

London Borough of Enfield



# Schools Health and Safety Framework Policy

April 2017

**This plan will be amended according to legislation / changes to better practice and will be updated as and when required.**

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## 1. Directors Policy Statement

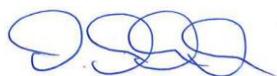
### SCHOOLS AND CHILDREN'S SERVICES HEALTH AND SAFETY POLICY STATEMENT

As Director, I have overall responsibility for all health and safety matters within Schools and Children's Services. As such I am committed to continuous improvement in health and safety standards for staff, service users, pupils, and visitors and a better working environment for everyone.

It is essential to the achievement of our strategy for Health and Safety to ensure that access to the right knowledge, skills, and support is available to staff when they need it, and that this is widely communicated and understood to achieve a culture of health and safety excellence.

To achieve this, managers must set clear objectives and monitor performance through health and safety management plans and proactive audit programmes. All managers, including the Department Management Team and Service Managers must lead by example by demonstrating best practice in health and safety management and ensuring whenever possible, that all management decisions further health and safety objectives.

Effective partnerships between managers and staff are crucial to successful health and safety management. Poor health and safety management is rarely the result of malicious intent. Education and training in health and safety skills and risk management are key to achieving a strong health and safety culture which benefits all staff, service users, pupils, visitors and contractors who work in our premises, and improves the quality of our service.



Tony Theodoulou  
Executive Director, Children's Services

April 2017

## 2. Introduction

The Health and Safety at Work Act 1974 introduced the basic requirement that all employers (with five or more members of staff) produce a written health and safety policy. This consists of three elements, the Statement, the organisation, and the arrangements for delivering the content of the Statement.

The purpose of the Statement is to effectively demonstrate management commitment and support for health and safety. The health and safety policy provides concise details of the organisation's health and safety goals, objectives and means of achieving them including the assignment of responsibilities and detailed arrangements, this includes the personal responsibilities held by every employee.

It is important that this information is communicated to all staff so that they have a clear understanding of the arrangements for health and safety and therefore this document is sent to all staff with their contract of employment. The document is reviewed annually as part of the Schools Health and Safety Team Audit and revised as necessary.

### 2.1. Scope and Objectives - Schools Health and Safety Team Strategy for Health and Safety

- (a) The promotion of a better working environment for all staff;
- (b) The analysis of problems and the creation of effective solutions;
- (c) The promotion of good health as a priority and the provision of knowledgeable, skilled support for all staff;
- (d) The provision of clear models of effective health and safety management for managers;
- (e) The promotion of the benefits of improved health and safety performance and an understanding of the negative affects of poor health and safety performance;
- (f) The promotion of the full integration of health and safety within general management systems, including a culture of self regulation;
- (g) The promotion of partnerships on health and safety issues between all stakeholders in the health and safety system including managers and staff;
- (h) The encouragement of managers to lead by example at all levels;
- (i) The promotion of education at every level in health and safety risk management;
- (j) The "designing in" of health and safety into all processes and products, particularly complex contractual structures;
- (k) Policy commitment to the inclusion of safety improvements in the School's Improvement Plan (SIP) or separate Safety Improvement Plan that includes objectives, e.g. termly inspections to take place, reduction of accidents etc.

### **3. Health and Safety Policies**

#### **3.1. Corporate Health and Safety Policy**

This document sets out the overall organisation and responsibilities for health and safety within the Council. It requires each Director within the Council to make arrangements for health and safety within their Department and provides a set of standards for the major procedures and processes that should be implemented.

#### **3.2. Schools Health and Safety Team Framework Policy**

This document satisfies the Schools Health and Safety Service responsibilities as outlined above. The Policy contains the Health and Safety Policy Statement acting as the overarching policy for schools and those listed in appendix 1, and provides details of the service's organisational structure and arrangements for all aspects of health and safety. A copy of the Schools Health and Safety Service Framework Policy is provided to all staff on appointment where they are employed in the areas listed in Annex 1 and is reviewed annually or as a consequence of any significant change.

#### **3.3. Establishment Health and Safety Policies**

As a consequence of the number of establishments who are within the Schools Health and Safety Service, a detailed statement and policy must be produced by each establishment, which reflects their particular premises, practices, and staff. All employees must be aware of the content of this policy (including temporary and agency staff), and of any duties they are assigned under the policy. The Establishment Health and Safety Policy and Statement should be reviewed annually or as a consequence of significant change.

#### **3.4. Subject/ Activity Specific Health and Safety Policy**

The Schools Health and Safety Team or other specialist officers in the Schools and Children's Services Department will as appropriate produce health and safety policies, guidance, briefings and advisory documents relating to specific activities.

Non school teams can access a wide range of health and safety documents (policies and guidance) by accessing the Workplace Tab on the Enfield Eye.

Schools can access a wide range of health and safety documents (policies and guidance) by accessing the Health and Safety room on Fronter.

### **4. Health and Safety Organisation and Responsibilities**

#### **4.1. Director of Schools and Children's Services**

The Director has ultimate responsibility for health and safety matters within the Schools and Children's Services Department and also:

- (a) Represents the Department on the Council Management Team;

- (b) Specifies the extent of delegated responsibilities within the Department and monitors the effectiveness of such delegation;
- (c) Advises financial priorities with respect to capital expenditure;

#### **4.2. The Assistant Director of Schools and Children's Services**

The Assistant Director of Schools and Children's Services is responsible for the work of the Schools Health and Safety Team and also:

- (a) Approves the Schools Health and Safety Framework Policy and all other health and safety policies and guidance aimed at schools;
- (b) Chairs the Schools and Children's Services Health and Safety Committee;
- (c) Ensures appropriate health and safety items are presented to DMT;
- (d) Undertakes the responsibilities of Safety Liaison Officer on behalf of the Schools Health and Safety Service and be their representative on the Corporate Safety Committee.
- (e) Approves the Department Health and Safety Management Plan and the Schools Health and Safety Service Management Plan;
- (f) Ensures that Health and Safety appears on the agenda for DMT at least twice a year;
- (g) Ensures health and safety forms part of service centre planning arrangements.

#### **4.3. Head of Occupational Health and Safety**

The Head of Occupational Health and Safety is responsible for:

- (a) Management of the Council Health and Safety Unit including that of the Corporate Safety Team (directly) and the Schools health and Safety Team (through the Schools Health and Safety Manager);
- (b) Ensuring that the Corporate Health and Safety Policy is maintained, reviewed and revised as necessary and that supporting codes of practice and guidance are provided;
- (c) Ensuring the effective provision of Health and Safety services to the Council as a whole including the monitoring and review of professional standards of all safety advisers employed by the Council to ensure a consistent and professional approach to safety management;
- (d) Ensuring the effective provision of information, advice and guidance with respect to the fire safety of all Council establishments (through the Fire and Safety Adviser and Schools Health and Safety Manager);
- (e) Monitoring and review of the effectiveness of the Council's performance, including schools, through audit of the health and safety management systems;

- (f) Preparing, annually, the Councils Health and Safety Management Plan and preparing a 6 monthly and annual progress report for Council Management Board on this and the Department Health and Safety Management Plans.

#### **4.4. Schools Health and Safety Manager**

The Schools Health and Safety Manager is responsible for the provision of a professional health and safety service to all establishments and services in Appendix 1, in summary these are:

- (a) Day to day management of the Schools Health and Safety Team;
- (b) Represent the Director of Schools and Children's Service on relevant Corporate bodies where there are implications for the establishments and services listed in Appendix 1;
- (c) Provision of advice and support to managers and staff within the establishments and services listed in Appendix 1;
- (d) Ex-officio member of the Schools Health and Safety Committee;
- (e) Ensures a managed audit system is in place for schools and services listed in Appendix 1

#### **4.5. Schools Health and Safety Team**

Full details for the service provided by the Schools Health and Safety Team is described in 'The Schools' Health and Safety Teams Provision of Service and Documents to Schools' available from Fronter. In summary the responsibilities are the following:

- (a) Provision of audit programme of establishments and services;
- (b) Recording, investigating and monitoring of accidents, incidents of violence and abuse or ill health;
- (c) Provision of health and safety training programmes;
- (d) Development of policies, guidelines and procedures;
- (h) Production, of the Schools Health and Safety Service Health and Safety Management Plan, six monthly progress report;

#### **4.6. Governing Body of an Establishment**

Has responsibility for the following:

- (a) Approval of the establishment's health and safety policy;
- (b) Ensuring the implementation of the establishments health and safety policy, as well as compliance with the Schools Health and Safety Service health and safety arrangements;

- (c) Establish financial priorities for delegated matters and ensuring bids are forwarded for matters retained centrally;
- (d) Monitoring the effectiveness of the establishments' health and safety performance by reviewing the outcome of the termly inspections and conducting an annual audit.

#### **4.7. Headteacher of an Establishment or Service**

Have the following responsibilities:

- (a) The production of the establishment/service health and safety policy;
- (b) The maintenance of a system/organisational structure to implement School Health and Safety service policies, guidelines and procedures;
- (c) To ensure procedures are in place to conduct termly inspections of the premises/activities and review the outcome of the inspections;
- (d) To participate in the annual audit of health and safety performance for the establishment/service and the subsequent production of the establishment/service health and safety management plan;
- (e) The inclusion of health and safety as an agenda item at all Team Meetings, and in Service Centre Plans;
- (f) Include health and safety improvements in the School Improvement Plan, or develop a separate Safety Improvement Plan

#### **4.8. Individual Employees**

All employees must take reasonable care for the health and safety of themselves and others. In particular:

- (a) Understand the hazards in their work;
- (b) Follow safety rules and procedures, using work equipment, personal protective equipment, substances and safety devices correctly;
- (c) Work in accordance with the training provided and only doing work which they have been trained for;
- (d) Co-operate with the employer's arrangement for protecting the health and safety of their employees;
- (e) Report all accidents, incidents of violence and abuse and any work related ill-health;
- (f) Report any circumstances, which present or may present a hazard.

#### **4.9. Schools and Children's Services Health and Safety Team Safety Committee**

The aim of the Schools and Children's Services Health and Safety Service Safety Committee is to consult employees within respect to strategic matters involving the policy

associated with health and safety, including welfare and security, taking into consideration the overall activities of the Schools Health and Safety Service. Day to day items remain the responsibility of the appropriate managers and nominated officers. The Committee meets once every term and comprises representatives from the trade unions, representatives of employee safety and management. The Committee is chaired by the Assistant Director of Schools and Children's Services, and administered by the Schools' Professional Technical Officer. The Schools' Health and Safety Manager provides professional advice to the Committee.

## **5. Evaluating Health and Safety Performance**

- (a) The Head of Occupational Health and Safety will be responsible for an annual audit of the work of the Schools Health and Safety Team. Monthly meetings will be held between the Responsible Assistant Director, and Schools Health and Safety Manager, to monitor progress on significant issues.
- (b) The Head of Occupational Health and Safety will monitor progress against the targets set out in the Schools Health and Safety Management Plan and report progress to the Council Management Board, and the Corporate Safety Committee.
- (c) The Schools Health and Safety Team undertakes a continuous audit programme of all establishments and services listed in Appendix 1, at least once every two years (or more frequently where required).
- (d) Managers of establishments and services listed in Appendix 1 undertake an annual health and safety audit of their own performance
- (e) Managers of establishments and services listed in Appendix 1 undertake termly inspections of their premises/activities.
- (f) The Schools Health and Safety Team undertake investigations of accidents, incidents of violence and abuse and occupational ill health to staff or pupils where appropriate. Incidents involving pupils will require a multidisciplinary Team approach.
- (g) Managers undertake investigations of all accidents and incidents of ill health to staff, pupils, or service users, seeking advice and support where necessary.
- (h) The Schools Health and Safety Team will investigate any unsafe practice or facility, which comes to their attention.

## **Appendix 1 – Schools Health and Safety Framework Policy**

Establishments and services which receive their service from the Schools Health and Safety Team and who are therefore subject to this Policy are:

- **All Community Schools and Community Special Schools**