



# SUMMERFIELD EDUCATION CENTRE



## Solihull Metropolitan Borough Council Corporate Health and Safety Policy For Local Authority School Staff

Chair of Management Committee Yvonne Obaidy

A handwritten signature in black ink that reads 'Yvonne Obaidy'.

Date policy ratified by Management Board: June 2021

Date for review: September 2022

# SECTION ONE - CORPORATE HEALTH AND SAFETY POLICY

## 1.1 Introduction

Solihull Metropolitan Borough Council (the “Council”) is committed to maintaining a healthy and safe place of work for all of its employees, as well as taking all reasonable steps to ensure that the public and the environment (which may be affected by its work) are exposed to the lowest practicable level of risk.

The Council recognises that:

- it has a moral duty to take all reasonable steps to prevent people being harmed;
- accidents cost money, particularly in terms of lost time, repairs and investigations, and increasingly such costs have to be met from limited budgets;
- it has a legal duty under the Health and Safety At Work Act and other Regulations to provide a safe place of work, safe plant and equipment, safe systems of work, a safe working environment, adequate facilities, safe methods of handling, storing and transporting goods, information, instruction and training; and take reasonable care of the health and safety of others.

High standards of health and safety reduce harm and losses, improve our overall performance and make good business sense.

This Health and Safety Policy is the Council’s overarching document for health and safety and provides a comprehensive picture of how the Council complies with its legal obligations and takes responsibility for managing health and safety risks effectively, using a structured and cost effective approach.

This Policy has been prepared in compliance with the requirements of the Health and Safety at Work etc. Act 1974 and supersedes all previous issues. It takes into account all relevant health and safety legislation in place at the time of writing.

This Policy applies to all core council employees (including Local Authority School employees) and failure to comply with it could result in disciplinary action.

The Council’s Health and Safety Policy is set out in three parts:

**Section One** contains the Health and Safety **Policy Statement** which sets out the Council’s commitment to managing health, safety and the environment effectively.

**Section Two** describes the **organisation** and the **roles and responsibilities** of those charged with implementing the Council’s Policy.

**Section Three** describes the day to day **arrangements** in place to achieve the aims set out in the Policy Statement.

Further advice and guidance can be obtained by contacting the Corporate Health and Safety Support Team on 0121 704 6328.

## 1.2 School General Statement of Policy

---

This is a policy statement for the Health and Safety arrangements, and the subsequent implementation of these at Summerfield Education Centre

This statement does not replace the SMBC policy but complements the recommendations and requirements within it.

### **Aims**

We aim to:

- Provide and maintain a safe and healthy environment throughout the school site and safe means of entry and exit from it
- Establish and maintain safe working procedures amongst staff, students, volunteers and all those on the school site
- Ensure safe measures of using, storing and transporting articles and substances
- Provide safe systems for the control of noise, toxic and corrosive substances dust and vapours under the school's control
- Formulate effective procedures for use in case of fire and other emergencies and for evacuation the school premises
- Lay down procedures in case of accidents and medical treatments

## HEALTH AND SAFETY POLICY

### STATEMENT OF INTENT

The Management Committee of Summerfield Education Centre will meet its responsibilities under the Health and Safety at Work Act and other health and safety legislation to provide safe and healthy working conditions for employees, and to ensure that their work does not adversely affect the health and safety of other people such as students, visitors and contractors. Details of how this will be done are given in this health and safety statement.

The Management Committee will ensure that effective consultation takes place with all employees on health and safety matters and that individuals are consulted before allocating particular health and safety functions to them.

Where necessary the Management Committee will seek specialist advice to determine the risks to health and safety in the establishment and the precautions required to deal with them.

The Management Committee will provide sufficient information and training in health and safety matters to all employees in respect to the risk to their health and safety.

The Management Committee requires the support of all staff to enable the maintenance of high standards of health and safety in all the schools' activities.

This Statement includes a description of Summerfield Education Centre and its arrangements for dealing with different areas of risk. Details of how these areas of risk will be addressed are given in the arrangements section.

*T. E. Whitehouse*      Headteacher

*Yvonne Obaudiy*

Chair of Management Board

Date June 2021

---

### **Solihull Metropolitan Borough Council Health and Safety Policy Statement**

---

Solihull Council is committed to providing and maintaining a healthy and safe place of work, as well as taking all reasonable steps to ensure that the public and the environment (which may be affected by the work of the Council) are exposed to the lowest practicable level of risk. Approval and publication of this Policy Statement demonstrates this commitment.

This Policy is supported by Members, the Chief Executive and the Corporate Leadership Team, who are ultimately responsible for effective health and safety arrangements within the Council. However, health and safety is the responsibility of everyone and this Policy will be implemented by management and employees alike throughout the Council.

**The Council's Health and Safety objectives are to:**

- ❖ **comply** with health and safety legislation, agreed Codes of Practice and other relevant standards
  - ❖ **integrate** good health and safety management into service delivery, management and decision-making processes
  - ❖ **consult and communicate** with employees and trade union representatives to ensure they are aware of their health and safety responsibilities
  - ❖ strive for **continuous improvement** in health and safety standards
  - ❖ recognise the different demands that the Council faces, but work together to deliver a **consistent approach** to managing health and safety
- 

**To achieve these objectives the Council will:**

- ❖ maintain a documented and consistently applied health and safety **management system** including effective leadership, clear roles, responsibilities and reporting lines
- ❖ so far as reasonably practicable, provide and maintain healthy and safe **work places, equipment and methods of working**
- ❖ provide adequate **resources** to meet our commitment to health and safety
- ❖ appoint **competent** people to support us to meet our statutory duties
- ❖ establish effective “upward” and “downward” **communication** systems
- ❖ provide employees at all levels with suitable and sufficient **information, instruction, training and supervision** to enable them to work safely and avoid any actions that may adversely affect the health or safety of themselves or others
- ❖ engage with partners, contractors and other agencies to **promote good standards** of health and safety
- ❖ regularly **monitor** health and safety performance to ensure that risks are dealt with sensibly, responsibly and proportionately.

This Policy and accompanying arrangements will be reviewed regularly to take account of changing legislation, best practice and experience gained within the Council.

## **SECTION TWO - ORGANISATION, ROLES AND RESPONSIBILITIES**

The Council recognises that the successful implementation of its health and safety objectives is dependent on the commitment and involvement of Members, senior management and officers. For the purposes of the Corporate Manslaughter and Corporate Homicide Act 2007, senior management includes:

Full Council  
Cabinet  
Chief Executive  
Corporate and Assistant Directors  
Heads of Service

The following describes how the Council organises and structures itself and the roles and responsibilities of key individuals and groups, to develop both a positive culture towards health and safety and effective management arrangements.

## **2.1 Council**

The Council as the employer is ultimately responsible for the application of health and safety legislation, for achieving the objectives of this Health and Safety Policy, and for ensuring that adequate resources are made available to meet the health, safety and welfare needs of its employees.

The Council delegates the work required to meet these responsibilities to Cabinet, the Chief Executive and Corporate Directors, with advice from the Corporate Health and Safety Support Team.

## **2.2 Cabinet**

Cabinet will:

1. Hold the Corporate Leadership Team responsible for ensuring that this Health and Safety Policy is implemented.
2. Take account of health and safety implications when making decisions.
3. Monitor, through an annual report, the overall performance of the Council's health and safety management systems.

## **2.3 Resources and Delivering Value Cabinet Member**

The Resources and Delivering Value Cabinet Member will:

1. Act as the Member Risk Champion for Health and Safety.
2. Approve this Health and Safety Policy on behalf of Cabinet as part of the delegated responsibilities.
3. Personally endorse the published Health and Safety Policy Statement as the nominated Member representative.
4. Approve the Annual Health and Safety Report prior to publication.

## **2.4 Chief Executive and Corporate Leadership Team**

The Chief Executive has overall responsibility for health and safety across the Council, and leads in setting corporate policy and direction. Corporate Directors support the Chief

Executive, however, they are also responsible for ensuring that robust health and safety management systems exist in their respective Directorates.

Corporate Leadership Team (CLT) sets the strategic direction for effective health and safety and provides effective health and safety leadership by:

1. Periodically reviewing the Corporate Health and Safety Policy to ensure it continues to reflect the organisation's priorities, plans and targets.
2. Recommending to Resources and Delivering Value Cabinet Member the Corporate Health and Safety Policy and subsequent revisions.
3. Ensuring adequate resources are available to implement the Corporate Health and Safety Policy.
4. Taking account of health and safety when developing policies, making decisions, implementing major projects and change management initiatives.
5. Reviewing health and safety performance at least once a year.
6. Recommending to Cabinet Member the Annual Health and Safety Report.
7. Ensuring full co-operation between Directorates to enable us to work as "One Council" to deliver a consistent approach to managing health and safety.
8. Identifying on an exception basis, any significant and/or emerging health and safety issues within individual Directorates.

## **2.5 The Director of Resources**

As the Director with responsibility for Health and Safety, the Director of Resources leads on all operational health and safety issues and is appointed as the "Health and Safety Director". The Director of Resources will:

1. Ensure competent people are appointed to provide advice and guidance on health and safety. These persons will form the Corporate Health and Safety Support Team.
2. Ensure arrangements are in place to monitor, inspect, audit and review health and safety activities.
3. Ensure there are effective arrangements for consulting with employees on health, safety and welfare issues and for promoting collaborative working with Trade Union appointed health and safety representatives.
4. Ensure that a suitable training programme is maintained that addresses the needs of staff at all levels.

## **2.6 Corporate Health and Safety Group**

The Corporate Health and Safety Group ensures that the Council's approach to managing health and safety is implemented in a co-ordinated and consistent way.

The Corporate Health and Safety Group is Chaired by the Health and Safety Team Manager. Membership includes the Head of Audit Services, a Health and Safety Representative from each Directorate, the Transport Manager, a representative from Human Resources, the Insurance Manager, the Facilities Manager and Union representatives. The Corporate Health and Safety Group:

1. Fulfils the Council's obligations for consultation on health and safety at work with recognised Trade Unions.

2. Recommends operational Health and Safety Policies and standards to the Director of Resources and CLT for approval.
3. Monitors health and safety performance within Directorates.
4. Reviews the Council's health and safety performance annually and supports production of an annual report for the Corporate Leadership Team and Cabinet.

## **2.7 Directorate Health and Safety Groups**

Each Directorate will establish a Directorate Health and Safety Group. Whilst the Groups are not responsible or accountable for managing health and safety on management's behalf, the Groups offer advice and support to managers who are responsible for managing such risks.

The Directorate Groups are chaired by a nominated member of the Corporate Health and Safety Support Team. Membership includes a lead representative plus representatives from each of the Divisions and/or significant Teams within each Directorate, along with Trade Union representatives. All representatives are expected to nominate a deputy if they are unable to attend meetings.

The Directorate Health and Safety Lead Representative and the nominated Health and Safety Advisor will work together to ensure appropriate membership of the Directorate Groups.

The role of each Directorate Health and Safety Group is to:

1. Provide support and advice on the identification, assessment and management of identified health and safety risks.
2. Support managers who are responsible for managing health and safety.
3. Review surveys, data, trends, priorities and other information as required and make recommendations (to the Corporate Health and Safety Group) on ways to further reduce the likelihood and/ or impact of significant health and safety risks.
4. Ensure staff are consulted on relevant health and safety matters and that their views are considered.
5. Ensure there are adequate arrangements for communicating relevant health and safety information throughout their Directorate.

## **2.8 Corporate Health and Safety Support Team**

Health and safety law requires the appointment of one or more "competent" persons to help employers to comply with legislation. At Solihull this role is fulfilled by Health and Safety Advisors within the Corporate Health and Safety Support Team, which is part of the Resources Directorate.

The combination of professional qualifications and experience of the Health and Safety Team Manager and Health and Safety Advisors (who make up the Corporate Team) ensures that the Corporate Health and Safety Support Team are "competent" to manage the Council's health and safety arrangements.

The Corporate Health and Safety Support Team will:

1. Act as the first point of contact for the Health and Safety Executive (HSE).
2. Maintain the Council's health and safety management system, providing advice, support and guidance on all aspects of health and safety.



3. Develop corporate policies, procedures and standards to ensure that consistent and effective health and safety practices exist across the Council.
4. Maintain up to date knowledge of health and safety legislation and best practice and how this affects the Council.
5. Chair the Directorate Health and Safety Groups and present health and safety reports for individual Directorate Leadership Teams.
6. Carry out a programme of audits and inspections to ensure that the Council's Health and Safety Policies are complied with.
7. Undertake specialist risk assessments, where appropriate.
8. Review reports of all significant accidents and compile statistics to identify causes and trends and make recommendations to improve performance.
9. Where appropriate, conduct impartial accident investigations and prepare reports of such investigations, with recommendations to prevent recurrence.
10. Assist in the development and delivery of health and safety awareness and training.
11. In an emergency / potentially dangerous situation intervene and stop activities where unsafe practices, methods or processes present an immediate danger of serious injury. Any such action will be reported to the appropriate Director as soon as possible.

## **2.9 Directorate Leadership Teams / Heads of Service**

The primary role of each Directorate Leadership Team is to manage operational health and safety risks by:

1. Having overall responsibility for health and safety in their Directorate.
2. Ensuring corporate Health and Safety Policies are implemented.
3. Ensuring sufficient resources are allocated to meet health and safety responsibilities throughout the Directorate.
4. Appointing a Directorate Health and Safety Representative to lead on operational health and safety issues.
5. Regularly monitoring health and safety performance as part of existing performance management timetables.
6. Prioritising funding for additional precautions/ control measures.
7. Ensure that service managers fulfil their health and safety responsibilities.

## **2.10 Directorate Health and Safety Lead Representatives**

As part of their overall responsibility for health and safety, each Director will nominate a Directorate Health and Safety Lead Representative who is an operational expert within a specific Directorate. Health and Safety Lead Representatives are not responsible for managing health and safety issues on management's behalf.

Each Directorate Health and Safety Lead Representative will work in partnership with the Corporate Health and Safety Support Team to ensure the continued development and implementation of the Council's health and safety arrangements in a co-ordinated and consistent way that takes into account the needs and priorities of each Directorate. Responsibilities include:

1. Being a key member of the relevant Directorate Health and Safety Group.

2. Promoting health and safety awareness within their Directorate reminding all staff of their personal responsibilities in relation to health and safety.
3. Acting as a Directorate focal point for staff to raise health and safety concerns/ issues.
4. Providing appropriate support and advice to managers on the identification, assessment and management of the Council's health and safety risks.
5. Providing operational advice regarding practical solutions for managing identified health and safety risks.
6. Liaising with the Corporate Health and Safety Support Team to resolve more complex queries/issues.
7. Taking an active role in the consultation process to develop, review and improve individual Health and Safety Policies.
8. Attending the Corporate Health and Safety Group meetings and nominating a deputy to attend if they are unable to.
9. Supporting the relevant Corporate Health and Safety Advisor to produce health and safety performance reports and report back to the Corporate Health and Safety Group and relevant Directorate Leadership Team(s), as required.

### **2.11 Responsibilities of the Corporate Director of Children's Services**

The Director Children's Services will:

- Provide specific advice and instructions to schools.
- Monitor and advise schools on the management of Health and Safety. □  
Ensure compliance with Health and Safety legal duties.

### **2.12 Responsibilities of the Management Committee**

The Management Board is responsible for:

1. Complying with the Council's Health and Safety policy and Arrangements;
2. Formulating and ratifying the establishment's Health and Safety Statement and health and safety plan;
3. Regularly reviewing health and safety arrangements regularly (at least once annually) and implementing new arrangements where necessary;
4. Ensuring that the site and premises are maintained in a safe condition and that appropriate funding is allocated to this end from the school's delegated budget;
5. Ensuring that risk assessments are made and recorded of all the schools work activities including those off site which could constitute a significant risk to the health and safety of employees or other persons;
6. Ensuring that the statement and other relevant health and safety documentation from the LEA is drawn to the attention of all employees;
7. Prioritising action on health and safety matters where resources are required from the establishment's budget, seeking further advice where necessary and ensuring that action is taken;
8. Reporting to the LEA any hazards which the establishment is unable to rectify from its own budget;
9. Seeking specialist advice on health and safety which the establishment may not feel competent to deal with;
10. Promoting high standards of health and safety within the establishment;

11. Active and reactive monitoring health and safety matters within the school including health and safety inspection reports and accident reports;

## **2.13 Responsibilities of the Headteacher**

The Headteacher is responsible for:

1. The day to day management of health and safety matters in the establishment in accordance with the health and safety policy and ensuring the health and safety arrangements are carried out in practice;
2. Ensuring that risk assessments are made and recorded of all the schools work activities including those off site which could constitute a significant risk to the health and safety of employees or other persons;
3. Ensuring that remedial action is taken following health and safety inspections;
4. Ensuring that information received on health and safety matters is passed to the appropriate people;
5. Identifying staff health and safety training needs and arranging for them to be provided including induction for new staff and maintaining records of training;
6. Attending the establishment's health and safety committee;
7. Drawing up the establishment's annual health and safety action plan;
8. Co-operating with and providing necessary facilities for trades union safety representative;
9. Participating in the Council health and safety auditing arrangements and ensuring audit action plans are implemented;
10. Monitoring purchasing and maintenance of equipment and materials and ensuring that it complies with current health and safety standards;
11. Monitoring contractors and ensuring that only competent, approved contractors are engaged to work on the school site;
12. Seeking specialist advice on health and safety matters where appropriate;
13. Ensuring that a procedure is in place to deal safely with persons on the premises who may be under the influence of alcohol or drugs.
14. Ensuring that Health and Safety Handbooks and Asbestos Log are kept up to date;
15. Ensuring that the correct accident reporting procedures are followed and that where appropriate accidents are investigated;
16. Ensuring appropriate procedures for authorisation of school visits is followed;
17. Ensuring that all statutory inspections are completed and records kept;
18. Ensuring that emergency drills and procedures are carried out regularly and monitored for effectiveness;
19. Monitoring contractors on site and ensuring they consult the asbestos log.

Note: in the absence of the Headteacher these responsibilities fall to her immediate deputy.

## **2.14 The Responsibilities of all Employees in School**

Whilst it is acknowledged that the ultimate responsibility for Health and Safety matters in school rests with the Headteacher and Management Committee, all staff in school have a clear responsibility in ensuring the effective delivery of this policy.

The Health and Safety at Work Act (1974) states that:

'It shall be the duty of every employee whilst at work:

1. to take reasonable care for the health and safety of himself and of any other persons who may be affected by his acts or omissions at work, and
2. as regards any duty or requirement imposed on his employer or any other person under any of the relevant statutory provisions, to cooperate with him so far as it is necessary to enable that duty or requirement to be performed or complied with'
3. The Act further states that: "No person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health and safety"

Employees should ensure that procedures are observed and carried out for the protection of students and all other visitors to school, all employees should:

1. know of, and observe, any specific safety measures relevant to their own working area and working practices
2. observe the standards of dress which are deemed to be consistent with safety and hygiene in their working practices and areas
3. ensure that their immediate responsibilities in maintaining the necessary safety and hygiene for their work are fulfilled
4. know and apply the necessary emergency procedures which may result as a consequence of a fire or any other emergency, accident, injury or first aid situation
5. not use, or wilfully misuse, neglect or interfere with items provided for their own safety or for the safety of others
6. maintain a clear line of communication regarding health and safety practices and procedures, cooperating with other school employees in promoting the continual improvement of safety measures within school
7. cooperate with the designated safety representatives and officers of the Health and Safety Executive or the Public Health Authority, as appropriate, to ensure the effective delivery of this policy in school
8. all personnel involved with working with or alongside children should be CRB checked with enhanced checks for staff working directly with children
9. All individual staff members are vital to the effective implementation of this policy but some staff have particular obligations which relate to their own subject and/or management areas of responsibility. These staff members are directly responsible to the Headteacher in ensuring that they are fully aware of any existing or new safety measures and procedures and that they are fully observed and implemented. Further, they must ensure that any additional guidance given by the Headteacher, the Local Authority or by other external advice agencies is implemented as appropriate to the needs of the school.

### **2.15 Leadership Team members/Phase Leaders**

Leadership Team and Phase Leaders are responsible for:

1. The day to day management of health and safety within their team/phase in accordance with the health and safety policy;
2. Ensuring follow up and remedial action is taken following health and safety inspections;
3. Passing on health and safety information received to the appropriate people;
4. Acting on health and safety reports from above and below in the hierarchy;
5. Identifying health and safety training needs through performance management when appropriate;
6. Ensuring the ECM agenda is adhered and worked to
7. planning and Curriculum reflects Health and Safety of all stakeholders

### **2.16 Emergency Resilience Team**

Where an accident results in death, the Authority's Emergency Plan applies and the Resilience Team will lead the Council's response. The Resilience Team comprises the Council's Emergency Planning and Business Continuity specialists who are responsible for:

- i. Activating the emergency command structure.
- ii. Liaison with the emergency services.
- iii. Supporting the Chief Executive throughout the response.

## SECTION THREE - HEALTH AND SAFETY ARRANGEMENTS

The following section explains the day-to-day arrangements that are in place for the management of health and safety across the Council.

### 3.1 Health and Safety Policies

This overall corporate Health and Safety Policy is supported by a number of other operational policies (some of which are the responsibility of other service areas within the Council) and guidance that provide more detailed information on certain aspects of health and safety. These documents do not supersede this overall Policy, but should be read in conjunction with it.

Further policies and guidance will be produced as required by changes in legislation or in line with best practice.

All Health and Safety Policies will be reviewed by the Corporate Health and Safety Support Team who will, where appropriate, ensure that any management approval is obtained, prior to publication.

**Appendix A** details the supporting policies / procedures / guidance that exist. Full versions along with relevant guidance can be found on the Intranet pages of the Corporate Health and Safety Support Team.

### 3.2 Organisation

#### 3.2.1 Roles and Responsibilities

Specific health and safety roles and responsibilities are detailed in **Section 2** of this document. To support these arrangements, **Appendix B** provides a diagram of the Council's overall health and safety management structure.

In addition, **Appendix C** provides a diagram to describe how the Corporate Health and Safety Support Team fit within the Council's management structure.

#### 3.2.2 Health and Safety Groups

Appropriate Health and Safety Groups will be established to help develop, monitor and review the Council's health and safety arrangements to meet legal requirements and promote continuous improvement. The membership of such groups will involve management, employees and Union representatives where appropriate.

As such, each Directorate will establish a Directorate Health and Safety Group (see Section 2.7 for more details), with each Group reporting to the Corporate Health and Safety Group (see Section 2.6 for more details).

#### 3.2.3 Consultation

The Council supports and encourages employee participation in health and safety. We recognise that active employee involvement helps to:

- promote a positive health and safety culture;
- develop effective risk control measures and realistic safe systems of work;
- reduce accidents and work related ill health.

To achieve this participation, we will promote open and constructive consultation with employees and their nominated representatives. This includes the requirements as set out in the Safety Representatives and Safety Committees Regulations 1977 (as amended) and Health and Safety (Consultation with Employees) Regulations 1996 (as amended).

The Council's Corporate and Directorate Health and Safety Groups will meet regularly to consider health and safety issues. The minutes of these meetings will be available to all staff electronically on the Corporate Health and Safety Support Team intranet pages.

### **3.2.4 Information, Instruction and Training**

So far as is reasonably practicable, the Council will provide suitable and sufficient information, instruction and training to all employees. This includes the following:

- induction information and training for new employees;
- provision and dissemination of health and safety information in team briefings, newsletters, leaflets, posters and other appropriate methods;
- provision of intranet guidance, including current policies and procedures;
- training, as appropriate, on a range of health and safety issues;
- consultation between employee representatives, Directorate Health and Safety representatives and the Corporate Health and Safety Support Team.

Additionally, every opportunity will be taken to raise awareness and understanding of health and safety. This will include opportunities that arise through undertaking audits and inspections, involvement in accident investigations and face to face communication in other meetings.

This Corporate Health and Safety Policy (and any future revisions) will be communicated as appropriate, to ensure that all managers and staff are aware of its existence and their responsibilities. It is also available on the [Health and Safety Support Teams Intranet Pages](#).

### **3.3 Policy Implementation**

Directorate Leadership Teams have operational responsibility for ensuring that the Council's Health and Safety Policies are implemented.

All managers have a responsibility to implement and communicate the Council's corporate Health and Safety Policies, Procedures and Safe Systems of Work. This includes ensuring that regular inspections of premises, plant and equipment are undertaken, to provide assurance that the agreed safety arrangements are being followed and are appropriate and effective.



On a day-to-day basis all employees have a responsibility to ensure, so far as is reasonably practicable, that work is carried out in accordance with the Council's policies.

The Corporate Health and Safety Support Team will undertake a risk-based programme of audits and inspections to ensure that Directorate Leadership Teams fulfil their responsibilities.

### **3.4 Measuring Performance**

Health and safety performance will be measured by the Corporate Health and Safety Support Team by:

- monitoring corporate performance standards;
- regular auditing and undertaking inspections;
- accident/ incident reporting and investigation;
- liaising with Human Resources and Occupational Health to check the effectiveness of health surveillance and detect early signs of risks to health.

### **3.5 Reviewing Performance**

Performance will be measured against health and safety performance indicators and targets and reported at Directorate Leadership Team meetings, Corporate Leadership Team meetings and to Members on a regular basis.

Additionally, opportunities will be sought for credible and suitable benchmarking.

### **3.6 Auditing**

The Corporate Health and Safety Support Team will undertake a risk based programme of audits across all areas of the Council to ensure that corporate Health and Safety Policies are implemented and that (as far as is reasonably practicable) safe working practices operate.

### **3.7 Equalities**

This Policy was subject to an Equalities Impact Assessment. No significant issues were identified.

### **3.8 Planned Date of Review**

Unless there are major changes to the Council's approach to managing health and safety, this Policy will be reviewed every three years by the Corporate Leadership Team and any revisions will be approved by the relevant Cabinet Member. Expected Review date 2018.

Further Advice and Guidance

For further information, please contact the Health and Safety Support Team on telephone 0121 704 6328.

### **3.9 School Specific Arrangements**

Arrangements and procedures recorded in this section of the Safety Policy have been devised to assist persons to discharge the responsibilities and duties defined in Section Two.

#### **3.9.1 Health and Safety Defect Reporting Procedure**

The Headteacher will provide the Management Committee with a regular report containing the details of any accidents / dangerous occurrences and of any necessary alterations to working practices and procedures needed to avoid recurrence of those accidents / dangerous occurrences. The Management Committee will ensure that measures are implemented.

The arrangements for reporting defects (with the premises and / or materials and equipment) on a day-to-day basis are set out as follows:

- Staff members who discover any defect shall report it to the Site Manager using a school form 'Health and Safety – Defect Book'.
- The Site Manager will acknowledge receipt of the defect by signing the 'Defect Book'
- The Site Manager will take the necessary steps to:
  - Have the defect rectified, within a reasonable period of time, and record the details in the defect book form.
  - Remove the hazard or reduce the risk of injury to an acceptable level, pending corrective action. Actions may include informing staff and students of the hazard and / or taking the equipment / area concerned out of use.
  - If the defect is likely to affect the 'normal' running of the school, the Headteacher / Senior Management Team will be informed.
  - Once the defect has been repaired / item taken back into use, the date that this occurs shall be recorded in the "Defect Book".
  - In order to monitor the action that has been taken and / or any delays in work being carried out, the Defect Book shall be checked by the Headteacher / Site Manager and produced at intervals at Management Committee meetings, at which recent defects should be identified and outstanding works discussed.

#### **3.9.2 Monitoring Arrangements**

The Management Committee recognises the importance of monitoring health and safety matters. Monitoring will be carried out in a number of ways.

The Management Committee will call for annual reports on:

- Accident / incidents
- Results of internal or external health and safety inspections
- Maintenance reports
- Complaints, hazards and defects reports
- Reviews of any procedures carried out by the Head teacher
- Analysis of First Aid Accident books

- The Headteacher shall provide such reports as required by the Management Committee as part of her management of the school.
- A member of the Management Committee shall carry out a termly visual inspection of the school and report any issues arising to the Headteacher.
- Safety Representatives, as appointed by staff, shall be allowed time to inspect / monitor the school and report any issues to the Headteacher.
- The Authority's Health and Safety Officer or his / her representative shall inspect the site on a regular basis and report back any issues, as may other Officers of the Authority.
- Periodically review risk assessments.

To help this process, the Management Committee will ensure that all reasonable inspection facilities and information are provided on request to officers of the Authority, Inspectors of the Health and Safety Executive and to any other *bona fide* health and safety officials.

### **3.9.3 Health and Safety Information Dissemination Procedure**

Information and instructions on health and safety matters are available / given to teaching and non-teaching staff, students and visitors as follows:

#### Employees

- Employees have been informed about all of the existing health and safety information held on the school site and have signed a form to indicate that they have received and read those documents which relate to themselves and their work.
- All documentation referred to in a), above, is kept in or with the school health and safety files which are located in the *main office*. These files are readily available for staff for reference purposes at any time.
- The only exception to this is where information is better kept at a site / subject area level. In this case employees involved shall be informed of its location and the information shall be kept on annex files. The master file will include a note on the content and location of annex files. (The amount of information on annex files should be kept to the minimum as ideally all information should be kept in one place.)
- New health and safety documentation arriving at the school will be copied. The original will be held on file and the copy circulated to appropriate employees. Employees are required to sign a form to indicate that they have read the document concerned. After circulation the document will be put in the school's health and safety files referred to in b), above. The circulation form will be kept on file with the document.
- The Headteacher will determine the circulation of each document and ensure that all named employees have signed the circulation form before the document is put into the health and safety file.

#### Students

It will be the responsibility of teaching staff to ensure that students are made aware of existing and new health and safety information. This responsibility will be split between the class teachers (for general health and safety arrangements), and staff with a specialisation (curriculum-determined arrangements).

#### Visitors

- The admin team shall ensure that visitors are informed of any health and safety arrangements which may affect them during their visit.
- Any visitors arriving on the site who is unknown or unexpected will be questioned before being allowed access to the building. All visitors are required to sign in at the main office. Any visitor who has a disability is required to make themselves known to the office staff so that in the event of an evacuation assistance can be given.

All visitors to school are required to observe the health and safety regulations whilst on the school site.

#### **3.9.4 Safety Committee**

The Headteacher / Management Committee will chair the committee and all appointed safety representatives will be members. At present the Management Committee will carry out this role

#### **3.9.5 OTHER PROCEDURES**

The Management Committee and Headteacher have agreed various procedures that may change from time to time this can be found in that the **Health and Safety Procedures and Codes of Practices Document**. Employees are reminded that they must make themselves aware of this document – in return the School Management Committee and Headteacher will ensure that all Employees are made aware of any changes.

**SUPPORTING HEALTH AND SAFETY POLICIES**

| Policy  | Detail  |
|---|---|
| Accident Reporting SMBC                           | This Policy outlines the procedure to follow when an accident, injury, work related disease, ill health, or “near miss” occurs on premises owned/controlled by the Council. It also applies to any accident or injury that arises from work activities that are carried out away from premises. |
| Contractors SMBC                                  | This Guidance document describes the arrangements in place to minimise the risks to contractors and others affected by their activities. It includes guidance on meeting the legislation related to construction design and management.   |
| Display Screen Equipment SMBC                     | This Guidance document provides general guidance with regard to employees who work with display screen equipment (DSE).   |
| Driving at Work SMBC                              | This Policy describes the arrangements in place for managing the risks associated with work related driving.  |
| Emergency Plan (Resilience Team Plan) Summerfield | Where an accident results in death, the Council’s Emergency Plan applies and the Resilience Team will lead the Council’s initial response. This Policy describes the arrangements in place to manage such an incident.  |
| Fire and Emergency Evacuation Summerfield         | This Policy describes the arrangements in place to minimise the risk of fire and the procedure that should be followed in the event of a fire or emergency evacuation.  |
| Legionella (Property Services Policy) SMBC        | This Policy describes the arrangements in place to protect staff, visitors, residents and the public from the risk of Legionnaires’ disease.  |
| Lone Working Summerfield                          | This Procedure / Guidance document describes the procedure in place to manage the hazards and risks that particularly apply to lone workers.  |
| Manual Handling SMBC                              | This Procedure / Guidance document describes how the Council intends to reduce the risk of manual handling injuries to its employees and provides guidance on the measures that should be taken to ensure safe lifting and carrying in the workplace.   |
| Risk Management (Audit Services Policy) SMBC      | This Policy describes the arrangements in place and the corporate documentation to be used to ensure that suitable and sufficient risk assessments are carried out on all work activities.  |

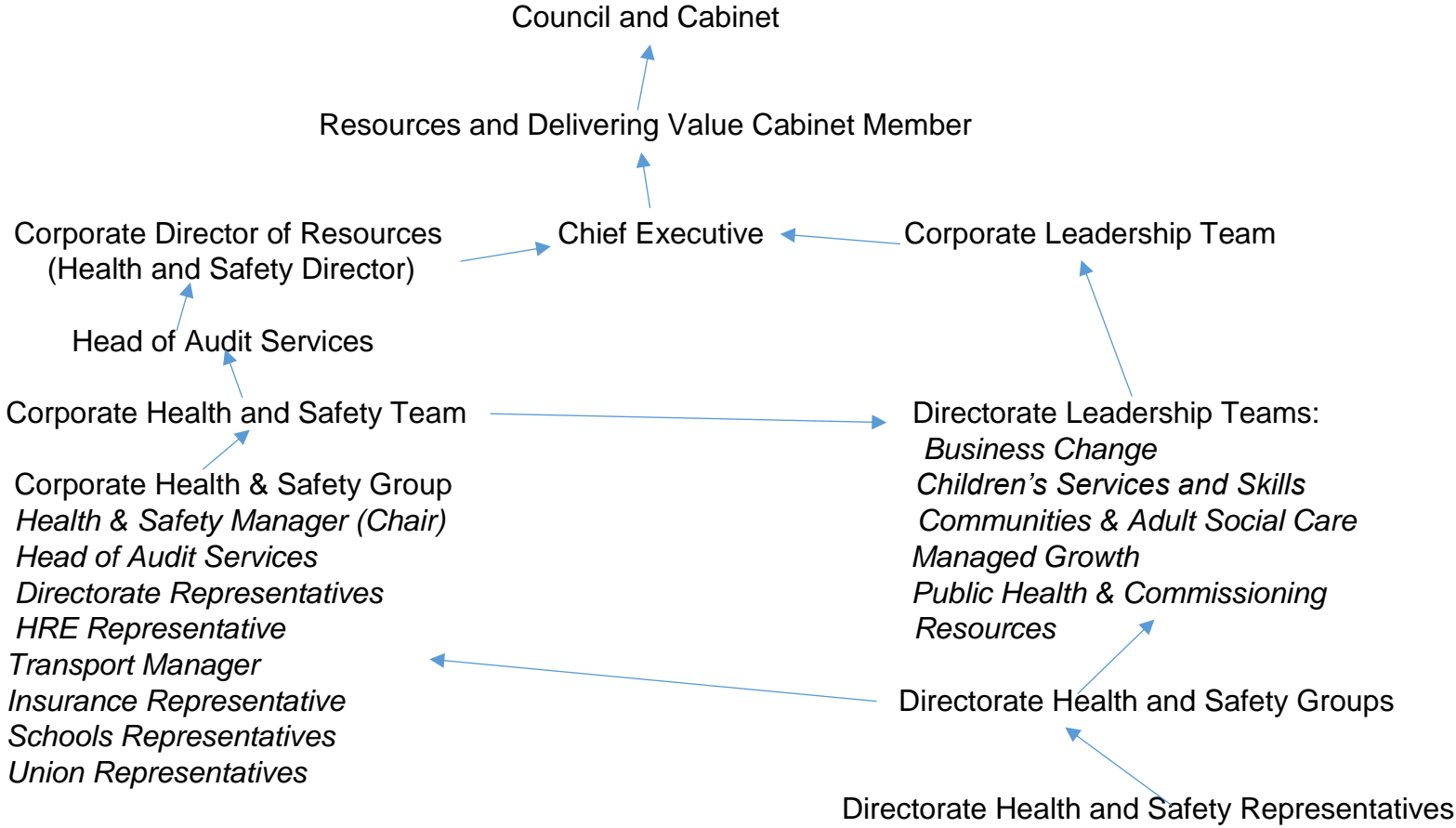
|  |   |
|--|---|
|  |   |
| Mental Health and Well being (Joint HR and H&S Policy)<br>SMBC | This Policy describes the procedures in place to provide, as far as is reasonably practicable, a working environment where the effects and presence of stress is minimised. |

## **OTHER RELATED POLICIES**

| <b>Policy</b>                                     | <b>Detail</b>  |
|---|--|
| Drugs, Alcohol and Substance Abuse<br>Summerfield | This HR Policy describes the arrangements in place to minimise the risks arising from the effects of drugs, alcohol or substance abuse and promotes the well being of employees. |
| No Smoking Policy<br>SMBC                         | This HR Policy describes the Council's arrangements for complying with the no smoking legislation.   |
| Mobile Phones<br>SMBC                             | This ICT Policy describes the arrangements in place to comply with legislation for the use of mobile phones whilst driving.  |
| Infection Control policy<br>SMBC                  | This is a Public Health Policy – describes the Council's arrangements in preventative measures in relation to dealing with Infection within the Council working areas.           |

**SMBC's HEALTH AND SAFETY MANAGEMENT STRUCTURE**

**APPENDIX B**



**APPENDIX C**

**SCHOOL HEALTH AND SAFETY STRUCTURE CHART**

