.

## **2.11 PFI Schools**

Head Teachers must liaise with the PFI client and site managers to ensure that all the building related issues they are responsible for e.g. asbestos survey, legionella risk assessments etc are being carried out by competent people.

## **2.12 Hirers**

When the premises are used for purposes not under the direction of the Head Teacher then the person in charge of the activities for which the premises are in use will have responsibility for safe practices.

The Head Teacher or the activity co-ordinator will seek to ensure that hirers who use the school premises conduct themselves and carry out their operations in such a manner that all statutory and advisory safety requirements are met at all times.

When the school premises or facilities are being used out of normal hours but for school sponsored or run activities they are suitably insured. The organiser of a non school sponsored or run activity, even if an employee, for the purposes of this policy will be treated as a hirer. The Head Teacher or activity co-ordinator will ensure that hirers who use the school premises provide written confirmation of Public Liability Insurance cover prior to its use. Advice on levels of cover should be obtained from LCC Insurance Manager.

All hirers using the school premises or facilities must be familiar with the Policy and comply with all safety requirements of the school and City Council.

### **3.0 ARRANGEMENTS FOR IMPLEMENTATION OF THE POLICY**

This Health, Safety and Welfare Policy is supported by City Council guidance and procedures available on EDnet and the intranet. All managers with responsibilities outlined in this Policy or related procedures must make certain that effective arrangements are in place to ensure that those functions are maintained in their absence.

#### **3.1 Health, Safety and Welfare Advice**

##### **3.1.1 The Health and Safety Unit**

The Health and Safety Unit offers services across all areas of the Council. Its aim is to reduce workplace accidents, work-related ill-health and loss.

##### **3.1.2 Corporate Health and Safety Manager**

The Corporate Health and Safety Manager is responsible for the development, maintenance and monitoring of the Health, Safety and Welfare Policy. He/she will advise and support Directors and their staff on all issues of health, safety and welfare.

He/she will:

- provide clear and timely advice to the organisation on all health safety and welfare issues;
- forge effective links with relevant stakeholders to improve health and safety performance;
- report to Management Team and Elected Members on health and safety performance; and
- stay abreast of any changes in legislation or developments in best practice.

##### **3.1.3 Health and Safety Advisors**

Health and Safety Advisors are accountable to the Corporate Health & Safety Manager for delivering a professional support service to all Community School Head Teachers and Staff.

They will achieve this by:

- assisting managers to manage health, safety and welfare issues, in-line with legislation;
- producing policies and guidance to assist managers in the fulfilment of their duties;
- assisting in the production of risk assessments and identification of effective control measures;
- monitoring performance against legal standards and best practice through audits and analysis of statistical data e.g. accident and violent incident rates. This includes the monitoring of health and safety systems and performance of partner organisations;
- investigating accidents and violent incidents, and provide recommendations and advise on remedial actions to prevent reoccurrence; and
- liaison and consultation with Trade Union Safety Representatives and other staff representatives.

#### **3.1.4 The Occupational Health Service**

Occupational Health Service is responsible for advising on and assisting with all work-related health issues.

They will provide:

- help in managing sickness absence through medical assessments and advice on rehabilitation/return to work procedures;
- pre-employment screening;
- health surveillance and assessments;
- information on preventing work-related disease and ill-health; and
- promotion of healthier lifestyles and health awareness among staff.

## **3.2 Consultation**

The City Council will fulfil its responsibilities to consult with its staff, trade unions and other staff representatives on relevant aspects of health, safety and welfare. Safety Representatives appointed by recognised trade unions will be granted the necessary resources to carry out their functions as set out in the Safety Representatives and Safety Committee Regulations 1977, as amended by the Management of Health and Safety at Work Regulations 1999.

### **3.2.1 Corporate Health and Safety Committee**

The Corporate Health and Safety Committee provides a forum for consultation with staff representatives on health, safety and welfare issues which have corporate significance.

The remit of the committee is to:

- monitor and keep under review the measures taken to ensure the health, safety and welfare of staff at work;
- promote staff/employer co-operation for the improvement of health, safety and welfare standards;
- act as a forum for consultation and the exchange of information on strategic health, safety and welfare issues covering staff, service users and members of the public;
- consider reports from Safety Representatives;
- consider and review statistical information on a variety of health and safety topics;
- assist in the development of the organisation's health, safety and welfare procedures;
- encourage health and safety training at all levels;
- promote a risk assessment based approach to managing health, safety and welfare; and
- provide a link with the appropriate enforcing authority, for example the Health and Safety Executive (HSE).

### **3.2.2 Trade Union Health and Safety Representatives**

Trade Union Health and Safety Representatives may:

- represent their members in consultation with management;
- make representation to management on any matter affecting the health, safety and welfare of those they represent;
- investigate potential hazards, dangerous occurrences and any health, safety or welfare complaint reported by those they represent;
- periodically inspect the workplace; and
- examine potential causes of accidents involving those they represent. Following an accident/incident they may inspect the workplace, related statutory documents and represent their members in consultation with HSE inspectors.

### **3.3 Provision of Information, Instruction and Training**

The City Council will fulfil its responsibility to provide information, instruction and training to ensure the health, safety and welfare of its staff:

#### **3.3.1 Information and Instruction**

The City Council will ensure that necessary information and instruction is provided to all its staff and others. The form and content of this will be appropriate to the level of risk and will be reviewed in the light of legislative changes, best practice and new guidance from the HSE or other relevant bodies.

#### **3.3.2 Training**

Each member of staff will be provided with adequate health and safety training:

- upon appointment;
- before being required to carry out new or unfamiliar tasks, especially when required to use new equipment, plant or machinery; and
- periodically refreshed to ensure skills, knowledge and competency remain.



Specific job-related training will be identified by line managers during performance, review and development interviews.

It is each employee's responsibility to participate in appropriate training and incorporate the learning into their work practice.

### **3.4 Safety Inspections**

Head Teachers will ensure that formal health and safety inspections will be undertaken on a regular basis by managers in conjunction, wherever possible, with local Safety Representatives. Such inspections will be undertaken, as a minimum, annually and records retained.

Trade Union Safety Representatives have the right to undertake safety inspections in areas where their members work. Head Teachers or their representatives should participate in such inspections if so requested.

### **3.5 Emergency Plan**

The Head Teacher will ensure that an emergency plan is prepared to cover all foreseeable major incidents which could put at risk the occupants or users of the school. This plan will indicate the actions to be taken in the event of a major incident so that everything possible is done to:

- Save life
- Prevent injury
- Minimise loss

This sequence within the plan should determine the priorities during an emergency, which must be agreed by the governing body.

### **3.6 Accident Reporting**

All accidents to employees and pupils must be recorded whether there is apparent injury or not. These must be appropriately investigated to identify the cause and to prevent recurrence.

This Council procedure for accident reporting is detailed within the LCC Health & Safety Unit Guidance Note 12 Accident and Incident Reporting and Investigation.

### **3.7 Monitoring**

The effectiveness of the Health, Safety and Welfare Policy will be monitored in the following ways:

- the Health and Safety Unit will monitor and analyse reported accidents and incidents with a view to determining and eliminating their causes;
- Head Teachers will ensure there are regular, documented and systematic inspections of workplaces and operations. These inspections and assessments will be reviewed on an annual basis as a minimum; and
- the Health and Safety Unit will coordinate a programme of formal health and safety audits of all Community Schools with reports prepared for Head Teachers and Governing Bodies, as appropriate.

### **3.8 Control of non-employees**

It is the position of the City Council that, where it contracts, enters into partnership with, orders or lets work or services with or to a third party, including joint ventures, standards set out for health, safety and welfare required by this Policy are the minimum required for the third party and must be met or exceeded.

To ensure standards are maintained, all work undertaken for the City Council by non-employees (e.g. contractors, consultants, volunteers etc.) will be subject to a selection process to ensure those undertaking the work are competent to manage the health, safety and welfare aspects of that work.

All contractors will be required to provide the City Council with information on the risks to health, safety and welfare arising out of their work. The Head Teacher will ensure that any person working on school premises who are not employees are provided with appropriate instructions and information regarding any risks to their health, safety and welfare arising out of that work.

In addition, all schools must have in place procedures for the regular monitoring of non-employees and contractors.

### **3.9 Safe Working Procedures**

This Policy is supported by a series of guidance notes, risk assessments and procedures accessible via the EDnet and intranet sites. They have been produced to assist Head Teachers in ensuring all manner of activities within their remit are managed safely, and to assist in the development of safe working procedures where appropriate. Below is an example list of topics covered in guidance notes.

<b>Procedure</b>
Accident/Incident/ Investigation & Reporting
Personal Safety & Violence at Work
Lone Working
Driving & Use of Vehicles
Control of Infectious Diseases
Work at Height
Water Management
Asbestos Management
First Aid
Educational Visits

### **3.10 Review**

This statement of the School Health, Safety and Welfare Policy and the organisational arrangements for its implementation will be monitored, reviewed and updated when necessary. This may include the production of new, general or specific safe working procedures and codes of practice.

## **4.0 POLICY GUIDANCE**

### **4.1 Using this Policy**

All school staff and Governors must ensure that they:

- understand their responsibilities, as set out within this Policy;
- give regard to the legal requirements that relate to their activities and the activities of any staff for whom they are responsible; and
- ensure procedures and systems are put in place to achieve those standards to the extent of their responsibility.

***This document can not in itself produce a safe working environment; this can only be achieved with the full co-operation of all staff and others e.g. Partners and contractors. Failure to comply with this Policy may be regarded as a disciplinary matter and lead to appropriate sanctions.***

## USEFUL CONTACTS

## Appendix 1

Contact	Address	Tel	e-mail
Health and Safety Unit	Room 21 Municipal Buildings Dale Street, L2 2DH	225 2648 / 2587 / 2689 / 2639 / 2934 / 2677	<a href="mailto:healthandsafetyunit@liverpool.gov.uk">healthandsafetyunit@liverpool.gov.uk</a>
Occupational Health Service	2 <sup>nd</sup> floor Millennium House Victoria Street,	233 5233 / 5234	<a href="mailto:Occupational.health@liverpool.gov.uk">Occupational.health@liverpool.gov.uk</a>
HR and Payroll	Venture Place, Sir Thomas Street, Liverpool	233 3003	<a href="mailto:hr.payroll@liverpool.gov.uk">hr.payroll@liverpool.gov.uk</a>
Premises Management Unit	Municipal Buildings Dale Street, L2 2DH		<a href="mailto:PMU@liverpool.gov.uk">PMU@liverpool.gov.uk</a>
Learning and Development	Room 112 Municipal Buildings, Dale Street, L2 2DH	233 3038	<a href="mailto:learning@liverpool.gov.uk">learning@liverpool.gov.uk</a>
Health Protection Agency	Moorgate Point, Moorgate Rd Knowsley Industrial Park Kirkby, L33 7XW	290 8360	<a href="http://www.hpa.org.uk">www.hpa.org.uk</a>
Corporate Health & Safety Committee Trade Union Representatives  Jimmy Challoner - UNISON John Schofield – NASUWT			