

**GENERAL STATEMENT OF HEALTH AND SAFETY POLICY**

**FAMILY SERVICES DIRECTORATE**

**General Statement of Health and Safety Policy**

Introduction

Wakefield MDC Family Services is committed to providing a work environment that is safe and healthy for all its workers, service users, pupils and visitors.

The Council is the employers of staff within:

- The social care function and Community and Voluntary Controlled Schools.

Governing Bodies employ staff within Voluntary Aided and Foundation schools.

The Council will:

- Take all reasonable steps to provide safe and healthy conditions for employees and others who may be affected by it's activities.
- Take steps to ensure compliance with all relevant health and safety legislation.
- Accepts its responsibilities as an employer in providing adequate resources to implement this policy including access to support from competent persons.
- Expect all employees to co-operate in complying with all legal obligations and to take reasonable care of their own health and safety and have regard for the health and safety of others.
- Provide access to the necessary information, instruction and training to all employees.
- Acknowledge and actively support the role and responsibilities of employee representatives and give full co-operation to elected Safety Representatives of recognised Trade unions to enable them to carry out their duties effectively.
- Regularly evaluate and review its Health and Safety Policy to ensure objectives are met and, as necessary, to modify the Policy in light of new legislation and other changing circumstances
- Will set out full details of the organisation and arrangements for the management of health and safety.

Signed .....  
Elaine McHale,  
Corporate Director,  
Family Services

Dated:.....

A copy of the Corporate Policy is available at Appendix 1

A model policy for use by schools is given at Appendix 2.

Information to Assist Headteachers/Governors develop a General Health and Safety Policy for their school is given at Appendix 3

## Introduction

The Corporate Director, Family Services has responsibility for health and safety within the Directorate.

Unit, Team or Section Managers, Headteachers or Governors have day to day responsibility for health and safety within their units or schools.

Managers, Headteachers or Governors will be responsible for ensuring that staff in their line management are aware of, and are implementing health and safety policies and procedures.

Managers, Headteachers or Governors will make all new employees aware of particular hazards and should be aware that accidents can be reduced or prevented by effective supervision.

The Corporate Health and Safety Manager will be responsible for the development of corporate policies, procedures and safe systems of work.

Specialist advice will be available from the Health and Safety Team.

The Corporate Health and Safety Team will co-ordinate the development of appropriate new policies and recommend changes to existing policies which meet the requirements of legislation, Council policy and good practice within Family Services.

Family Services Directorate Management Team will provide adequate resources to implement the policies including access to support from competent persons. Where necessary external specialist advice and assistance will be obtained.

The Corporate Health and Safety Team will co-ordinate the provision of training where appropriate and in accordance with the legislative and directorate policies.

Managers, Headteachers and Governors will ensure that they provide access to the necessary information, instruction and training to all employees.

Health and Safety will be an agenda item for staff supervision and appraisal meetings.

All employees will co-operate in complying with all legal obligations and to take reasonable care of their own health and safety and have regard for the health and safety of others.

Managers, Headteachers and Governors will ensure that health and safety issues are adequately included in all contractual arrangements with service providers contracted to provide services for this authority.

Monitoring systems will be established to assess progress on health and safety.

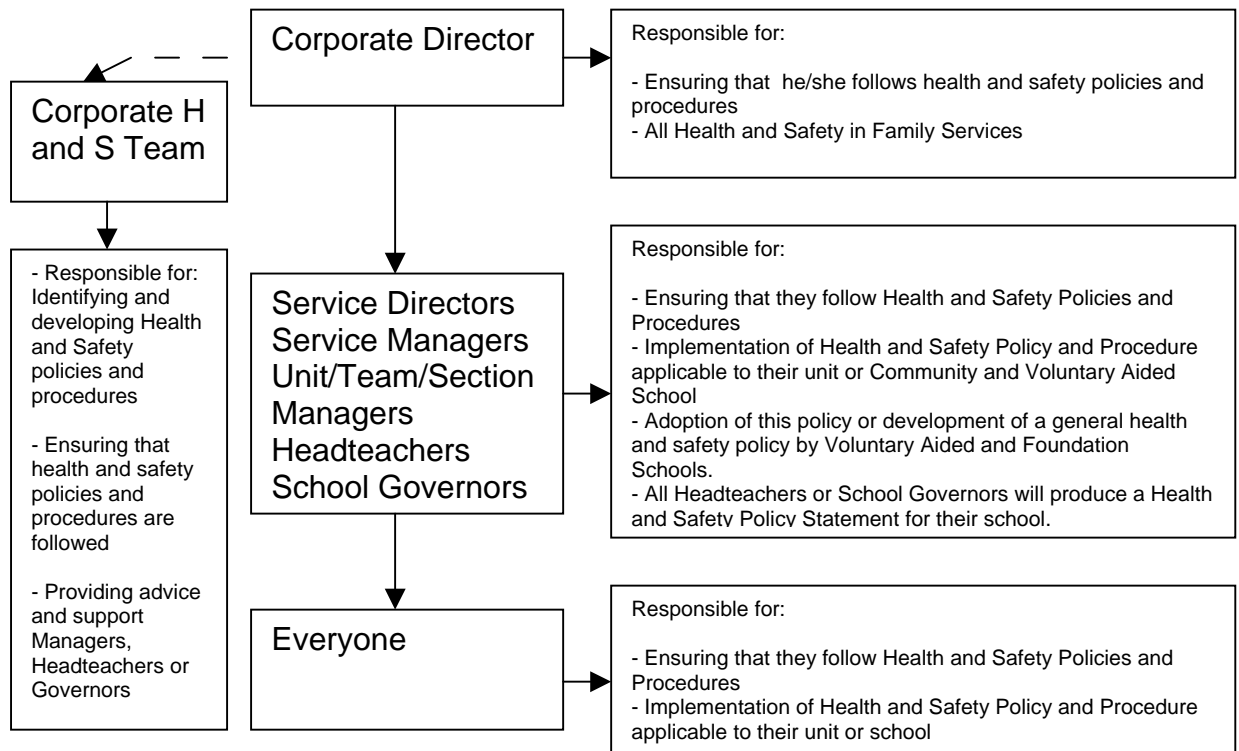
The Directorate will acknowledge and actively support the role and responsibilities of employee representatives and give full co-operation to elected Safety Representatives of recognised Trade Unions to enable them to carry out their duties effectively.

Management information will be provided to assist with the identification of areas of improvement.

The Health and Safety General Policy will be reviewed and up-dated as necessary, to modify the policy in light of new legislation and other changing circumstances.

### Individual Responsibilities within Family Services

The areas of individual responsibility are given below:



### Operational Arrangements for Health and Safety Within the Directorate

The arrangements established in the Directorate for identifying , controlling and where reasonably practicable, eliminating hazards and risks to health and safety are:

#### *Provision of Competent Health and Safety Advice and Support*

The Directorate obtains its main source of advice and support on health and safety matters from the Corporate Health and Safety Team. Where appropriate, the Corporate Health and Safety Team Members will liaise with and seek additional advice from the Corporate Health and Safety Team Manager, the Health and Safety Executive or other appropriate bodies.

### *Health and Safety Performance*

In order to manage health and safety effectively, the Corporate Health and Safety Manager will ensure that the directorate is provided with a Health and Safety Performance Report and Plan for their service. This plan, approved by DMT, is aimed at actively seeking to promote health and safety and to reduce accidents and work related ill health.

### *Risk Assessment*

Risk Assessment is seen as the cornerstone to good health and safety management. The Health and Safety Executive hold the view that

“Organisations achieving high standards of health and safety allocate health and safety responsibilities to line managers, while specialists act as advisers”

Each Service Manager is charged with ensuring that their areas of work are covered by suitable and sufficient risk assessments. Service, Team, Section and Unit Managers, Headteachers and Governors are charged with co-operating in the development of risk assessments and acting upon their recommendations. There are detailed procedures and guidance notes available on risk assessment and the processes used within the Directorate both for generic risks and for risks arising from the care of service users. For social care work bases the policies are available on the email system in public folders. For Schools the information is available on the ‘Go Wild’ website.

Guidance is available from the Health and Safety Team on more specific risk assessments required for the use of visual display units, hazardous substances, manual handling and other health and safety related issues.

### *Communication and Information*

The effective communication of health and safety information is seen as vital for the successful management of health and safety. Notice boards, posters, internal news bulletins are also used to communicate safety messages. The Statutory Health and Safety Law posters are also displayed in every Directorate Building.

### *Training and Development*

A core value of the Directorate is to employ and train motivated and competent workers. Training is a key aspect in the implementation of many of the Directorate’s Health and Safety arrangements. The Health and Safety

Trainers, along with other personnel, will provide training in accordance with legislative and Directorate priorities and good practice.

### *Monitoring of Health and Safety Performance.*

There is a commitment to continuously review and improve where necessary the management of health and safety. Monitoring of Health and Safety performance is undertaken via Accident/Incident Reporting, Investigation and Analysis, Workplace Inspections, Strategic Planning and consultation with workers and their representatives.

### *Consultation with Workers and their Representatives*

Safe working cannot be achieved without worker participation. To ensure this participation, Health and Safety is a standing item on the Directorate's Joint Consultative Committee agendas. Consultation with Trade Unions is also a standard item on all report papers to the Cabinet Committee. The Directorate recognises a number of Trade Union Representatives as Safety Representatives for the purposes of complying with the Safety Representative and Safety Committee Regulations and accords them the facilities and support they need to carry out their functions as safety representatives.

### *Accident/Incident Reporting*

It is a policy requirement that the Directorate operates a comprehensive system for reporting accidents/incidents that is consistent with the Authority policy and with legislation.

Individuals who are involved in an accident, incident, or near miss, including incidents of aggression/violence are expected to record details of the incident in the local workplace accident book and to inform their Manager/Headteacher. The Manager/Headteacher should complete form HS3a and forward this to the Health and Safety Team.

### **In the event of a serious incident the report must be made by telephone.**

The information is recorded for analysis and, where appropriate, is forwarded to the Health and Safety Executive. Headteachers are responsible for notifying details of serious accidents to the Health and Safety Executive, where appropriate.

Copies of all accident/incident forms are forwarded to the Occupational Health and Safety Manager.

Statistical information is provided to the Directorate Management Team to consider any trends or issues raised by the information and to discuss with Managers any appropriate action.

### *Accident/Incident Investigation*

All accidents/incidents, whether leading to injury or not, can produce valuable lessons. Unit managers, Headteachers and Governors have a duty to investigate all accidents/incidents and to include their findings on the Accident/Incident Report Form HS3a. The Health and Safety team and Team/Unit Managers, Headteachers or Governors will jointly investigate accidents which result in serious injury or which have wider implications for the authority.

### *Prevention of Violence*

The Directorate recognises that workers providing services to the public are at some risk of physical assault, threat or verbal abuse. The Directorate is committed to both identifying the circumstances leading to a predictable risk and to introducing measures to minimise that risk. There is an Authority and Directorate Policy on the prevention of Violence to employees.

### **All incidents of Anger, Aggression and Violence must be reported**

#### *First Aid*

The Directorate Policy ensures that its employees are receive adequate first aid provision in accordance with the guidance issued by the Health and Safety Executive. Unit, Team Managers, Headteachers and Governors are expected to ensure that the guidance is put into practice and that units have sufficient first aiders, appointed persons and first aid equipment not only to cater for the first aid needs of employees but also to cater for the first aid needs of service users and pupils using our premises.

Training, to standards recognised and approved by the Health and Safety Executive, is provided by the Health and Safety Team or other HSE approved provider.

#### *Fire Precautions*

The Directorate has a duty of care to its workers and visitors to keep them safe from fire. Unit, Team Managers Headteachers and Governors have a duty to ensure that they have a written Fire Risk Assessment and a procedure for fire prevention. Managers, Headteachers and Governors must ensure that workers, pupils and, where appropriate residents and service users, practice the emergency procedure via a Full Evacuation Fire Drill at least twice a year.

The maintenance of Fire Alarms, Fire Fighting Appliances and Emergency Lighting is dealt with by contracts with Facilities Management .or other appropriate contractor for schools In shared accommodation the Senior Officers are expected to ensure that arrangements are made with the other building users to provide a system for the safe evacuation of the building in

the event of fire. Detailed information on Fire Precautions is available on the email system or the 'Go Wild' site.

#### *Bomb Threats and Bomb Evacuation*

The Authority and Directorate have responded to advice given and has developed a procedure for the Evacuation of Buildings following the receipt of a bomb threat or for the discovery of suspicious packages. The procedures to be followed are very different to those followed as a result of a fire.

Team, Unit Managers Headteachers and Governors have a duty to ensure that they have a written procedure for Bomb Threats and Evacuation and that workers, and where appropriate, residents and service users are advised of the evacuation procedure.

#### *Substances Hazardous to Health*

Some of the substances used by the Directorate are hazardous to health as classified under the Control of Substances Hazardous to Health Regulations, 1988. Managers controlling work which involved the use of substances, including some substances used in offices, are expected to ensure that an assessment of the use of the substance has been undertaken and that all necessary precautions have been taken to provide for the safe use of the substance.

In social care a controlled list of products is available for use. Workers in individual households are expected to clearly read and follow the manufacturers instructions when using household chemicals.

#### *Electricity*

The use of all items of electrical equipment, including any which may have been brought from home, are subject to the requirements of the Electricity at Work Regulations, 1989.

In order to ensure that all items of portable electrical equipment are properly maintained, the Directorate operates a system of monthly recorded visual checks of every piece of portable electrical equipment. At the request by the Unit, Team Manager, Headteacher or governor, all items of electrical equipment will be checked by a competent person in accordance with British Standards or the Institute of Electrical Engineers Guidance Notes.

#### *Workplace Inspections*

Unit, Team Managers, Headteachers, and Governors of teams and work units are required to regularly check their premises. An inspection procedure for residential and day units and detailed checklist for offices is also in place to assist Unit, Team Managers, Headteachers and Governors to achieve this.

### *Display Screen Equipment (DSE)*

Extensive and increasing use of DSE's and the conditions under which they are operated is controlled by the Health and Safety (Display Screen Equipment) Regulations 1992, Authority and Directorate policy. The policies cover workstation layout, working patterns, training and special provisions for health and safety.

No person should use a piece of DSE equipment without consulting the policies and checking that the workstation layout is suitable for them and, if not, making appropriate adjustments.

Employees who are designated as DSE users are offered free eyesight checks through a scheme administered by the Directorate. Headteachers or Governors should make arrangements for eyesight tests to be made available for staff using DSE.

### *Manual Handling*

The Directorate will seek to reduce Manual Handling injuries, so far as is reasonably practicable, by the avoidance of manual handling tasks or by the introduction of mechanical aids.

Unit, Team Managers, Headteachers and Governors with responsibility for work involving manual handling are required to ensure that an assessment of the task is completed and that the task a plan for the safe completion is devised based on the risk assessment.

Training is provided to ensure that workers are aware of the requirements of the Manual Handling Operations Regulations and that they are able to carry out personal risk assessments. Those involved in direct care to people who use our service will be shown a range of safe handling techniques to assist with the daily care tasks.

### *Food Safety*

In order to comply with Food Safety legislation, managers of those premises where food is either prepared or served are required to have processes and systems in place to analyse hazards to food safety and to identify the control measures required to ensure food safety.

The Directorate has a detailed policy document which gives guidance for managers on how to complete a hazard analysis and critical control plan.

### *Asbestos*

The Directorate recognises that in the past products containing asbestos have been used in offices and buildings. Asbestos has the potential to pose a

hazard to workers, members of the public and contractors. Asbestos only poses a problem if it is damaged or disturbed by, for example, building work.

The Authority has a policy and procedure for controlling the exposure to asbestos. This includes the maintenance of an asbestos survey for all premises where asbestos is known to be present, in order that contractors can be alerted before any work in such buildings is undertaken.

Any action necessary to identify and remove asbestos is initiated by the Directorate and is carried out by licensed operators identified by Facilities Management personnel.

Units Managers, Headteachers and Governors are responsible for their buildings and ensuring that staff are made aware of the location of asbestos within that building in order that they do not inadvertently disturb asbestos by, for example, pinning work to asbestos bearing walls. Staff must ensure that they report any damage to buildings that may result in the release of asbestos fibres into the atmosphere.

#### *Demolition Procedures*

Demolition is a very hazardous process that can pose risk to employees, contractors and members of the public.

To ensure that those risks are controlled, the Authority adopts a common approach to demolition which satisfies the legal requirements, an Authority wide procedure is in operation.

#### *Construction, Design and Management (CDM)*

The Directorate often acts as clients in construction projects. Construction projects are now subject to the specific requirements of the Construction (Design and Management) Regulations, 1994. In order to ensure that the Directorate meets the requirements of the regulations in an effective and consistent manner, the Directorate will ensure that construction work does not begin until the principal contractor has prepared a suitable health and safety plan. This will normally be undertaken by Facilities Management.

#### *Ladders*

Some of the Directorate's workers use ladders for property inspection work, cleaning duties etc. Workers need to take particular care when using ladders as they are a common cause of accidents. Ladders should be used in the proper manner, with three points of contact and only if they are in a good state of repair. Ladders may only be used for short duration work (HSE guidance is 30 minutes). For longer work, a scaffolding tower must be used or an alternative means of access determined.

A procedure for the safe use of ladders and stepladders is available.

### *Personal Protective Equipment*

The Directorate will seek to find safer ways of carrying out work without the need to resort to the use of protective equipment. However, once a need is identified, the Directorate will ensure that all workers who need protective equipment in order to carry out their work safely are provided with it.

Where Personal Protective Equipment is provided workers must ensure that they use it.

### *Occupational Health*

For advice on medical matters affecting the health and safety of workers, the Directorate has access to advice from the Occupational Health Unit. Doctors and Nurses from the Occupational Health Unit carry out the medical examinations required of workers and are available to offer advice on a number of specific occupational health care needs. The Occupational Health Unit also employs the services of a Counsellor and Physiotherapist.

Audiometric testing and testing for Vibration White Finger can also be carried out by the Occupational Health Unit.

### *The Supervision of Medication*

For Social Care and some Education activities, the Directorate holds a detailed policy on the Supervision of Medication.

### *HIV/AIDS and other Blood Borne Diseases*

The Directorate aims to ensure that it operates safe working practices to protect employees from blood borne diseases. The Authority has a comprehensive policy on HIV/AIDS and other blood borne diseases with which workers are expected to comply.

### *Infection Control*

The Directorate has a comprehensive Infection Control Policy which staff should follow where there is the risk of contact with blood or other body fluids.

In addition, there are further policies dealing with specific risks such as Scabies, Head Lice, Latex Sensitivity, MRSA and Occupational Dermatitis.

### *Staff Support.*

It is recognised that workers may, on occasion need support. Workers may wish to seek this support from their line manager, the Human Resources or Health and Safety team, from colleagues designated as support workers or from the Occupational Health Team.

### *Smoking in the Workplace*

The effects of passive smoking on non smokers is an important health issue. Smoking is banned in authority premises and vehicles. A controlled smoking policy is in place for Home Care Workers and Residential Care Workers

### ***Alcohol Problems amongst workers***

There is a recognition of the need to consider alcohol misuse as a primary health problem. At work the effects of alcohol misuse include increased sickness, reduced efficiency and increased likelihood of accidents. The Authority has a detailed procedure for helping employees with alcohol problems. The Human Resources Team are the first points of contact for workers or managers in trying to deal with an alcohol problem at work.

### Monitoring and Review of Health and Safety in Family Services

The Health and Safety Team will produce accident/incident statistics as determined by Council or DMT.

The Health and Safety Team will report any individual accident/incident that we need to review procedures to the appropriate Service Director or Service Manager.

Monitoring of Health and Safety standards will be undertaken by the Health and Safety Team.

Premise inspections, with the recommendations that a Trade Union representative is a participant, will be carried out as required by policy.

A Fire Risk Assessment will be produced by Team, Unit Managers, Headteachers or Governors for every premise. Twice yearly fire evacuation drills will be held and recorded. Evacuation of premises will be in accordance with the Fire Safety Policy.

The completion and review of Health and Safety Risk Assessments in all areas of non service delivery will be undertaken by appropriate unit managers.

The completion of Health and Safety Risk Assessments, as part of the social Care plans for service users, will be undertaken. Such Risk Assessments will be incorporated into the Case Management and Reviewing Process.

Health and Safety will be a standing item on all staff supervision and workplace staff meetings.

Health and Safety will be a standing item on all Joint Consultative Committees.

Health and Safety Training will be included as a core element of the Directorate Training Plan.

Management Development Training will emphasise the need to monitor and review health and safety as a core management activity.

Monitoring and reviewing of health and safety will be incorporated into the reviews of all providers contracted to provide services for the directorate.

**HEALTH AND SAFETY AT WORK ACT 1974**

**WMDC POLICY STATEMENT**

1. Wakefield MDC is committed to having high standards of health and safety. It will take necessary action to reduce potential work related risks affecting the well being of its employees and the public.
2. High standards of health and safety will reduce the costs of injury, illness and accidental damage.
3. Health and safety will be automatically considered as part of future planning or business strategies.
4. Improvements in health and safety will be targeted to ensure that legal requirements set minimum standards to be achieved.
5. Managers, supervisors and employees have responsibility for acting on health and safety policies (these are outlined in the policy document)
6. Communication is vital for effective health and safety practices. It will be an agenda item on all Joint Consultative Committees to ensure safety matters are part of the Council's communication systems.
7. On behalf of the Corporate Director, Corporate Services, the Strategic Human Resources Manager is responsible for the co-ordination, development and monitoring of health and safety policies.
8. Proper resources, training and access to expert advice will be available to employees.
9. Monitoring systems will be drawn up to assess progress on health and safety initiatives and help identify areas for improvement.
10. The health and safety policy statement will be reviewed and up dated as necessary.

CORPORATE DIRECTOR, CORPORATE SERVICES

STRATEGIC HUMAN RESOURCES MANAGER

## **SECTION 1 – PUTTING THE CORPORATE POLICY INTO PRACTICE**

### **1.1 RESPONSIBILITY OF ELECTED MEMBERS**

Overall responsibility for the health and safety of employees and any members of the public who may be affected by the way the authority carries out its business rests with Members of the Council. To meet this responsibility, the members have agreed a general policy statement and instructed that effective Service/Directorate Safety policies should be prepared for the guidance of management, employees and others who might need to know.

### **1.2 RESPONSIBILITY OF CORPORATE DIRECTOR (CENTRAL SERVICES DIRECTORATE)**

The Corporate Director, Corporate Services is responsible for the implementation of the Council's overall Health and Safety Policy. He is therefore directly responsible to the Council for the health and safety performance of the Authority within the guidelines of the agreed policy.

### **1.3 RESPONSIBILITY OF STRATEGIC HUMAN RESOURCES MANAGER**

The Strategic Human Resources Manager is the principal adviser with regard to health and safety matters and has overall accountability for the co-ordination of the Council's Health and Safety Policy. She has a functional responsibility for the provision of health and safety advice to Directorates, development of health and safety policies where appropriate and monitoring the effectiveness of the management of safety within Directorates.

### **1.4 RESPONSIBILITY OF PRINCIPAL HEALTH AND SAFETY OFFICER**

The Occupational Health and Safety Manager is responsible for the provision of a safety advisory service to the Council, Corporate Directors, Management, Supervisors and employees to enable Directorates to meet their responsibilities. In addition, he will monitor the effectiveness of policies and control the uniformity of approach to health and safety problems within the Authority.

### **1.5 RESPONSIBILITY OF CORPORATE DIRECTORS**

The above officers are responsible for implementation and effective application of the policy within their own service/directorate. In order to achieve this they are responsible for ensuring that detailed working health and safety policies and codes of practice as are considered appropriate are drawn up and implemented in line with overall Council policy. To ensure implementation of the directorate policy, Corporate Directors should nominate an officer to co-ordinate health and safety matters.

## **1.6 RESPONSIBILITIES OF SERVICE MANAGERS, MANAGERS AND SUPERVISORS**

Anyone who supervises or controls the work of others is responsible for applying the established measures and procedures for ensuring health and safety within the area they control. They should make new employees aware of particular hazards and should be aware that accidents can be reduced or controlled by effective supervision.

## **1.7 RESPONSIBILITY OF EMPLOYEES**

Employees are responsible for ensuring that they take reasonable care of their own safety and that they do not put at risk the safety of anyone else who may be affected by the work they are carrying out. They have to co-operate with the employer and others, where required, to ensure statutory requirements are met.

## **SECTION 2 – CORPORATE OPERATIONAL ARRANGEMENTS**

The arrangements established for the purpose of monitoring health and safety performance within the Authority for controlling and where possible eliminating hazards and health and safety risks are:

### **2.1 SELF AUDITING**

Surveys and self auditing procedures are the responsibility of Line Management/Supervision supported by the officer nominated to take responsibility for health and safety matters. Reports on the results of surveys/audits will be prepared for Corporate Directors as appropriate. The Health and Safety Team will give advice and guidance on the carrying out of surveys/audits.

### **2.2 ACCIDENT/INJURY REPORTING, RECORDING AND INVESTIGATION**

The Council recognises that a thorough recording of accidents, dangerous occurrences and near misses is vital to the control and ultimate elimination of losses and liability due to damage, injury or ill health. Reporting, recording and investigations are to be carried out by officers to whom such responsibility is delegated within the management structure. The Health and Safety Team will carry out the investigations and preparation of reports in the most serious cases. The Authority Accident Reporting System sets out the procedure to be followed when reporting accidents and meets the requirements of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations.

### **2.3 ACCIDENT/INCIDENT ANALYSIS**

Summary statistical data on accidents/injuries will be prepared by Directorates. The Health and Safety Team will collate this information for presentation to Committees as appropriate.

### **2.4 ESTABLISHMENT AND MEASUREMENT OF SAFETY PERFORMANCE**

To ensure compliance with the Council's Health and Safety policy a self auditing procedure will be developed to enable health and safety performance within the Authority to be measured and monitored effectively. The measurement of safety performance will be undertaken by the Health and Safety Team and their findings and recommendations will be referred to Corporate Directors. The procedure will enable health and safety performance targets to be established within the Authority.

### **2.5 PROTECTIVE CLOTHING AND EQUIPMENT**

Where required by law to provide such clothing and equipment the Council will ensure that it conforms to at least the minimum specified standards and that employees use the clothing and equipment. In addition, where

considered necessary and appropriate by management, protective clothing and equipment may be provided in areas where there is no legal requirement to do so and again employees must use the clothing and equipment. All employees will be given relevant instruction on the correct use of protective clothing and equipment.

## **2.6 SAFETY TRAINING**

The Council recognises that safety training is an important part of all policies. It is recognised that safety training has to form an important part of in-service training, especially in the case of new employees.

## **2.7 MAJOR INCIDENTS**

The Council has a substantial investment in buildings, equipment and in its employees. Each location is required to ensure that plans have been devised for action in the event of fire, major incidents or necessity for evacuation procedures. Designated persons will have the responsibility for managing these procedures. The means of escape and fire alarm systems will be fully maintained.

## **2.8 COMMUNICATION OF INFORMATION**

The Occupational Health and Safety Manager will ensure that Directorates are made aware of the requirements of existing and new statutory legislation and regulations. The information will be distributed and where appropriate implemented through the officers nominated as being responsible for health and safety in Directorates. Employees will be made aware of policies, procedures etc. by means of staff notice boards or individual communications as appropriate.

## **2.9 VISITORS AND THE PUBLIC INCLUDING PUPILS AND STUDENTS**

The Council will ensure the safety of visitors whilst they are on Council premises. All reasonable action will be taken to ensure that visitors are accompanied in areas where risks are known to exist or that visitors are made aware of such risks.

The Council will conduct its undertakings in such a way as to ensure, so far as is reasonably practicable, that members of the public are in no way endangered by work carried out by its employees, whether on the Council's premises or not.

## **2.10 CONSULTATION WITH EMPLOYEES**

The Council believes that safe working cannot be achieved without employee participation in safety. Health and Safety is an agenda item at all Joint Consultative Committee meetings and in some Directorates there are additional health and safety working groups.

In addition, where full time worker representatives are established, they are regularly involved in inspections and discussions on health and safety issues in accordance with the Safety Representatives Regulations.

### **2.11 FIRST AID**

The Council will provide first aid services and facilities to at least the minimum standard required by legislation.

### **2.12 CONTRACTORS**

The Council will ensure that activities of Wakefield MDC and contractors working on Authority premises or property is co-ordinated effectively to enable the implementation and maintenance of safe systems of work. This will ensure that Wakefield MDC and contractors are able to meet their legal obligations with regard to health, safety and welfare of their own employees and others who might be affected by their work.

### **2.13 RISK ASSESSMENT**

In order to ensure that employees, visitors and the public are provided with a safe environment, risk assessment, required by the Management of Health and Safety Regulations, 1992 will be carried out. Details of significant risks and measures taken to prevent them will be recorded in writing.

### **2.14 OCCUPATIONAL HEALTH**

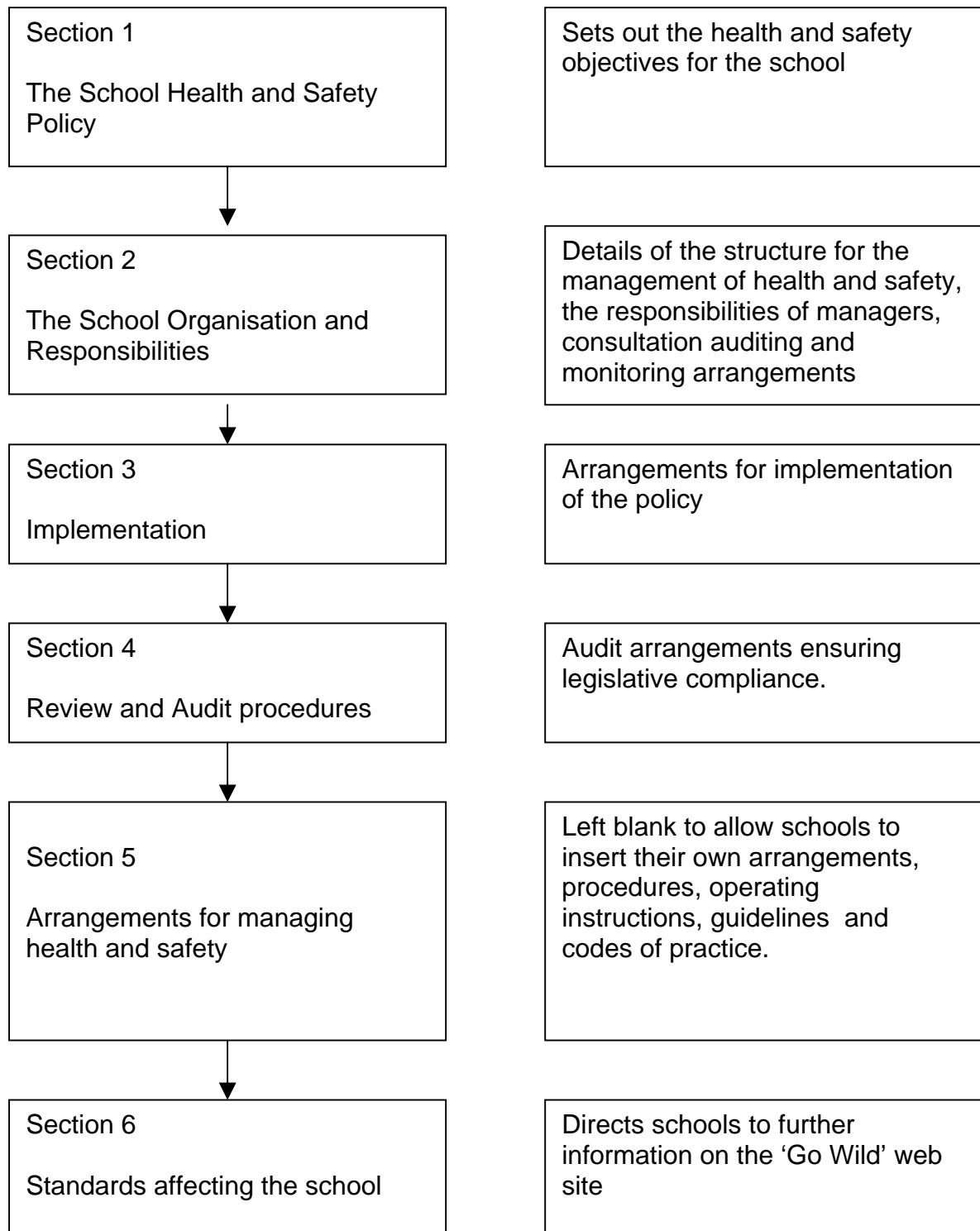
The Council through its Occupational Health Unit, will ensure where practicable, that working environments and workplaces are not detrimental to health. Where appropriate, health surveillance will be carried out.

## Appendix 2

### **Information to assist Headteachers and School Governors develop a Health and Safety Policy for their school.**

Headteachers and/or School Governors will produce a Health and Safety Policy for their school.

The diagram below illustrates the process for the development of a policy .



**Health and Safety Policy****School****Section 1: General Statement of Health and Safety Policy**

The aim of this policy document is to achieve best practice in the management of health and safety.

To achieve this, Headteachers and Governors:

- Will take all responsible steps to provide safe and healthy conditions for pupils, employees and others who may be affected by its activities.
- Will take steps to ensure compliance with all relevant health and safety legislation
- Accepts it's responsibilities as an employer and will provide adequate resources to implement this policy including access to support from persons deemed to be competent in health and safety.
- Accepts that health, safety and welfare are an integral part of all its activities and will take steps to manage these effectively.
- Expects all employees and pupils to co-operate in complying with all legal obligations and to take reasonable care of their own health and safety and have regard for the health and safety of others.
- Is committed to providing the necessary information, instruction and training to all employees and pupils where applicable.
- Acknowledges and actively supports the role and responsibilities of employee representatives and there will be full cooperation to elected safety representatives of recognised trade unions to enable them to carry out their duties effectively.
- Is committed to regular evaluation and review of its health and safety policy to ensure its objectives are met and, as necessary, to modify the policy in light of new legislation and changing circumstances.
- Will set out for details of the organisation and arrangements for the management of health and safety in the School, in separate documents.

Signed:

Chair of Governing Body

Headteacher

Dated:

Dated:

## **Section 2: Organisation and Responsibilities.**

**The governing body** is responsible for strategic health and safety planning and for periodic review of health and safety performance.

**The Headteacher** is responsible to the governing body for securing the full implementation of the school's health and safety policy.

**Members of the school management team** are responsible for ensuring that the requirements of this policy and all of the legislative requirements are managed under the normal method of delegated powers and by establishing a system of appraisal on management performance against agreed health and safety performance indicators.

**Heads of department** are responsible for ensuring that the requirements of this policy and legal requirements specific to their sphere of activity are implemented and monitored.

**The Competent person** has responsibility for advising the Headteacher and other senior management in the discharge of their responsibilities under the Health and Safety at Work act 1974, The Management of Health and Safety at Work Regulations, 1999 and all other health and safety legislation, and for liaising with three Wakefield Metropolitan District Council Health and Safety Team and enforcement officers such as H. M. Inspectors of the Health and Safety Executive and West Yorkshire Fire service.

The Competent Person in this school is:

**Wakefield Metropolitan District Council Health and Safety Team** is responsible for providing advice and support schools on all aspects of health and safety.

### **Section 3: Implementation**

**The Headteacher, Governing Body and Senior Management Team, will implement the school's health and safety policy by:**

- Ensuring adequate resources, both personal and financial, are allocated to secure implementation of the policy.
- Planning, organising and implementing arrangements to eliminate or control significant risks and to comply with relevant statutory provisions.
- Determining and documenting procedures, operational instructions, guidance and codes of practice to implement the schools Health and Safety Policy.
- Ensuring that all responsible managers and employees are capable, through recruitment, training or otherwise, to carry out their duties for health, safety and welfare.
- Setting health and safety performance standards to ensure effective management within their areas of control.
- Ensuring that all hazards are identified, significant findings of assessments are recorded, groups exposed to risks are identified and the actions taken to protect the health and safety of these groups are recorded.
- Ensuring that all employees are familiar with, and comply with, the requirements of the school's Health and Safety Policy and that all new employees are inducted into the requirements of the Health and Safety Policy and any school and departmental guidelines and instructions.
- Ensuring that contractors and sub-contractors have effective arrangements for health, safety and welfare.
- Establishing systems for monitoring all arrangements to ensure that they are working effectively.
- Reviewing information from monitoring systems to ensure continued and effective compliance with performance standards.
- Reporting annually, or more frequently as required, to the Governing Body on health and safety issues within the school.

**Heads of Department will ensure that:**

- Any health and safety matters that they cannot deal with directly are brought to the attention of the Headteacher and Senior Management Team.
- Significant hazards within their department are identified and suitable risk assessment is undertaken, which will include general workplace risks, substance risks, equipment risks etc.
- Safety measures and controls identified by risk assessments are implemented.
- Employees and pupils are provided with suitable and sufficient information, instruction and training to enable compliance with this policy and legal standards.

- A system to manage health and safety within their department, which may include a schedule of inspection; service and maintenance arrangements for equipment and services; accident investigation arrangements, is implemented.
- Equipment and substances are suitable for the purpose they are used for.

**All employees** are responsible for:

- Complying with the school's Health and Safety Policy.
- Taking reasonable care of their own health and safety and that of others affected by their acts or omissions.
- Cooperating with their management in complying with relevant statutory provisions.
- Using all work equipment and substances in accordance with the instruction and training received.
- Not intentionally misusing anything provided in the interests of health, safety and welfare.
- Following all prescribed safe working practices and not working while unfit to do so.
- Reporting to their supervisor or manager any health and safety problem they cannot deal with themselves or any shortcoming they find in health, safety and welfare arrangements.

**All pupils** will be responsible for:

- Complying with the school rules and procedures
- Taking reasonable care of themselves and others
- Cooperating with their teachers and other school staff
- Using equipment and substances in the manner in which they are instructed.
- Not misusing anything provided for the purposes of health and safety.
- Reporting anything they believe to be hazardous or dangerous to their teacher, form tutor or Headteacher.

### **Consultation**

There will be full consultation with representatives elected by the Trade Unions recognised by the school and the local education authority, regarding the establishment and implementation of all of the schools health, safety and welfare arrangements in accordance with consultation arrangements to be agreed.

Wherever possible this may extend to include pupil representation.

## **Audit and review**

The principal means used for reviewing the school's Health and Safety Policy will be:

- Audit of health and safety management in individual departments.
- Annual reporting to their Governing Body covering the management of health and safety within the school.
- Regular evaluation and review to ensure that new legislation or changing circumstances are incorporated within the Health and Safety Policy and that the policy remains effective.
- Evaluation of health and safety management against performance indicators to ensure that objectives are met and that best value provision is obtained.

## **Section 5: Arrangements for Managing Health and Safety.**

This section is left intentionally blank for school's to:

Insert their own arrangements, procedures, operating instructions and codes of practice; or

Refer to other documents where this information can be found.

## **Section 6: Standards Affecting the Whole School.**

The general arrangements and standards required to implement the school's health and safety policy as set out within the Health and Safety Handbook for schools on the 'Go Wild' web site.

- Safety management system.
- Accident reporting and investigation.
- Asbestos .
- Building work contracts.
- Consultation with employees.
- Contractors.
- Display screen equipment.
- Educational visits.
- Electrical appliances.
- Emergency evacuations and emergency planning.
- First aid.
- Fire safety.
- Gas, electricity and water services.
- Glazing.
- Health and safety in design and technology workshops, textiles and food technology.
- Health and safety in science.
- Jewellery and other personal effects.
- Liquefied petroleum gas and other temporary heating.
- Listing equipment.
- Lawn and isolated working.
- Manual handling.
- Medication.
- Mobile phones.
- Monitoring processors.
- New and expectant mothers.
- Noise.
- Occupational health.
- Permits to work.
- Personal protective equipment.
- Play areas.
- Purchasing equipment.
- Pupils carrying out work activities in schools.
- Risk assessment.
- Safe use of ladders and step ladders.
- Safe practice in physical education.
- Security and personal safety.
- School premises safety.
- Stage equipment.
- Stress at work.
- Substances.
- Swimming pool safety and water treatment.
- Training records.
- Work at heights.

- Work equipment.
- Work experience and young person's safety.
- Work-related violence.
- Workplace health, safety and welfare.

## **Arrangements**

### **1. Safety Management System: Guidance Documents PG 101**

School should follow the general requirements outlined within the education service advisory committee document "managing health and safety in schools".

### **2. Accident Reporting and Investigation: Guidance Documents PG 103 and 104**

Accident should be recorded and reported in accordance with the procedure outlined in guidance documents. Accident should be investigated as soon as possible after the occurrence and should be investigated by management of the premises in which the accident happened. Investigation provides reactive monitoring data.

### **3. Asbestos: Guidance Documents PG 301**

Any part of the building fabric containing asbestos must not be worked upon until the asbestos within it has been made safe, either by removal or enclosure. Any work undertaken that releases asbestos fibres into the air is placing everyone in the premises at significant risk of contracting asbestos related disease.

Headteachers and Governors are responsible for their buildings and ensuring that staff are made aware of the location of asbestos within that building in order that they do not inadvertently disturb asbestos by, for example, pinning work to asbestos bearing walls. Staff must ensure that they report any damage to buildings that may result in the release of asbestos fibres into the atmosphere.

### **4. Building Work Contracts: Guidance Documents PG 302**

Serious injuries can occur where building work is undertaken. Schools need to ensure that building contractors do not place pupils or staff at risk from their activities. This requires management control of any building work undertaken. The guidance documents includes checklists and a handout sheet outlining basic rules for the contractors to follow.

### **5. Consultation with Employees: Guidance Documents PG 105**

Employers have a legal duty to consult with all members of staff in respect of health and safety issues. Schools will need to establish mechanisms to ensure that all staff are consulted on any health and safety issues that affect

them. This may be achieved by setting up health and safety committees or by including health and safety as an agenda item on all staff team meetings.

#### **6. Contractors: Guidance Documents PG 106**

Any contractor working on the school site has to be managed to ensure that they do not import any risk in school without ensuring that suitable precautions are in place and that staff and pupils are informed if they will be affected. Similarly schools must ensure that contractors are not placed at risk from any school activities.

#### **7. Display Screen Equipment: Guidance Documents PG 201**

Wherever a member of staff uses a computer workstation an assessment must be carried out to ensure that that person is not likely to be placed at risk from using the equipment. Anyone who is classed as a user, i.e. they have no option but to use a computer and use it for at least one hour a day every day, is entitled to an eyesight test that will be paid for by the employer.

#### **8. Educational visits: Guidance Documents PG 501**

The guidance contained within the Handbook for Educational Visits should be followed wherever such visits take place. Visits must be planned and well-managed, staff leading visits must be competent to lead the visits.

#### **9. Electrical Appliances: Guidance Documents PG 401**

Schools must manage the use of testing of Electrical appliances. Frequency of testing will depend upon the type and use of equipment. Wakefield M. D. C. recommends annual inspection and testing.

#### **10. Emergency Evacuation and Planning: Guidance Documents PG 502 and 503**

Systems should be implemented to ensure that all occupants of the premises can be evacuated in an emergency. Different systems may be required depending upon the cause of the evacuation e.g. fire and bomb evacuations.

Schools should also plan for emergencies. The type of emergency may be lost due to fire, events occurring during an educational visit, loss of electricity, major road traffic accident outside the school gates etc. Arrangements should also be in place to enable normal operation to continue alongside the management of an emergency.

#### **11. First Aid: Guidance Documents PG 504**

This document gives details of first aid requirements for schools. Every school must ensure that first aid is provided to all staff. Provision of first aid to pupils is part of the common-law duty of "in loco parentis".

## **12. Fire Safety: Guidance Documents PG 107**

All schools must carry out to Fire risk assessment; procedure should also be in place to ensure that alarm systems, firefighting equipment, lighting etc is regularly tested and maintained in good condition.

## **13. Gas, Electric and Water Services: Guidance Documents PG 303.**

School should ensure that gas, electricity and water services are maintained in a safe condition. Gas services and appliances should be regularly inspected and tested by a CORGI registered gas engineer. Mains electricity should also be inspected and tested at least once every five years. Water services must be maintained in a condition that does not give rise to risk.

## **14. Glazing: Guidance Documents PG 304**

Assessment should be undertaken to ensure that any glass that is likely to cause injury if it is broken is either replaced or made safe.

## **15. Health and Safety in Design and Technology: Guidance Documents PG 601**

Specific procedures should be implemented within Design and Technology departments to reduce risks from equipment and processors to a minimum.

## **16. The Health and Safety in Science: Guidance Documents PG 602**

Specific procedures should be implemented within Science departments to reduce risks from equipment and processors to a minimum.

## **17. Jewellery and Other Personal Effects: Guidance Documents PG 513**

Schools should ensure that they have specific policies relating to the range and type of jewellery and other personal effect that pupils can wear whilst at school as certain items can place children at risk of injury.

## **18. Liquefied Petroleum Gas and Other Temporary Heating: Guidance Documents PG 305**

Wherever schools require temporary heating specific criteria need to be addressed prior to introducing supplementary LPG or electric heating.

## **19. Lifting Equipment: Guidance Documents PG 405**

Any equipment used for lifting objects or people must be maintained in good condition. The frequency of inspection and testing will be in accordance with

legal requirements outlined in the Lifting Operations and Lifting Equipment Regulations.

#### **20. Lone and Isolated Working: Guidance Documents PG 203**

Systems should be implemented in workplaces where staff will either work by themselves or in isolated parts of the building to help reduce the likelihood of injury being caused and to enable assistance to be obtained if required.

#### **21. Manual Handling: Guidance Documents PG 202**

Activities involving manual handling that may cause injury must be assessed to determine the most effective way to reduce the likelihood that injury will occur and to identify any equipment or change of procedure that should be implemented to reduce risk.

#### **22. Education: Guidance Documents PG 505**

Wherever possible arrangements should be made to prevent the need for any medication to be given to any pupil at school, however there will be instances where this is difficult to achieve. Whenever this is likely to occur schools need to ensure that clear procedures are followed to reduce the likelihood that incorrect dosage or incorrect medication will be given.

#### **23. Mobile Phones: Guidance Documents PG 506**

Concerns have been raised regarding the installation of mobile phone base stations and the possible ill-health effects caused by the use of mobile phones. Current guidance points to their not being any significant effects yet known to exist, although a precautionary approach is advised.

#### **24. Monitoring Processors: Guidance Documents PG 108**

Schools, in common with any other workplace, need to monitor the provision of health and safety within the workplaces. Undertaking regular inspections of the premises, investigation and analysis of accident and audit systems can achieve this.

#### **25. Expectant Mothers: Guidance Documents PG 208**

Specific assessment is need to be carried out wherever a new or expectant mother is at work. The assessment should take into consideration in a condition of the work that could adversely affect them over and/or unborn child.

#### **26. Noise: Guidance Documents PG 510**

There are limits contained within the Noise at Work Regulations that should not be exceeded. If they are, specific requirements must be put into place. Noise levels below the statutory limits should also be minimised whenever

possible, particularly where the level is likely to affect the effectiveness of teaching environment.

### **27. Occupational Health: Guidance Documents PG 109**

The most important asset to any organisation is its staff. School should have regard to ensuring that proactive and reactive strategies are in place in respect to maintaining and promoting good health among staff.

### **28. Permits to Work: Guidance Documents PG 112**

High-risk activities in schools may, on occasion, require very strict controls. Control can be applied using a permits to work system. A permit will identify the safe conditions and requirements that must be present before any work may be started or must be signed by a senior manager.

### **29. Personal Protective Equipment: Guidance Documents PG 111**

The use of personal protective equipment (PPE) must only be considered as a last resort after every other possibility to reduce risk has been examined, as a temporary measure until further improvements can be made, and where it is not possible to provide any other means to reduce risk-e.g. some cleaning tasks. PPE has to be carefully selected, with consultation on the type to be used being undertaken with the people who will be required to use it. It must be suitable for the task and maintained in a safe condition.

### **30. Play Areas: Guidance Documents PG 514**

Any play area, and the equipment installed within the area, provided for pupil must be designed, installed and monitored in accordance with national standards.

### **31. Purchase of Equipment: Guidance Documents PG 406**

Equipment must be purchased from reputable suppliers and should conform to any relevant national standards and, where applicable, meet minimum health and safety requirements.

### **32. Pupils Carrying out Work Activities in Schools: Guidance Documents PG 507**

Measures should be in place to ensure that whenever any pupils are required to undertake any work activities on behalf of the school, suitable and sufficient precautions are taken to prevent them being placed at significant risk of injury.

### **33. Risk Assessment: Guidance Documents PG 102**

Any work-related activity that may place any person who may be affected by it at risk of injury or ill-health should be assessed. The risk assessment should identify the likelihood that harm will occur and the most likely severity of that

harm. Measures to reduce the risk can then be identified and put in place. Specific legislation outlines assessment that need to be made a particular type of activity-such as manual handling, use of display screen equipment, noise, hazardous substances. The general risk assessment will identify where such other assessments are required. Once suitable means for reducing risk has been identified those measures need to be implemented. Assessment should be reviewed on a regular basis and at least every year or whenever there is significant change to the activity or people likely to be affected by it.

#### **34. Safe Use of Ladders: Guidance Documents PG 207**

Injuries received from the incorrect use of ladders can be severe. There are measures that should be taken whenever such equipment is used to reduce the likelihood of injury occurring.

#### **35. Safe Practice in Physical Education: Guidance Documents PG 603**

Specific procedures should be implemented within Physical Education departments to reduce risks from equipment and activities to a minimum.

#### **36. Security and Personal Safety: Guidance Documents PG 204**

The safety and well-being of staff and pupils within schools can be affected by Security and personal safety issues. Schools today need to ensure that appropriate measures are implemented according to their location and the likelihood that they may be affected by intruders, vandals and arsonists.

#### **37. School Premises Safety : Guidance Documents PG 110 Am to 306**

Linking with monitoring processors, a proactive measures that can be taken to reduce the likelihood of accidents occurring is to undertake regular inspections of the premises. Inspections can be carried out using a checklist pro forma, although the person undertaking the inspection will need to be aware of the safety issues to be checked. These guidance documents provide pro forma and outline common workplace safety issues that may be found within schools.

#### **38. Stage Equipment: Guidance Documents PG 403**

Specific requirements need to be addressed to ensure that equipment used on and around the school stage is maintained in safe condition.

#### **39. Stress: Policy and Guidance Documents PG 205**

An increasing issue within all workplaces is the subject of stress. Stress can affect different people in different ways. The causes of stress can vary greatly. Staff need to be able to identify signs of stress and to take early

preventative action to deal with the thing that is causing them stress and to enable them to cope with whatever issues are affecting them. Managers need to be able to identify possible causes and to take action to reduce the likelihood that staff will become stressed. Suitable measures must be in place to enable anyone suffering from stress-related symptoms to receive appropriate help and assistance.

#### **40. Substances: Guidance Documents PG 508**

Substances that are used or are produced as the result of a process that may cause harm to anyone exposed to them must be assessed and have measures taken to reduce the risks presented. Substances can be hazardous to health such as solvent vapours, and can also have physical characteristics that could cause harm and injury, such as a flammable liquid.

#### **41. Swimming Pool Safety: Guidance Documents PG 307 and 511**

The swimming pool can be a hazardous environment if not suitably managed. Guidance from the Health and Safety Executive outlines minimum standards that should be met within all swimming pools. The swimming pool used only by the school does not need to meet every strict requirements imposed on public swimming pools, however there does need to be a suitable operating and emergency plan and staff supervising swimming lessons need to be trained in appropriate rescue and resuscitation skills. The management of swimming pool safety includes the methods used to disinfect and further treat swimming pool water.

#### **42. Training Records: Guidance Documents PG 113**

School should maintain records of all training staff have received. Training needs analysis should be carried out for each member of staff and each staff group. Risk assessment should be used to help identify training needs.

#### **43. Work Experience for Pupils and Young Person Safety: Guidance Documents PG 512 and PG 507**

System should be in place to ensure that any establishment accepting any pupil on work experience has informed pupil's parents or guardians about the risks that may be encountered. Checks need to be made to ensure that the organisation to which pupil is sent complies with health and safety requirements. Young Persons must be considered as being at greater risk than adults due to their age and maturity. They should be considered whenever a risk assessment is undertaken from anything that may affect a young person or child.

#### **44. Work at Heights: Guidance Documents PG 209**

Any work undertaken over two metres must have suitable risk control measures in place. Work at home will include working with ladders and

stepladders (see guidance documents PG 207) as well as using mobile tower scaffolds and erecting edge protection to the sides of buildings.

#### **45. Work Equipment: Guidance Documents PG 402 and 404 and 406**

Any equipment used to work must be suitable for the purpose for which it will be used and only used for the purpose for which it has been designed. Equipment should be maintained in a safe condition and taken out of use if it becomes defective. People using equipment should be provided with training that is commensurate with the equipment being used.

#### **46. Work-related Violence: Guidance Documents PG 206**

Studies have shown that school staff can be subject to incidents of violence from members of the public as well as colleagues. An incident will be violent if a victim perceives it has a been, and can range from verbal insults and verbal abuse to threats with a weapon and physical assault.. In addition the measures that can form part of the school's Security and personal safety assessment measures are available to help reduce continued acts of a violent nature.

#### **46. Workplace Health, Safety and Welfare; Guidance Documents PG 306 and 509**

Regulations outlined a minimum standards that all workplaces should comply with to ensure the health safety and welfare of staff. Schools are subject to additional Schools Premises Regulations that affect other workplaces for certain issues, such as indoor temperature. Some parts of the Health Safety and Welfare Regulations are also not applicable to school classrooms, such as the requirements for minimum working space. The majority of the regulations do, however, apply. These are concerned with health issues such as having suitable and sufficient lighting, waste removal, adequate ventilation safety issues such as prevention of falls from heights, management of traffic in and around premises, provision of adequate flooring and safety doors and gates, welfare issues such provision of the rest areas pregnant women and nursing mothers, suitable facilities for changing causing if required, provision of suitable drinking water and provision of suitable toilet facilities.