



# Health and Safety Policy

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Title	Health and Safety Policy		Author	Health and Safety	Reference	OHS (P):1	
Status	Policy	Issue Date:	June 2017	Review Date	June 2018	Version	2

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## Statement of Intent

The overall responsibility for safety, health and wellbeing within Hull City Council is vested in the Chief Executive and Leader of the Council. Elected Members and Directors fully recognise and accept their responsibilities as an employer under the Health and Safety at Work etc Act 1974.

Health and safety is a line management responsibility and all managers must embrace health and safety management as an integral part of their duties. All Hull City Council employees also have a statutory duty to take reasonable care for the safety and health of themselves and others who may be affected by their acts or omissions. This includes complying with Hull City Council policies and not misusing equipment provided in the interest of health and safety. Specialist advisors are employed by the council to assist managers and employees in fulfilling their obligations and those appointments are detailed in the corporate health and safety policy.

Hull Council City is responsible for ensuring the delivery of a wide range of services, so far as is reasonably practicable, it is important to ensure that every part of the work is carried out safely and the working environment and systems of work are safe for any person who may be affected by the organisation's activities including employees, service-users, residents, students, contractors and visitors.

This means more than just aiming to comply with minimum legislative requirements and it requires commitment from all levels of the Council.

The Council aims to achieve a strong health and safety culture by ensuring sufficient resources are available to fulfil these objectives. We recognise that employee commitment, involvement and support are fundamental to maintaining proactive safety management. Health and safety priorities, Policies, Procedures and Guidance have been developed and implemented across the council and are continually reviewed to maintain and improve our standards.

Our priorities are:

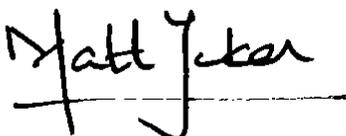
Having a **strong positive Health and Safety culture** we do this by,

- Using Council-wide management channels that are maintained to encourage and promote effective consultation, co-operation and communication
- All services will develop local systems to ensure contributions and concerns regarding health and safety can be raised at service level and cascaded to the Health and Safety Committee or Board where appropriate.

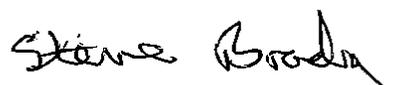
Implementation and maintenance of an effective **Health and Safety Management System** HSG65 (HSE) via a strong performance management monitoring system. This will include:

- Safe working environments
- Safe systems of work, plant and equipment
- Provision of adequate information, instruction, training and supervision to ensure all staff and others as appropriate can carry out their work in a safe, competent and professional manner for e.g. via corporate health and safety team audits, training or service specific supervision

This policy and statement of intent are to be brought to the attention of all staff at the earliest opportunity via induction and made available to partner and other outside organisations as appropriate. All managers must ensure that any amendments to the policy or health and safety management procedures are timely and appropriately communicated to all staff under their area of responsibility.



Matt Jukes, Chief Executive



Stephen Brady, Leader of the Council

## 1. Chief Executive

The Chief Executive has overall responsibility and is the statutory duty holder for health and safety of employees and others who may be affected by the Council's activities. In addition they shall

- 1.1 Set a personal example at all times with respect to health and safety good practice and promote a positive health and safety culture by demonstrating a clear commitment to achieving high standards of health and safety management through positive leadership on health and safety issues, consultation and cooperation with employees and employee representatives
- 1.2 Ensure adequate resources, proportionate to the level of risk, are made available for the effective implementation of this policy and any associated management arrangements, including the maintenance of our premises, facilities and equipment and the delivery of adequate training to our employees
- 1.3 Assign responsibilities for the effective planning, organisation, control, measuring, monitoring, reviewing and auditing of the health and safety management system and its associated policies and procedures
- 1.4 Ensure health and safety is recognised as a core business function and fully integrated into the business activities of the Council with health and safety objectives being an integral component of service delivery plans
- 1.5 Provide the Council with an annual report detailing the Council's health and safety performance against its strategy and agree the strategy and objectives for forthcoming periods
- 1.6 Be kept informed of any significant health and safety failures, and of the outcome of the investigation into their causes
- 1.7 Ensure that health and safety performance is reviewed regularly by the Health and Safety Management Board
- 1.8 Ensure that each Director and City Manager has the appropriate level of competency in health and safety to enable them to effectively undertake their role

## 2. Corporate Director

The Chief Executive nominates a corporate director to be given responsibility for health and safety management within Hull City Council as the operational Duty Holder. In addition to their responsibilities and of the Corporate Team they shall

- 2.1 Ensure the successful implementation of the councils Health and Safety Policies by ensuring the allocation of resources including an adequate budget, suitable and sufficient equipment, adequate human resources, time and training
- 2.2 Appoint competent person(s) to take day to day responsibility for the control of services and for assessing and controlling identified significant risk such as fire, asbestos and Legionella
- 2.3 Set a personal example at all times with respect to health and safety good practice and promote a positive health and safety culture by demonstrating a clear commitment to achieving high standards of health and safety management through

positive leadership on health and safety issues, consultation and cooperation with employees and employee representatives

- 2.4 Ensure that Corporate Strategy Team and Elected Members are kept informed of strategic health and safety issues
- 2.5 Support and promote the development of health and safety arrangements and initiatives to ensure they are delivered within our organisation
- 2.6 Promote and present health and safety policies at Corporate Strategy Team that are developed and agreed by the Health and Safety Management Board
- 2.7 Ensure a nominated senior management representative is appointed and responsible for financial planning and they have identified adequate resources, proportionate to the level of risks and are made available for the effective implantation of this policy and associated management arrangements, including the delivery of adequate training
- 2.8 Ensure health and safety performance standards and indicators are developed and used within the authority in keeping with corporate objectives and legislative requirements, that health and safety performance is reviewed regularly and a report is prepared for consideration within the authority and its publication
- 2.9 Ensure the provision of effective arrangements for the monitoring and surveillance of the health of employees who are exposed to specific risks
- 2.10 Ensure health and safety matters are given due consideration when developing any policies and strategies and when allocating associated responsibilities and resources
- 2.11 Ensure that health and safety management is an integral part of all management plans strategies and activities of the Council
- 2.12 Maintain a Corporate Health and Safety Committee
- 2.13 Monitor the Health and Safety Management Board arrangements

### **3. Elected Members**

Members have an important role, with both individual and collective responsibilities, for providing leadership and direction to assist in ensuring that the Council implements and maintains effective health and safety standards. In their areas of responsibility members are responsible for:

- 3.1 Setting a personal example at all times with respect to good health and safety practice ensuring they follow the Members and Officers Protocol and co-operate with Hull City Council's health and safety policies and procedures
- 3.2 Ensuring that the necessary physical, financial and human resources required to effectively implementing the health and safety policy and associated procedures are available in decision making they take

- 3.3 Ensuring they consider and address any potential health and safety implications of all their decisions before they are taken
- 3.4 Ensuring health and safety is recognised as a core business function and fully integrated into the business activities of the Council
- 3.5 Keeping themselves informed of any significant health and safety failures, and of the outcome of the investigation into their causes
- 3.6 Ensuring they undertake an appropriate level of health and safety training relevant to their position
- 3.7 Elected Members assigned to attend the Health and Safety Committee will receive consider and provide feedback on the Council's reports on health and safety performance against set objectives

#### **4. Portfolio Holder**

All of the Elected Member duties above (is a member of the Health and Safety Committee) plus:

- 4.1 Ensure that Health and Safety matters are championed across the authority and areas of priority are highlighted
- 4.2 Ensure that the corporate health and safety teams performance is reviewed regularly
- 4.3 Ensure the organisations health and safety performance is monitored

#### **5. Directors**

Directors have overall responsibility for the implementation of this policy and associated management arrangements within their directorate including:

- 5.1 Setting a personal example at all times with respect to health and safety good practice and promote a positive health and safety culture by demonstrating a clear commitment to achieving high standards of health and safety management through positive leadership on health and safety issues, consultation and cooperation with employees and employee representatives
- 5.2 Developing local management arrangements to assist in the implementation of the Corporate Health and Safety Policy, related documents and specific procedures with assistance from the Health and Safety Team
- 5.3 Supporting City Manager's to fulfil their duties and responsibilities as required by the Health and Safety Management Board and assist them in implementing health and safety policies and arrangements within their respective service areas.
- 5.4 Nominations of a Building Locations Manager for each building being occupied by the directorate in liaison with the City HR Manager and the City Property and Assets Manager
- 5.5 Providing adequate resources, proportionate to the level of risk, are made available for the effective implementation of this policy and any associated management

arrangements, including the maintenance of our premises, facilities and equipment and the delivery of adequate training to our employees

- 5.6 Ensuring that all staff within their directorate receive adequate training, instruction and supervision to enable them to effectively carry out their responsibilities

## **6. City Managers and Assistant City Managers**

In their areas of responsibility, and in addition to responsibilities specified in other associated Council Human Resources policies and procedures, City Managers and Assistant City Managers are responsible for

- 6.1 Setting a personal example at all times with respect to health and safety good practice and promote a positive health and safety culture by demonstrating a clear commitment to achieving high standards of health and safety management through positive leadership on health and safety issues, consultation and cooperation with employees and employee representatives
- 6.2 Ensuring the health and safety of all employees and of other persons who may be affected by the Council's activities
- 6.3 Ensuring precautions remain effective and the condition and performance of systems by means of monitoring are relevant, that health and safety inspections are carried out and remedial actions are completed, adequate records are kept to confirm that the particulars of the risk control measures have been implemented both as a matter of routine and in the event of a crisis
- 6.4 Ensuring that the health and safety policy and associated procedures are effectively implemented, providing the necessary physical, financial and human resources required and ensuring that effective monitoring, review, development and continual improvement health and safety performance.
- 6.5 Where necessary develop and implement departmental specific health and safety policies and management arrangements to ensure significant risk are adequately managed. Ensuring that the health and safety policy and associated procedures are brought to the attention of all employees and others as appropriate
- 6.6 Preparing, producing and implementing service area health and safety action plans, ensuring that health and safety is fully integrated into business activities with health and safety objectives being an integral component of service delivery plans
- 6.7 Producing a KPI report to the Health and Safety Management Board detailing health and safety objectives being an integral component of service delivery plans
- 6.8 Ensuring they consider and address any potential health and safety implications of all their decisions before they are taken and cascade health and safety to their teams
- 6.9 Keeping up to date with changes to health and safety legislation, standards and good practice relevant to their service area's activities
- 6.10 Ensuring risk assessments for activities are undertaken, control measures identified and implemented and the outcomes communicated to employees and others as appropriate

- 6.11 Ensuring that there are effective arrangements to receive, collate and disseminate health and safety information.
- 6.12 Ensuring that all incidents are reported, documented appropriately investigated and preventative measures put in place to avoid reoccurrences
- 6.13 Ensuring that they are kept informed of any significant health and safety failures and of the outcome of the investigation into their causes
- 6.14 Ensuring employees receive any health and safety training (including induction) required to carry out their work safely and are competent to do so
- 6.15 Undertaking an annual health and safety inspection of their services
- 6.16 Ensuring there is an adequate competent person (as per below) appointed to carry out the duties to carry out the practical implementation of safety measures such as fire warden duties, first aid provisions, temperature checks, water point flushing and the premise log books are adequately maintained
- 6.17 Ensuring that health and safety is appropriately considered at the planning and design stages (for example during the development or introduction of new methods of work, equipment, buildings etc)
- 6.18 Make arrangements for delegating duties to appropriate individuals to assist in the practical implementation of the health and safety procedures of the council

## **7. City Property and Asset Manager**

The City Property and Asset Manager is responsible for ensuring Hull City Council property portfolio is suitably maintained and monitored. Where premises are not controlled but are occupied by Hull City Council staff, suitable premises and plant/equipment maintenance schedules must form part of any leasing or other occupancy arrangements. In particular, but not exclusively, the following areas should be included:

- Asbestos management
- Legionella management
- Building structure
- Electrical systems
- Fire safety and fire risk assessment program
- Fire extinguishers and associated fire systems
- Gas heaters and boilers
- Glazing, heating and ventilation systems
- Hoists and lifts
- Portable electrical equipment
- Prevention of unauthorised roof access

- 7.1 Arrangements must be in place to ensure compliance with all statutory requirements and comprehensive records of all inspections, tests and other maintenance results should be established and maintained for each building
- 7.2 Ensure that Health and Safety Team and other relevant persons are consulted on where any doubt exists regarding property related issues

- 7.3 Ensure a Building Location Manager is nominated for each building being occupied by the department in liaison with the City Manager/s
- 7.4 Ensuring that adequate control procedures are in place for contractors (in co-ordination with appointed persons)
- 7.5 When building work is scheduled and the work comes within the scope of the Building Regulations, arrangements must be in place to ensure an application is submitted to Hull Building Control prior to commencement of the work. All work carried out must comply with Building Regulation requirements and a copies of the building regulation approval notice and completion certificate should be retained for each building. Hull Building Control should be contacted prior to the commencement of proposed work to establish if Building Regulation approval is required.

## **8. Building Location Manager**

The Building Location Manager has responsibility for the day to day coordination of safety management within the building. They shall ensure;

- 8.1 Any building matters that may compromise the safety of employees, contractors, visitors and others where immediate actions are not effective or applicable is brought to the attention of the City Property and Asset Manager (Landlord for Hull City Council)
- 8.2 The scheme of precautions to control the risk of Legionella, fire and asbestos etc., are implemented fully by the Responsible and competent persons
- 8.3 Bring to the attention of the Health and Safety team any significant deficiencies that may arise from building related Council activities and reporting ALL incidents (RIDDOR)
- 8.4 A building forum is developed which meets at regular intervals with relevant representatives and that is chaired by them and/or a nominated deputy (Terms of Reference are consistent with Health and Safety standards)
- 8.5 There is a coordinated approach to common building arrangements where there is multi occupancy e.g. fire and first aid and that there is adequate communications maintained on matters relating to Health and Safety of building users

## **9. Competent Persons**

The Competent Person employed by Hull City Council, in combination with suitably competent contractors with other responsibilities or appointed separately in an independent capacity have responsibilities to supply relevant, accurate and up to date information within their field of expertise via the established lines of communication to facilitate and support the control of fire/asbestos/ legionella/gas safety management.

They are responsible for ensuring the monitoring by means of auditing on the activities of all contractors/sub-contractors and corporate partners as required.

## **10. Appointed Persons**

- 10.1 The appointed persons have responsibility for the safe operation of plant, equipment and facilities, implementing the scheme of precautions such as fire alarm/emergency lighting checks, weekly flushing regimes, temperature monitoring, security arrangements and contractor supervision arrangements as examples
- 10.2 They are responsible for ensuring that the premise logbooks are adequately populated and they report any deficiencies to the Responsible Person and Building Location Manager as appropriate

## **11. Line Managers**

In their areas of responsibility, and in addition to responsibilities specified in other associated Council Human Resources policies and procedures, all levels of Line Managers are proportionately responsible for:

- 11.1 Setting a personal example at all times with respect to good health and safety practice
- 11.2 Ensure the health and safety of employees and of other persons who may be affected by the Council's activities
- 11.3 The measurement, monitoring, review, development and continual improvement of health and safety performance
- 11.4 Ensuring familiarity with the health and safety policy and associated procedures and effectively implementing them, providing the necessary physical, financial and human resources required to do so and informing their line manager of any resource requirements
- 11.5 Not allowing work to commence or continue if it cannot be performed safely, until a safe method is identified and implemented
- 11.6 Ensuring that health and safety objectives are an integral part of their team delivery plans
- 11.7 Ensuring that they consider and address any potential health and safety implications of all their decisions before they are taken
- 11.8 Keeping up to date with existing and revised health and safety legislation, standards and good practices relevant to their activities
- 11.9 Undertaking risk assessments, identifying and implementing control measures, communicating the outcomes to employees and others as appropriate
- 11.10 Keeping employees informed of all incidents that occur (ensuring that they are reported and documented), undertaking appropriate levels of investigation and implementing preventative measures to avoid a recurrence
- 11.11 Ensuring senior managers are informed of any significant health and safety failures, and of the outcome of the investigation into their causes
- 11.12 Providing adequate levels of supervision as identified for employees and others (i.e. contractors) as appropriate

- 11.13 The provision of timely feedback to senior managers regarding any deficiencies in health and safety policies, procedures, plans, systems etc
- 11.14 The identification and subsequent provision of employees' health and safety training requirements
- 11.15 The identification and provision of employees' personal protective equipment requirements, ensuring its correct use
- 11.16 Ensuring the identification, and testing of, all equipment and systems in accordance with relevant statutory requirements and best practices, maintaining relevant records
- 11.17 Providing arrangements to ensure employees and others (for example visitors, members of the public, contractors etc) have safe access and exits at all times whilst on the premises considering any persons who may have additional requirements (for example wheel chair users, visually impaired etc)
- 11.18 Undertaking appropriate health and safety inspections
- 11.19 Ensuring that the identification or training of sufficient first aiders is identified and training is provided and identify if first aid equipment is present in sufficient numbers and their locations are known to employees or that delegated resources for the provision of equipment is made (co-ordinating the information with the Building Location Manager)
- 11.20 Ensuring that transferred and new employees are informed of the hazards and risk control measures involved with the service areas activities
- 11.21 Ensuring that all employees have the appropriate level of competency in health and safety to enable them to effectively undertake their role
- 11.22 Ensuring that health and safety is appropriately considered at the planning and design stages (for example in the development or introduction of new methods of work, equipment, buildings etc)

## **12. Employees**

The Health and Safety at Work Act, the Management of Health and Safety at Work Regulations and other associated legislation place duties upon all employees. Therefore in addition to the responsibilities specified in other Council policies it is the responsibility of every employee to:

- 12.1 Set a personal example at all times with respect to good health and safety practice
- 12.2 Fully familiarise themselves with the Council health and safety policies and associated procedures, seeking clarification from line managers where necessary
- 12.3 Take reasonable care for the health and safety of themselves and other persons (i.e. members of the public, contractors, customers etc) who may be affected by their acts or omissions at work
- 12.4 Attend and undertake all statutory and mandatory health and safety training courses as and when directed to do so

- 12.5 NOT intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare
- 12.6 Report all incidents to their line manager as soon as possible, whether or not the incident involved personal injury
- 12.7 Notify line management (or if not available another appropriate person) of any work situation having the potential for serious and imminent danger to health and safety and of any matters / shortcomings relating to existing practices, procedures or protective measures which might give rise to risks to health and safety
- 12.8 Report any medical condition which makes them unfit for or at increased risk from any particular work activity either temporarily or permanently
- 12.9 Wear protective clothing and safety equipment as required reporting any defect to their line management
- 12.10 Use machinery, equipment, substances, transport equipment or other means of safety device in conformity with relevant training / instruction. Report any defects in plant or equipment to their line manager
- 12.11 Co-operate with the Council, line management and other appropriate persons to enable them to conform and comply with any health and safety duties or requirements imposed upon them and suggest possible amendments to existing practices or procedures which could improve health and safety
- 12.12 Employees are to be made aware of how to obtain first-aid during local inductions, the details of which are to be displayed on local department notice boards. First aiders and or appointed person shall as part of their duties;
- 12.13 In all cases, particularly at non Hull City council controlled premises, employees are to make themselves aware of local first aid arrangements and procedures. Particular attention should be paid to
  - Arrangements and procedures for summoning first-aid
  - The names of the first aiders/appointed persons
  - The location of first aid equipment
  - How to report an incident/health and safety issue

### **13. Health and Safety Services**

Health and Safety Services support the Council and all its employees in their roles by providing professional, authoritative and impartial advice and assistance on matters relating to occupational health and safety.

In addition to responsibilities specified in other associated Council Human Resources policies and procedures the Health and Safety Services is responsible for:

- 13.1 Effectively communicate any proposed legislation relevant to health and safety and the identification of any potential implications for the council. Promoting best practice and compliance with statutory requirements and corporate policies or standard

- 13.2 Providing advice and guidance to managers and employees, to assist in the promotion and development of a positive health and safety culture and securing a effective implementation of health and safety management system
- 13.3 Implement corporate health and safety audit/inspection programme, which is measured, against both pro-active and reactive indicators incorporated in elements of the Council's health and safety management system and its legislative requirements
- 13.4 Set a personal example at all times with respect to health and safety good practice and advise on the promotion of a positive health and safety culture by demonstrating a clear commitment to achieving high standards of health and safety management through positive co-operation on health and safety issues, consultation and cooperation with employees and employee representatives
- 13.5 Maintain adequate management systems on legislation, law and management practices relevant to health and safety, including suitable systems and procedures for the reporting, recording, appropriate investigation and analysis of work-related incidents and cases of ill health
- 13.6 Reporting any incidents under RIDDOR to the Health and Safety Executive and assisting managers in the investigation of serious incidents and ill health as appropriate and represent the council in terms of any enforcement or regulatory visits (HSE/Fire/EA etc)
- 13.7 Work alongside Occupational Health to ensure that health surveillance for employees, identified as being at risk by virtue of their occupation or location is carried out and advise on issues of medical capability and issues where there is a relationship between health on work or work on health is carried out
- 13.8 Establishing professional relationships at all levels within the Council and, as appropriate, with external organisations (for example the Health and Safety Executive, Fire services, Trades associations etc)
- 13.9 Advising on the risk assessment process including the identification of hazards, the assessment of associated risk and the identification of suitable risk control measures
- 13.10 Having the authority to enter any Council premises or sites at any time to inspect conditions relating to the health, safety and welfare of Council employees and to stop or prohibit work being carried out by or on behalf of the Council where there is a serious risk to the health and safety of employees and others who may be affected by that work (for example members of the public, contractors etc)

## **14. Occupational Health**

Occupational Health supports the Council and its employees in their roles by providing professional, authoritative and impartial advice and assistance on matters relating to health and wellbeing in the workplace. The Occupational Health team also advises Hull City Council in respect of occupational health policy formulation and development.

Occupational Health is responsible for:

- 14.1 Advising Hull City Council in respect of occupational health policy formulation and development

- 14.2 Assisting managers with the management of sickness absence and ill health by assessing referred employees and providing advice
- 14.3 Advice on rehabilitation and redeployment or any adjustments necessary to an employees work activities or workplace
- 14.4 Processing ill-health retirement applications from employees who are no longer fit to continue working.
- 14.5 Report any work related ill health or disease to the Health and Safety team and assist with any investigation (as defined under RIDDOR)
- 14.6 Provide effective support and provision of specialist advice regarding the management of employee's ill health in the workplace
- 14.7 Undertake pre-employment health screening and medicals as well as statutory and best practice health surveillance of employees
- 14.8 Ensure that all third parties that work with Occupational Health are made aware of all Hull City Council policies and procedures
- 14.9 Manage records associated with their activities in accordance with the Access to Medical Reports Act 1988 and the Access to Health Records Act 1990 in addition to the professional obligations on confidentiality set by the Nursing and Midwifery Council
- 14.10 Overseeing the provision of the employee external confidential counselling service provision

## **15. Trade Union Safety Representative**

The Safety Representatives and Safety Committees Regulations 1977 (SRSC Regulations) prescribe the cases in which recognised Trade Unions may appoint safety representatives. Trade Unions and their Safety Representatives have an important role and the Council welcomes and encourages their participation in the promotion of health and safety. The new HSE guidance document HSG263 provides examples of how to comply with the above regulations.

In addition to any responsibilities specified in other Council policies the role of appointed Trade Union Safety Representatives includes:

- 15.1 Setting an example at all times with respect to good health and safety practice
- 15.2 For those employees they are appointed to represent, representing them in consultations with the Council
- 15.3 Assisting in ensuring effective co-operation in the development and promotion of health and safety at work
- 15.4 Investigating potential hazards and dangerous occurrences at the workplace, examining the causes of accidents at the workplace and making representations to the Council on matters arising from such

- 15.5 Carrying out inspections of the workplace in accordance with the SRSC Regulations for their service area
- 15.6 Investigating complaints relating to the health, safety and welfare at work of those employees they are appointed to represent and making representations to the Council on matters arising from such issues
- 15.7 Receiving information from the Health and Safety Executive (HSE)
- 15.8 Representing in consultations those employees they are appointed represent at the workplace with inspectors of the HSE, or any other enforcing authority as appropriate
- 15.9 Attending relevant health and safety committee meetings for their service area

## **16. Fire Wardens**

As part of their duties, managers are to ensure adequate arrangements, equipment, facilities and trained personnel are available to implement emergency procedures in the event of the outbreak of fire. Employees are to be made aware of local fire arrangements and procedures in the event of the outbreak of fire. Employees are to be made aware of local fire arrangements and procedures during local induction.

As part of their duties, fire wardens shall:

- 16.1 Undergo initial and refresher training courses at regular intervals
- 16.2 Inspect on regular basis, the fire preventative and control measures within their areas of responsibility and record their findings in the fire logbook for the premises (be familiar with any site-specific fire risk assessments relevant to their area of responsibility and /or role
- 16.3 Ensure that all designated escape routes are kept free of obstructions at all times
- 16.4 In the event of a fire, assist in the prompt evacuation of the work place and proceed to the assembly point closing doors en route, and along with other fire wardens, ensure that building is completely evacuated
- 16.5 On arrival at the assembly point, ensure that all personnel for whom they are responsible are accounted for
- 16.6 Ensure that no one re-enters the premises until it has been declared safe to do so by the fire brigade officer or senior fire warden

## **17. First Aiders**

As part of their duties, managers are to ensure adequate arrangements, equipment, facilities and trained members of staff are available to administer first-aid to employees whilst at work, irrespective of where this may be in accordance with the First Aid at Work Regulations 1981.

- 17.1 Be responsible for any first aid box placed in their care and ensure that the box always contains an adequate stock of usable materials
- 17.2 Attend to person requiring first aid in accordance with the training they have received

# Appendices

## 1. Health and Safety Arrangements

### 1.1 Corporate Health and Safety Policies

Hull City Council health and safety management systems and policies incorporate health and safety legislation relevant to the organisation and its work activities, specifically the Health & Safety at Work etc. Act 1974 and subordinate legislation, regulations and guidance documents made under and/or associated with this Act.

Health and safety related policies can be accessed on the Intranet, Policies and Procedure link. Advice with regards to specific policy can be sought from the Health and Safety team or other relevant specialist advisors.

### 1.2 Service-specific Health and Safety Policies

Where service-specific policies and procedure are required at department/site level to facilitate compliance with corporate health and safety policies, law or industry best practice, etc. the responsibility for ensuring the development, introduction and any subsequent amendments of such policies is the City Manager.

### 1.3 Corporate Health and Safety Action Plan

Hull City Council's Health and Safety Action Plan is prepared by the Health and Safety Strategic Manager. The Health and Safety Management Board approve the health and safety report and health and safety action plan. It must reflect health and safety issues, Hull City Council's vision for the future and positively measure performance against key performance indicators. Service health and safety action plans should be developed whilst considering relevant council, as well as service specific issues including:

- Any policy change
- Service evaluation and workplace inspections
- Risk assessment reviews
- Training needs
- Performance indicators and future targets

Targets should be specific, measurable, achievable and realistic and time limited (SMART) and effective systems and resources must be in place to achieve targets.

### 1.4 Incident Reporting and Investigation (RIDDOR)

The reporting and investigation of work-related incidents to identify and take appropriate measures to prevent a re-occurrence is an essential part of managing health and safety. All work related incidents causing, or with the potential to cause, injury, ill health, damage or loss must be promptly reported, recorded on a Council incident report form and included on the Council's incident reporting system Airsweb.

All incidents that require further reporting under the Reporting of Injuries, Diseases and Dangerous Occurrences regulations (RIDDOR) or other relevant external agencies must be reported to the Health and Safety Team immediately. All work related incidents must be investigated with appropriate measures being identified and implemented to prevent re-

occurrence. Tools to assist with the reporting and investigation of work related incidents are available on the Council's intranet site.

As of the 1<sup>st</sup> April 2015 the Care Quality Commission (CQC) will have new enforcement powers in relation to Health & Adult Social Care registered services, under the Regulated Activities Regulations 2014 for safety and quality of treatment and care matters involving patients and service users in receipt of a health or adult social care service (registered services only), other incidents involving staff will remain the responsibility of the HSE.

### **1.5 Legionella Management**

Hull City Council has a duty under Health and Safety legislation to manage the risks of Legionella within its premises.

These duties and specific responsibilities are outlined in the Legionella Policy and Procedure and also in the Legionella management plan.

### **1.6 Asbestos Management**

Hull City Council has a duty under Health and Safety legislation to manage the risks of Asbestos within its premises including schools where applicable.

These duties and specific responsibilities are outlined in the Asbestos Policy and Procedure and also in the Asbestos management plan.

### **1.7 Consultation with Employees**

It is a requirement for employers through the Safety Representatives and Safety Committees Regulations, and the Consultation with Employees Regulations to consult with staff. Hull City Council recognise union appointed and voluntary employee safety representatives as an integral part of the health and safety management structure and the functions undertaken by safety representatives are not imposed upon them, but reasonable time off without loss of earnings should be given whilst undertaking health and safety duties and attending training. The success of Hull City Council's health and safety Policies and procedures is reliant on actively involving staff and managers should allow representatives reasonable time to address departmental health and safety issues.

Managers must consult with safety representatives promptly on any health, safety or welfare matter likely to affect staff they are representing, using established management communication channels.

Items or initiatives raised at team or union meetings which cannot be resolved at a local level should be directed to relevant meetings where appropriate.

### **1.8 Construction Design and Management**

Hull City Council under the CDM regulations 2015 is the Client for various activities such as new builds, refurbishments, major projects such as redevelopment of public areas and maintenance such as painting and decorating. Under CDM Hull City Council must make suitable arrangements for managing a project, including making sure:

- Other duty holders are appointed as appropriate
- Sufficient time and resources are allocated

Make sure

- Relevant information is prepared and provided to other duty holders
- The principle designer and principle contractor carry out their duties
- Welfare facilities are provided

### **1.9 Control of Contactors and others**

Contractors, suppliers and partner organisations have a legal duty to work safely and comply with health and safety legislation, and have in place appropriate sources of competent health and safety advice. Staff employing third party contactors to carry out work on behalf of the Council, also have a legal duty to ensure those contractors are skills, knowledge, training and experience to carry out the specific work safely.

All contractors must make it clear to managers/supervisors those areas of health and safety that are the responsibility of the contractor and those that are the responsibility of the manager/supervisor, when any service is being undertaken on Council premises.

Please see HSE website for information regarding prosecutions and breaches of H&S legislation. <http://www.hse.gov.uk/prosecutions/>

### **1.10 Emergency Planning and Arrangements**

Emergency Planning and arrangements and procedures are managed through the Humber Emergency Planning Service to access advice that may affect your business please look on the "HEPS" website ([www.heps.gov.uk](http://www.heps.gov.uk)). Advice can also be obtained on the Hull City Council's Intranet site.

### **1.11 Monitoring Health and Safety Performance**

Progress relating to the corporate annual health and safety action plan is monitored by Health and Safety Management Board. The corporate health and safety management system polices detail procedures for monitoring and reviewing the council's health and safety performance, whilst providing scope for continual improvement in health and safety management. Health and Safety Strategic Manager presents an annual report to the Corporate Committee detailing corporate health and safety performance from the previous twelve months.

Objectives and plans are to be established at service level to reflect the corporate vision, assist in facilitating continual improvement corporately and ensure compliance with Hull City Council policies. All corporate and service-specific health and safety plans are to be regularly updated,

Building Location Manager and health and safety representatives will provide reports to the Building Forums meetings.

In addition to a corporate health and safety audit inspection programme being implemented and led by the Health and Safety Team. Health and safety performance should be measured at service level, against both pro-active and reactive indicators incorporated in existing health and safety policies. Indicators can include, but not limited to:

- Local health and safety management strategies implemented i.e. safety reps, fire wardens first aiders, meetings, etc.

- health and safety meetings notes – corporate and at service level
- Staff training records (to include corporate e-learning courses, team briefings, local induction briefings for staff/contractors/volunteers/temps/others, etc.)
- Policies documented at service level
- Workplace inspection records
- Risk assessment records
- Health and safety action plans
- Accident and ill health data (including investigation records and learning outcomes)
- Near-miss reporting documentation

Service Location Managers will be nominated by the City Manager to assist their department managers in implementing systems to positively monitor and measure health and safety performance

Managers should assist safety representatives in carrying out joint health, safety and welfare inspections of all work areas under their area of responsibility forwarding results to their Service Location Manager for discussion at the Health and Safety meetings.

### **1.12 Health and Safety Training**

Hull City Council recognises its responsibilities for training in Health and Safety for all employees. All employees must have the relevant skills, knowledge, training and experience to carry out their work safely; therefore they must undertake the required training where necessary. Service areas must ensure that all training provided is documented and signed for by recipients and evaluated. Health and safety training must be delivered by competent persons.

Employees and managers must co-operate in undergoing such training as is required.

Hull City Council is responsible for identifying, assessing and monitoring performance of training needs by means of a competency framework strategy.

Hull City Council must ensure adequate resources are in place to fulfil its statutory requirements.

### **1.13 Fire and Emergency Procedures**

Responsible persons will ensure that

- Fire risk assessment programme is implemented and monitored by a competent person for the building
- That they review the fire risk assessment periodically
- That they co-operate with other building users in effective emergency plan, particularly where other users are not part of Hull City Council
- Personal Emergency Evacuation Plans [PEEP] are completed
- That a fire log book is held on site and is fully completed for all testing/training/false alarms and that a report is made to the Building Forum meetings of the outcome of any evacuation from the building
- Ensure adequate fire wardens are provided
- All employees are fully aware of the fire and emergency procedures for the building
- All employees receive training in fire awareness and where applicable fire warden training and the use of firefighting equipment

## **2. Key reference documents**

In preparing this policy reference was made to key documents including:

Health and Safety at Work, etc. Act 1974

Management of Health and Safety at Work Regulations 1999 (as amended)

Safety Representatives and Safety Committees Regulations 1977

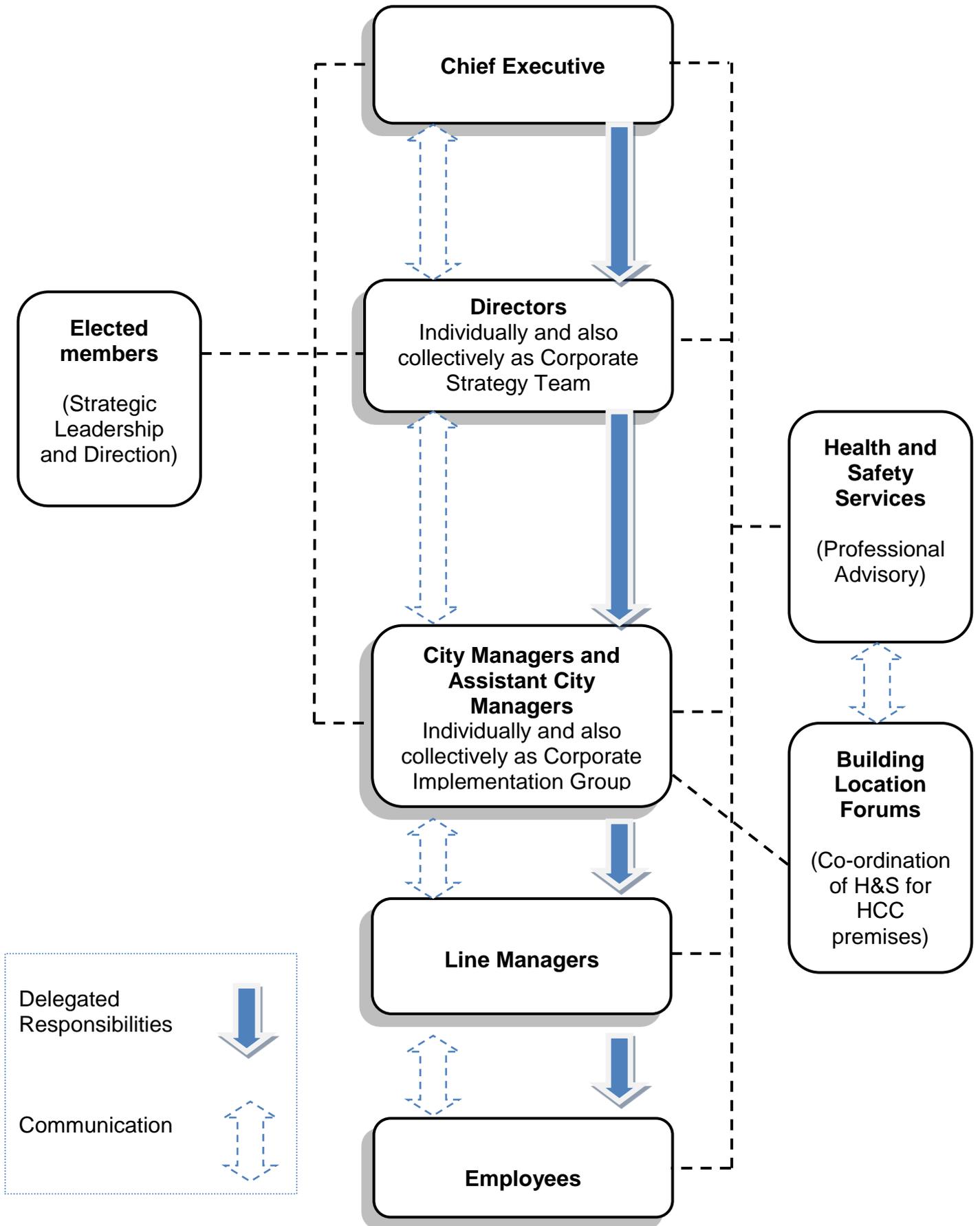
The Health and Safety (Consultation with Employees) Regulations 1966

Successful Health and Safety Management (HSG 65)

Occupational Health and Safety Management Systems (BS 8800, OHSAS 18001)

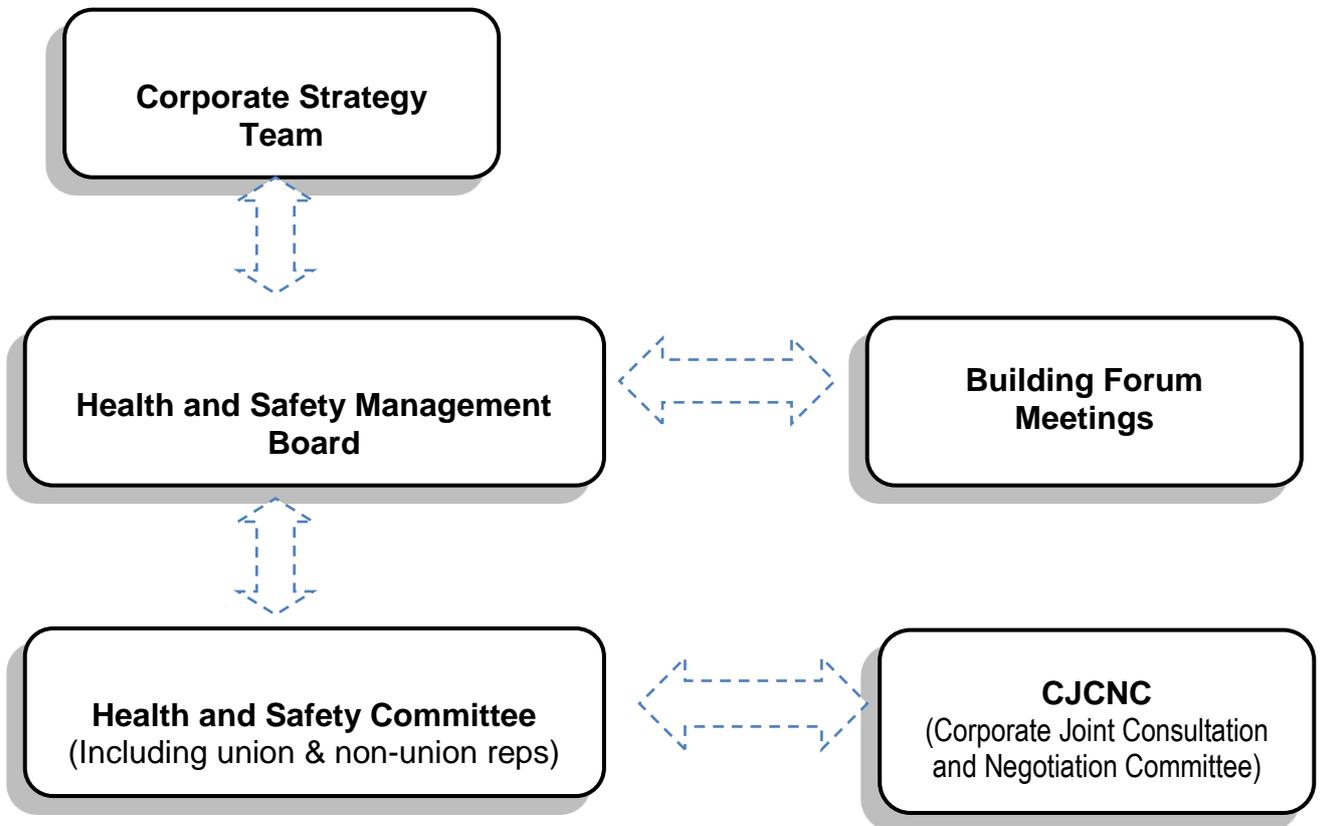
Directors Responsibilities for Health and Safety (INDG343)

### 3. Organisational Structure



Health and Safety Responsibilities	Strategic Responsibilities		Operational Responsibilities				
	Chief Executive	Directors	Nominated Health and Safety Lead	City Managers	Assistant City Managers	Line Managers	Employees
	<b>Culture Setting</b> <b>Strategic overview</b> <b>Identifying and Providing Resource</b> <b>Reporting on Health and Safety Performance</b>						
			<b>Planning for Health and Safety</b> <b>Setting Health and Safety Policy</b> <b>Monitoring Performance</b>				
			<b>Allocating Resource</b>				
			<b>Reporting on Health and Safety Performance</b>				
			<b>Record Health and Safety Performance</b> <b>Assess health and safety risks</b> <b>Implement risk controls</b> <b>Supervision</b> <b>Incident Investigation</b>				
			<b>Identifying risks/hazards</b> <b>Cooperate with health and safety Procedures</b> <b>Report incidents (RIDDOR)</b>				

## 5. Health and Safety Communication and Consultation



6.

## **A Guidance Document for Local Authority Community Schools within Kingston upon Hull**

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## 1. Introduction and Purpose

- 1.1 This guidance has been produced by Hull City Council Health and Safety Team to assist schools in creating a site specific health and safety policy. The information contained in this document is based on Health and Safety Executive guidance and should not be referenced in isolation. Further information on creating a health and safety policy please contact the Hull City Council Health and Safety Team.
- 1.2 All schools are required to document a Health and Safety Policy for compliance the Health and Safety at Work etc Act 1974 and supporting regulations. The policy should be school specific and detail responsibilities and procedures for managing health and safety to ensure the protection of staff, pupils, visitors and others from ill-health and/or harm arising from schools activities and/or infrastructure. The Health and Safety Team has produced this model policy to assist Hull City Council maintained schools, to fulfil their legal obligation. This document should be adapted to fit the needs of each individual school; however, schools are **not** legally bound to use this template.
- 1.3 The Headteacher and/or the Governing body for individual schools are responsible for ensuring that;
- A school health and safety policy is documented and adhered to.
  - All staff are familiar with the policy, specifically the responsibilities and arrangements in place for ensuring the safety, health and wellbeing of staff, pupils, visitors and others.
  - The Health and Safety Policy 'statement of intent' is prominently displayed where it can be seen by all staff, e.g. in the staffroom.
  - That the policy is reviewed at least annually and re-published where necessary (at least every 3 years).

## 2. What is a Health and Safety Policy

- 2.1 There is a legal requirement to document a health and safety policy if a company/business/etc. employs 5 or more people. A health and safety policy is a document that details the corporate safety management systems implemented to protect staff and others from ill- health or harm relating to the business's work activities or infrastructure. A model policy will address three main areas (in accordance with HSE guidance – HSG 65):

Part 1: A health and safety 'statement of intent'

Part 2: Organisational responsibilities for managing health and safety

Part 3: The health and safety arrangements for protecting people and compliance with law.

## 3 Statement of intent:

- 3.1 Senior management must document and detail their school-specific Health and Safety 'Statement of intent' to be endorsed by a senior manager (see Appendix 1).

Actions Required:

- (i) The Governing Body must accept the Statement and the Chair of Governors must sign to this effect
- (ii) Schools are recommended to include this statement in their school prospectus

#### **4 Organisation:**

- 4.1 Management must detail the organisation and responsibilities for managing Health and Safety in their particular school (See Appendix 2). It is very important that all members of staff know what their health and safety roles and responsibilities are.

Actions Required:

Management must detail the school-specific organisational chart for managing the safety, health and wellbeing of staff, pupils, visitors and others.

#### **5 Procedures and arrangements:**

- 5.1 This part of the document details how school management and staff will meet the standards set in the 'Statement of Intent'. It must include or reference procedures and arrangements implemented by the school –specific for managing all aspects of health and safety (controlling risks associated with all site- specific school activities and infrastructure).

Actions required:

- (i) Specific arrangements must be produced for the subjects outlined in the policy template, for example:
  - Risk assessments – you must draw up a procedure for completing these that details who will do it, when and how it will be processed.
  - Accident and incident reporting – detail the site- specific procedures and ensure they will include HCC corporate Health and Safety policy requirements i.e. Health and Safety Team must receive all incident reports that require reporting under RIDDOR

Note: The list of topics in the template is not exhaustive and all safety arrangements applicable to the school should be detailed or referenced in this section.

#### **6 Communication and Dissemination**

- 6.1 Once completed the policy and associated management arrangements must be communicated to all staff in the school. The document will form part of the portfolio of documentation required for compliance with UK Health and Safety Laws and subordinate regulations.

#### **7 Policy Review**

- 7.1 The policy should be reviewed at least annually and revised/republished on a three yearly basis (or sooner if required).

## **8 How to use the template to develop your site specific policy**

- 8.1 The template has been developed to give a basic framework on which to build a site-specific school Health and Safety Policy. You can also refer to the HCC corporate Health and Safety policy for another policy example.
- 8.2 Where procedures are detailed in other documents (HCC Corporate Policies, DFES Guidance documents, etc.) just refer the document (no need to duplicate). Where site-specific policies and procedures are in place, these must be detailed in the relevant section of the policy template document (template).
- 8.3 The template may not cover all aspects of your site- specific Health and Safety management system and local procedures as stated in the introduction, this template should be adapted to suit your particular school.

Appendix 1

HEALTH AND SAFETY POLICY TEMPLATE

**This template is not exclusive items should be added or deleted as appropriate to your premises**

[Insert School Badge / Logo]

[Name] **School**

**HEALTH AND SAFETY POLICY**

# 1. Statement of Intent

## Statement of Intent

The overall responsibility for safety, health and wellbeing within **Insert school** is vested in the Chief Executive and Leader of the Council. Elected Members and Directors fully recognise and accept their responsibilities as an employer under the Health and Safety at Work etc Act 1974.

Health and safety is a line management responsibility and all managers must embrace health and safety management as an integral part of their duties. All **Insert school** employees also have a statutory duty to take reasonable care for the safety and health of themselves and others who may be affected by their acts or omissions. This includes complying with **Insert school** policies and not misusing equipment provided in the interest of health and safety. Specialist advisors are employed by the council to assist managers and employees in fulfilling their obligations and those appointments are detailed in the corporate health and safety policy.

**Insert school** is responsible for ensuring the delivery of a wide range of services, so far as is reasonably practicable, it is important to ensure that every part of the work is carried out safely and the working environment and systems of work are safe for any person who may be affected by the organisation's activities including employees, service-users, residents, students, contractors and visitors.

This means more than just aiming to comply with minimum legislative requirements and it requires commitment from all levels of the school.

The School aims to achieve a strong health and safety culture by ensuring sufficient resources are available to fulfil these objectives. We recognise that employee commitment, involvement and support are fundamental to maintaining proactive safety management. Health and safety priorities, Policies, Procedures and Guidance have been developed and implemented across the council and are continually reviewed to maintain and improve our standards.

Our priorities are:

Having a **strong positive Health and Safety culture** we do this by,

- Using Council-wide management channels that are maintained to encourage and promote effective consultation, co-operation and communication
- All services will develop local systems to ensure contributions and concerns regarding health and safety can be raised at service level and cascaded to the Health and Safety Committee or Board where appropriate.

Implementation and maintenance of an effective **Health and Safety Management System** HSG65 (HSE) via a strong performance management monitoring system. This will include:

- Safe working environments
- Safe systems of work, plant and equipment
- Provision of adequate information, instruction, training and supervision to ensure all staff and others as appropriate can carry out their work in a safe, competent and professional manner for e.g. via corporate health and safety team audits, training or service specific supervision

This policy and statement of intent are to be brought to the attention of all staff at the earliest opportunity via induction and made available to partner and other outside organisations as appropriate. All managers must ensure that any amendments to the policy or health and safety management procedures are timely and appropriately communicated to all staff under their area of responsibility.

## 2. Organisation

### 2.1 Introduction:

To comply with the Statement of Intent the school's normal management structure have additional responsibilities, as detailed below.

An example organisational chart showing the school's health and safety management structure is at Appendix 2 and will require amendment to fit the school structure.

### 2.2 The Governing Body:

The Governing Body has the following responsibilities and must ensure that:-

- Set a personal example at all times with respect to health and safety good practice and promote a positive health and safety culture by demonstrating a clear commitment to achieving high standards of health and safety management through positive leadership on health and safety issues, consultation and cooperation with employees and employee representatives
- Responsibilities for health, safety and welfare are allocated to specific individuals and those persons are informed of these responsibilities
- Persons have sufficient experience, knowledge and training to perform the tasks required of them
- Clear procedures are created which assess the risk from hazards and produce safe systems of work
- Health and safety performance is measured both actively and reactively and is reviewed annually
- Ensuring that the necessary physical, financial and human resources required to effectively implementing the health and safety policy and associated procedures are available
- Keeping themselves informed of any significant health and safety failures, and of the outcome of the investigation into their causes
- they consider and address any potential health and safety implications of all their decisions before they are taken
- health and safety is recognised as a core business function and fully integrated into the business activities of the school

### 2.3 The Head Teacher

The Head Teacher has the following responsibilities and must ensure that;

- Set a personal example at all times with respect to health and safety good practice and promote a positive health and safety culture by demonstrating a clear commitment to achieving high standards of health and safety management through positive leadership on health and safety issues, consultation and cooperation with employees and employee representatives
- In liaison with the Health and Safety Team, Headteachers shall develop local management arrangements to assist in the implementation of the Corporate Health and Safety Policy, related documents and specific procedures
- Ensure a Building Locations Manager is nominated for the school in liaison with the school Governors

- They must fully commit to the statement of intent for Health, Safety and Welfare
- A clear written local policy for health and safety is produced and that the policy is communicated to staff and others requiring the information
- Appropriate information on significant risk activities is given to visitors and contractors
- Appropriate consultation arrangements are in place for staff and their representatives
- Ensure that all staff receive adequate training, instruction and supervision to enable them to effectively carry out their responsibilities
- Risk assessments of the premises and working practices are undertaken
- Safe systems of work are in place for identified risk factors
- Emergency procedures are in place
- Equipment is inspected and tested to ensure it remains in a safe condition
- Records are kept of all relevant health and safety activities e.g. assessments, inspections, accidents and investigations
- Arrangements are in place to monitor premises and performance
- All accidents are investigated and any remedial actions are implemented
- They report to the Governing Body at least annually on health and safety performance of the school

## 2.4 School Business Manager

The Building Location Manager has responsibility for the day to day management of their building and reports to the responsible person(s) (Headteacher) or Head of Property and Estates on any matters that may compromise the safety of employees, contractors, visitors and others where immediate actions are not effective or applicable, this includes ensuring that

- The scheme of precautions to control the risk of Legionella, fire and asbestos etc are implemented fully by the Responsible and competent persons and bringing to the attention of the Health and Safety Team and significant deficiencies that may arise from building related council activities and reporting of ALL incidents
- A building forum is developed which meets at regular intervals with relevant representatives and that is chaired by them and/or nominated deputy (Terms of Reference are consistent with health and safety standards)
- There is a coordinated approach to common building arrangements where there is multi occupancy e.g. fire and first aid and that there is adequate communications maintained on matters relating to Health and Safety of building users
- They are responsible for ensuring that adequate control procedures are in place for contractors (in co-ordination with appointed persons)
- Co-ordinate and manage the annual risk assessment process for the school
- Co-ordinate the annual general workplace monitoring inspections and performance monitoring process
- Make provision for the inspection and maintenance of work equipment throughout the school including statutory inspections (LOLER)
- Ensure that staff are adequately informed in safety and welfare matters about their specific work place and the school generally
- Carry out any other functions required by the Headteacher or Governing body

2.5 Teaching/Non-Teaching Staff Holding Positions of Special Responsibility. This includes deputy head teachers, curriculum co-ordinators, heads of faculty, heads of departments, clerical managers/supervisors, technicians and care takers [delete or include as appropriate]. They have the following responsibilities;

- Apply the schools Health and Safety Policy requirements to their own department or area of work and be directly responsible to the Headteacher for the application of Health and Safety procedures and arrangements
- Set a personal example at all times with respect to health and safety good practice and promote a positive health and safety culture by demonstrating a clear commitment to achieving high standards of health and safety management through positive leadership on health and safety issues consultation and cooperation with employees and employee representatives
- Carry out health and safety risk assessments of the activities they are responsible for
- Ensure that all staff under their control is familiar with any health and safety procedure for their area of work
- Attempt to resolve health, safety and welfare problems from members of staff or refer them to the Head Teacher. Any problems that cannot be resolved locally should be forwarded to the HCC Health and Safety Team for advice
- Carry out regular inspections of their areas of responsibility to ensure that equipment, furniture and activities are safe and make a good record of these inspections
- Ensure, as far as is reasonably practicable, the provision of information, instruction, training and supervision to enable employees and pupils to avoid hazards and contribute positively to their own health and safety
- Investigate any accidents that occur within their area of responsibility
- Keeping the Headteacher informed on the Health and Safety performance of his/her department or area of responsibility (this could be facilitated by quarterly briefings, an annual report, etc.

## 2.6 Teachers

Class Teachers are expected to:-

- Set a personal example at all times with respect to health and safety practice
- Ensure that health and safety
- Exercise effective supervision of their pupils, to know the procedures for fire, first aid and other emergencies
- Follow particular health and safety measures in their own teaching areas as laid down in the relevant Guidance Procedures
- Give clear oral and written instructions and warnings to pupils when necessary
- Ensuring they inform the Head teacher or Head of Department on health and safety equipment or machinery that may be defective and of any other health and safety failing
- Integrate all relevant aspects of safety into the teaching process and where necessary, give specific lessons on health and safety in line with national curriculum requirements for safety in education
- Avoid introducing personal items of equipment (electrical or mechanical) into the school without prior authorisation
- Undertaking risk assessments, identifying and implementing control measures, communicating the outcomes to employees and others as appropriate
- Report all incidents and dangerous occurrences to the Head of Department
- Keeping up to date with existing and revised health and safety legislation, standards and good practices relevant to their activities

## 2.7 Health and Safety Representatives Union

The Safety Representatives and Safety Committees Regulations 1977 (SRSC Regulations) prescribe the cases in which recognised Trade Unions may appoint safety representatives.

Trade Unions and their Safety Representatives have an important role and the School welcomes and encourages their participation in the promotion of health and safety. In addition to any responsibilities specified in other School policies the role of appointed Trade Union Safety Representatives includes;

- Setting an example at all times with respect to good health and safety practice
- For those employees they are appointed to represent, representing them in consultations with the School
- Assisting in ensuring effective co-operation in the development and promotion of health and safety at work
- Investigating potential hazards and dangerous occurrences at the workplace, examining the causes of accidents at the workplace and making representations to the School on matters arising from such
- Carrying out inspections of the workplace in accordance with the SRSC Regulations
- Investigating complaints relating to the health, safety and welfare at work of those employees they are appointed to represent and making representations to the School on matters arising from such
- Receiving information from the Health and Safety Executive (HSE)
- Representing in consultations those employees they are appointed to represent at the workplace with inspectors of the HSE, or any other enforcing authority as appropriate
- Attending relevant health and safety committee meetings

## 2.8 Employees

All employees have individual legal responsibilities to take reasonable care for the health and safety of themselves and for others who may be affected by their acts or omissions. In particular, employees must

- Comply with the school's health and safety policy and procedures at all times – in particular procedures for fire, first aid and other emergencies
- Co-operate with school management in complying with relevant health and safety law
- Use all work equipment and substances in accordance with instruction, training and information received
- Report to their immediate line manager any hazardous situations and defects in equipment found in their work places
- Report all incidents in line with current incident reporting procedure
- Act in accordance with any specific health and safety training received inform their line manager of what they consider to be shortcomings in the school's health and safety arrangements
- Exercise good standards of housekeeping and cleanliness
- Co-operate with appointment Safety Representative(s)

## 2.9 Pupils

Pupils, allowing for their age and aptitude, are expected to;

- Exercise personal responsibility for health and safety of themselves and others
- Observe standards of dress consistent with health and safety and/or hygiene
- Observe all the health and safety rules of the school of the school and in particular the instructions of staff given in an emergency

- Use and not wilfully misuse, neglect or interfere with things provided for their health and safety

### 3. Procedures and Arrangements

#### 3.1 Introduction:

The following procedures and arrangements have been adopted to ensure compliance with Statement of Intent.

#### 3.2 Risk Assessments

- General risk assessment – will be co-ordinated by; **[insert name]**
- New and expectant mothers risk assessment – will be carried out by; **[insert name]**
- Curriculum activities assessment – Risk Assessments for Curriculum activities will be carried out by relevant Heads of Department/Heads of Faculty **[delete as appropriate]** and subject teachers
- Fire safety assessment – A site-specific fire risk assessment has been carried out by **[Insert name]**
- Manual handling assessments – Manual handling risk assessments will be carried out (co-ordinated) by **[Insert name]**
- Computers and Workstation assessments – Workstation DSE assessments will be carried out by **[Insert name]**.
- Hazardous substances - **[Insert name]** is responsible for identifying and assessing hazardous substances within their area of responsibility, for which no generic assessment exists in the 'Caretaking' manual.
- Violence – Assessment of the risks of violence to staff will be carried out by **[Insert name]**

#### 3.3 Emergency Procedures

- Fire and evacuation procedures are detailed in Appendix 2.
- First Aid - this is provided as a practical example for guidance purposes. Individual premises should record their own arrangements
- First Aid boxes are provided at the following locations **[Insert name]**
- The following staff are available to provide first aid:
- Certified First Aiders **[Insert name]**
- Certified Paediatric First Aiders (Ofsted requirement for children up to age 5) **[Insert name]**
- Appointed Persons **[Insert name]**
- In event of needing first aid assistance, either:-
- Locate the nearest first aider (and cover their class if required)
- If an ambulance is required, call '999'
- Transport to hospital

- No casualty should be allowed to travel to hospital unaccompanied. **[Insert name]** will designate an accompanying adult in emergencies where parents cannot be contacted
- Incident/accident reporting
  - Inset details of the school accident reporting procedures and ensure the HCC requirements are fulfilled (refer to Hull City Council incident reporting policy and procedures for further guidance)
- Bomb hoaxes and bomb alerts
  - The Head Teacher, or in their absence, the most senior member of staff available, will decide on action to be taken in the event of a fire or an incident. The control point from where such an incident will be handled is **[Insert location]** the signal (alarm) for evacuation of the building (if necessary) will be **[Insert name]** and normal evacuation procedure should be followed
- Gas Leaks
  - Any member of staff discovering a suspected gas leak should make an informed judgement based on how strong the smell is as to whether they immediately evacuate the building and telephone **[Insert gas maintainers details]** if there is a slight smell of gas, the first action should be to check all gas appliances are switched off. This may clear the smell of gas. Windows should be opened
- Chemical spills
  - All science/design and technology/art teachers and technicians should follow guidance contained in the CLEAPPS Hazards
  - Other areas should follow procedures as identified in relevant COSHH assessments

### 3.4 Radiation Protection Advisor

Hull City Council has appointed a Radiation Protection Advisor (RPA) for Local Authority schools as the competent person. They will provide advice to ensure compliance with legal requirements; further advice can be sought from the Health and Safety Team.

- The Radiation Protection Officer (RPO) is responsible for addressing routine issues. When issues cannot be addressed at local level, the RPO will contact the RPA
- The Radiation Protection Supervisor have the day to day responsibility for the security, safe storage, use and monitoring of radioactive sources in the school and that staff understand local policy and procedure.

## 4. Health and Safety Training

- Health and safety induction training will be provided for all new employees by; **[Insert name/facilitator]**
- School specific courses should be detailed as appropriate

- Note: A range of courses are offered by Hull City Council and these can be found by contacting the Health and Safety Team.

The following professional bodies offer school specific training

- CLEAPPS offer a range of courses for science and design and technology
- The Association of British Theatre Technicians (ABTT) offer a range of drama courses
- National Society for education in Art and Design (NSEAD)
- Training and Development Agency for schools (TDA) national CPD database
- Design and Technology Association (DATA): Teacher accreditation scheme

4.1 The following health and safety training will be undertaken by the relevant staff the following areas

Insert all staff courses here i.e. Science, Caretaking, Outdoor education etc.

[Course Details - Post Title of Staff Member]  
 [Course Details - Post Title of Staff Member]  
 [Course Details - Post Title of Staff Member]  
 [Course Details - Post Title of Staff Member]

## 5. Inspection and Testing of Plant and Equipment

5.1 Statutory inspections:

All plant and equipment requiring statutory inspection and testing (i.e. Steam Boilers, lifting equipment, local exhaust ventilation, pressure cookers etc) will be inspected by Allianz. Heads of Department will be responsible for ensuring that an up to date inventory is kept of all plant and equipment and that Insurance and Loss control are informed of any new installation/any removal of equipment/change of usage etc.

5.2 Portable electrical appliances:

Inspection and testing of portable electrical appliances will be carried out by **[Insert name]**

5.3 Equipment maintenance

Heads of Department will be responsible for ensuring that maintenance of equipment for their areas of the curriculum is identified, implemented and an up to date inventory is kept.

5.4 Ladders and access equipment

Caretakers will be responsible for inspection and maintenance of ladders and other access equipment following guidance or advice from the Health and Safety Team.

## 6. Health and Safety Monitoring

6.1 Inspection of premises

- General workplace Inspection will be co-ordinated by ....[Insert name]....

- Monitoring inspections of individual departments will be carried out by Heads of Department or nominated staff.

## 7. Consultation and Communication of Information

### 7.1 Consultation:

The Governors Premises/Health And Safety Committee (or equivalent) meets termly / monthly to discuss health, safety and welfare issues affecting staff, pupils or visitors. Action points from meetings are brought forward for review by school management. Committee members are:

**Insert Name**  
**Insert Name**  
**Insert Name**  
**Insert Name**  
**Insert Name**

**Insert Name**  
**Insert Name**  
**Insert Name**  
**Insert Name**  
**Insert Name**

- The Trade Unions' appointment Safety Representative(s) on the staff is/are:

### 7.2 Communication of information:

- The head teacher will ensure that systems are established so that staff and pupils are familiar with the arrangements set out in this document
- The Health and Safety Law poster is displayed at; [Insert Location]
- Health and Safety advice is available from **[Insert name]** this will be the school Hull City Council Health and Safety Officer for Schools

## 8. Premises Management

### 8.1 Supervision of pupils:

- Arrangements for supervision of pupils are; **[Insert details]**

### 8.2 Security and visitors

All visitors must report to **[Insert name and Location]** where they will be asked to sign the visitors' book and wear an identification badge.

### 8.3 Vehicles on Site/Parking

- Cars must be parked in designated areas
- The risks of persons and vehicles coming into contact will be controlled by; **[Insert name]**
- Delivery/contractor vehicles must park at; **[Insert Location]**
- Arrangement for disabled persons; **[Insert details/Location]**

### 8.4 Building maintenance:

- General building maintenance is carried out by; **[Insert details of building maintenance contractor]**

- **[Insert name]** will be responsible for ensuring that all identified general building maintenance is carried out by either **[Insert name of principle contractor ]** or other contractors

## 8.5 Asbestos Management

- The asbestos register is held at **[Insert details/ Location]**
- **[Insert name]** is responsible for ensuring that contractors who may be working in areas of the premises where asbestos materials have been identified sign the register and that any changes to the register are notified with Hull City Council Property and Asset Team. (or the relevant asbestos management team)

## 8.6 Control of contractors

- All contractors must report to **[Insert details/Location]** where they will be requested to sign the visitors book and wear an identification badge. Contractors will be issued with guidance on fire procedures, local management arrangements and vehicle movement restrictions
- **[Insert name]** is responsible for monitoring areas where the contractor's work may affect staff and pupils for keeping records of all contractor work

Contractors, suppliers and partner organisations have a legal duty to work safely and comply with health and safety legislation, and have in place appropriate sources of competent health and safety advice. Staff employing third party contractors to carry out work on behalf of the Council, also have a legal duty to ensure those contractors are skills, knowledge, training and experience to carry out the specific work safely.

All contractors must make it clear to managers/supervisors those areas of health and safety that are the responsibility of the contractor and those that are the responsibility of the manager/supervisor, when any service is being undertaken on Council premises.

Please see HSE website for information regarding prosecutions and breaches of H&S legislation. <http://www.hse.gov.uk/prosecutions/>

## 8.7 Lettings management

- Lettings are managed by **[Insert name]** following the 'Lettings' policy and procedures

## 9. Other Procedures

### 10.1 Emergency response management:

- The local Authority's 'emergency response' guidelines are followed and staff are made aware of the advice given, in conjunction with the school site-specific emergency response procedures

### 10.2 Managing medicines:

- Prescribed medication will be administered to pupils following guidance contained in the administration of medicines policy and DFES guidance **[Insert Name]** has been nominated as responsible persons for control of administration of medicines to pupils

### 10.3 Educational Visits:

- Educational visits will be organised following guidance contained in DfES (DCSF) documentation issued by Hampshire Outdoor Education, PT and Sports Service. The Educational Visits Co-ordinator (where appointed) is; **[Insert Location]**

## 10. Reference Documentation

11.1 All reference documentation relating to this policy and the School's Health and Safety management systems can be accessed via; ....**[Insert details/ Location]**....

## 12. Consultation

12.1 The development of this policy has been subject to a consultation process as follows; **[Insert details]**

## 13. Communication and Dissemination

13.1 This policy is available; **[Insert details/ Location]**

## 14. Policy Review

14.1 This policy will be reviewed annually and republished on a three yearly basis or sooner if required.

## Appendix 2

### FIRE AND EVACUATION PROCEDURES

- Fire notices are displayed at **[Insert details/ Location]**
- Escape routes are checked by **[Insert name] every [Insert timescale]**
- Fire Extinguishers are maintained and checked by **[Insert name] every [Insert timescale]**
- Alarms are tested by **[Insert name] every [Insert timescale]**
- Emergency evacuation procedure will be tested once every term
- All of above are recorded in the Fire Log Book
- Premises evacuation arrangements – in case of an alarm being activated are as follows **[Insert school procedures]**

### HEALTH AND SAFETY ORGANISATIONAL CHART

