

The Holy Spirit Catholic Primary School



Health and Safety Policy

Headteacher : Mrs. J McDonald
Chair of Governors : Mrs. B. Burgess

September 2019

1. INTRODUCTION

Under the Health and Safety at Work (etc) Act 1974 employers have a duty to safeguard 'so far as reasonably practicable' the health safety and welfare of employees and others affected by their actions.

This Health, Safety & Welfare Policy outlines the roles and responsibilities with regard to the management of health and safety in order to comply with the requirements of the Health and Safety at Work (etc) Act 1974, the Management of Health and Safety at Work Regulations 1999 (as amended 2006) and other associated Regulations and Approved Codes of Practice.

In particular the aims of the Health and Safety at Work (etc) Act 1974 are to:

- (a) Provide a legislative framework to promote, stimulate and encourage high standards of health and safety in the workplace; and
- (b) Promote safety awareness to ensure a safe organisation and to continually improve performance.

Section 2 (3) of the Act requires employers to prepare a written safety Policy and to bring the Policy Statement to the notice of all staff, informing them of the organisation and arrangements for implementing the procedures outlined in the Policy document.

2. STATEMENT OF INTENT

Halton Borough Council is committed to continual improvement in health, safety and welfare performance. A Strategic Priority within the Corporate Plan is Effectiveness & Business Efficiency and in order to do so it recognises its “duty of care” to employees, clients, pupils, and members of the public using its services.

The Authority will aim to comply ‘so far as reasonably practicable’ with its legal responsibilities as required by the Health and Safety at Work Act (etc) 1974 and all other health and safety legislation. In so doing the Authority will:

- Ensure that health & safety is fully integrated into the management decision making processes
- Make suitable and sufficient assessment of the significant risks which may affect the employees, clients, pupils, and members of the public using its services and subsequently identify control measures
- Effectively communicate information on the health & safety information, including the publication of health & safety performance and the risks to those people who may be affected
- Monitor the effectiveness of any measures taken to reduce risk
- Provide a safe and healthy working environment
- Provide safe work equipment
- Provide suitable and sufficient health, safety and welfare training
- Aim to reduce the likelihood of reoccurrence of work-related accidents/ ill-health, incidents and near misses through effective investigation and identifying any areas for improvement
- Co-operate and consult with appointed health & safety representatives recognised by trade unions and where necessary will provide them with information
- On the basis that health & safety is everyone’s responsibility and not just a management function, provide employees with adequate information, instruction and training to ensure their health & safety competence and to enable them to contribute to the effectiveness of this policy
- Review the health, safety and welfare policy at regular intervals
- Give proper regard to ensuring that welfare arrangements and facilities are adequate. Welfare arrangements will include the management of stress whilst facilities will include toilets, provision of drinking water, etc. and also ergonomics such as lighting, heating, seating, ventilation, etc

3. RESPONSIBILITIES

3.1 Executive Board Members

Executive Board Members should ensure that adequate resources are available and effectively deployed to enable the Authority to fulfil its legal requirements under health, safety and welfare legislation.

The Corporate Services Policy Performance Board will receive biannual reports relating to the Health, Safety and Welfare performance of Directorates. They will make such recommendations to the Executive Board as may from time to time be necessary and appropriate to maintain suitable and sufficient health, safety and welfare arrangements across the Council.

3.2 School Governing Bodies

In schools, the employer is ultimately responsible for health, safety and welfare. Head teachers must make arrangements for ensuring the implementation of the health and safety policies of their employer arising out of their health and safety responsibilities.

Note: In voluntary aided and foundation schools, academies and independent schools the Governing Body is the employer whereas in community and voluntary-controlled schools, the employer is the Local Authority

3.3 Chief Executive

The Chief Executive is responsible for ensuring that the Statement of Intent is implemented as part of aims of the Corporate Health, Safety and Welfare policy.

This will be achieved by:

1. Allocating necessary resources for health, safety & welfare
2. Ensuring that in conjunction with Trade Union Employee Representatives a joint consultative committee deliberates health and safety matters
3. Being kept informed about any significant health and safety issues including holding quarterly update meetings with the Principal Health and Safety Advisor

3.4 Strategic Directors

Strategic Directors have ultimate responsibility in ensuring that Health, Safety and Welfare is managed in their Directorate.

This will be achieved by:

1. Allocating adequate resources and recommending the provision of necessary finance to improve and maintain health and safety standards when compiling annual budgets

2. Ensuring that health, safety and welfare management is fully implemented throughout their respective Directorate by allocating specific health, safety & welfare responsibilities to the appropriate manager
3. Ensuring that health, safety and welfare strategies and policies are implemented and integrated in the Directorate management systems
4. Being kept informed of accidents which are reportable to the Health & Safety Executive and any trends in accidents or work related ill health

3.5 Operational Directors / Divisional Managers

Operational Directors and Divisional Managers have an active role in the management of health, safety and welfare within their work area.

This will be achieved by:

1. Ensuring the effective development, implementation, communication and compliance with health, safety and welfare strategies and policies
2. Allocating specific health, safety and welfare responsibilities to managers and ensuring that they are adequately resourced to fulfil these responsibilities
3. Ensuring that Risk Assessments are completed, where required on the Corporate Risk Assessment system, and that the application of suitable and sufficient risk control measures are functioning effectively through the appropriate monitoring and review processes
4. Ensuring that accidents, incidents, dangerous occurrences and near misses are reported and investigated in line with corporate procedures and health & safety legislation

3.6 Operational Director / Divisional Manager - Property Services

Will be responsible for ensuring that corporate buildings are safe, so far as reasonably practicable, for employees. In doing so they will work with nominated Building Managers.

This will be achieved by:

5. Ensuring compliance with health and safety statutory requirements in relation to buildings including fire management
6. Ensuring all works are effectively planned, organised, controlled, monitored, reviewed and audited in relation to health and safety
7. Ensuring the effective control of contractors undertaking any works its representatives and ensure that hazard information has been exchanged and suitable risk control measures implemented
8. Ensuring that services supplied to the Council and others by outside agencies are provided such that they will satisfy all current health & safety legislation, particularly in respect of equipment
9. Ensuring security arrangements are maintained, general cleanliness and adequate welfare facilities are provided

10. Ensuring workplace inspections of the premises and schools are undertaken to maintain health and safety standards
11. Undertaking investigations involving accidents / incidents involving corporate buildings and, where necessary, implementing measures to prevent re-occurrence
12. Any other H&S duties in respect to the management of the premises

3.7 Managers and Team Leaders

Managers and Team Leaders within their areas are responsible for ensuring that everything reasonably practicable should be done to prevent foreseeable harm or injury within their work area.

This will be achieved by;

1. Implementing Council's Health and Safety policies, guidance documents and approved codes of practice relating to health & safety.
2. Ensuring that risk assessments are carried out by a competent person with the involvement of staff for tasks, workplaces and equipment and, where applicable, are entered on the Corporate Risk Assessment system
3. Ensuring that control measures identified in the risk assessments are implemented, monitored for effectiveness and reviewed annually
4. Ensuring that staff are familiar with emergency procedures, safe systems of work, significant risks, accident reporting within their working area to ensure effective reduction of risk
5. Ensuring that staff have access to relevant health, safety and welfare policies and guidance
6. Ensuring that staff are adequately trained and supervised for tasks / activities they are required to perform and are instructed in any emergency procedures relevant to their task / workplace
7. Ensuring that all plant and equipment used are adequately tested, maintained in accordance with current legislation and that comprehensive records are kept of all tests
8. Ensuring that all accidents, incidents, dangerous occurrences, near misses, violent incidents are reported through the online accident / incident reporting system in accordance with RIDDOR and are fully investigated with control measures documented and implemented to prevent re-occurrence
9. Consulting and co-operating with appointed safety representatives where applicable
10. Ensuring that senior managers are informed of any relevant health, safety and welfare issues, especially those that have resource implications and also those that cannot be resolved at local levels

3.8 All Employees

All employees, full time, part time, temporary and casual must be:

1. Aware of their legal responsibility to ensure their own health, safety and welfare and that of others who may be affected by their actions
2. Familiar with the hazards of their work and with the safe systems of work designed to minimise risk to them
3. Aware that they have a legal duty to co-operate with employers by following any procedures issued by the Authority which are designed to protect their health, safety and welfare
4. Aware that they are not to interfere with or misuse anything provided in relation to health, safety or welfare
5. Aware that they are to bring to the attention of employers any situation that is considered to be a serious and / or imminent danger and any other shortcoming in health and safety arrangements by reporting accidents / potential hazards and defective equipment / premises

3.9 Health and Safety Team

The Health and Safety team are responsible for providing competent health and safety advice to the Authority to ensure that it is compliant with Health and Safety legislation.

This will be achieved by;

1. Developing, publicising and supporting the implementation of health, safety and welfare policies and procedures
2. Keeping the Authority up to date on relevant legislative changes including advising on implications of health and safety legislation, relevant regulations, Approved Codes of Practice, H.S.E Guidance and H&S training
3. Promoting the Corporate Risk Assessment system for the identification of hazards, assessing risks, identifying and implementing suitable control measures to reduce risk to an acceptable level, monitoring and reviewing; to ensure compliance with health and safety requirements
4. Providing advice and guidance on the reporting of accidents / incidents and overseeing investigations into the cause and circumstances of serious accidents and near miss incidents and where necessary, reporting accidents in accordance with RIDDOR
5. Conducting health and safety inspections of any Council buildings, plant, machinery, equipment and sites and audits health, safety and welfare performance of services within Directorates
6. Establishing professional relationships at all levels within the Council and external organisations HSE, Fire, etc.
7. Maintaining adequate records and statistics as required by legislation and issuing

details of these to directorates, along with reports, to analyse trends and to tender advice on the prevention of reoccurrences

8. Providing biannual reports on health and safety performance and identifying the 'risk profile' for the Authority to both the Corporate Management team and the Corporate Services Policy and Performance Board
9. Formulating health & safety policies, guidance documents and other associated health and safety systems of work in accordance with current legislation

4. FURTHER ARRANGEMENTS

- 4.1 All Health and Safety policies and other documents will be available either on the Health and Safety portal on the Intranet or through Sharepoint
- 4.2 In line with guidance around the Corporate Manslaughter and Corporate Homicide Act 2007 (INDG417), the lead officer at Board level is the Operational Director, Legal and Democratic Services
- 4.3 In the case of a serious breach of safety procedures, the employee involved in the breach will be subject to disciplinary action, in accordance with the Health & Safety at Work Act and any statutory provisions
- 4.4 Where a member of staff has a concern regarding health, safety and welfare there are two routes available for addressing the issue:

- a. Through the line manager

If the problem is not easily resolved, the line manager should seek advice from the Health and Safety team.

- b. Through Trade Union Representatives

Trade union members may choose to raise concerns directly with their union representatives. The union representatives should then consult with the appropriate managers to try to resolve the issue. If the outcome is unsatisfactory, it can be referred to the relevant Consultative Committees.

5. CONSULTATION AND MEETING ARRANGEMENTS

Halton Borough Council encourages consultation with Trade Union Safety Representatives. Consultation will take place regarding:

- Preparation of health, safety and welfare policies
- The objectives set in Directorate Health, Safety and Welfare working groups
- Health, safety and welfare audits
- Significant findings of accidents and violent incidents

Meetings will take place with managers and Trade Unions at Joint Consultative Committees and the aims and objectives are;

5.1 Corporate Joint Consultative Committee

Aims:

1. To provide a means of improving the flow of information in all directions between employee representatives and management; and
2. To monitor, health, safety and welfare arrangements across the Council to ensure that they are being effectively managed.

Objectives:

1. To provide a forum for negotiations to take place on matters of a corporate nature;
2. To provide a forum for the frank exchange of views between employee representatives and management on employment practices, terms and conditions and other related matters pertaining specifically to the employment areas in question;
3. To ratify new and amended Human Resource and Health and Safety policies;
4. To report on health and safety performance;
5. To monitor accidents and any trends and identify actions to prevent reoccurrences; and
6. To provide strategic direction.

Outcome: -

To be satisfied that health, safety and welfare is being effectively managed within the Authority.

5.2 Directorate Joint Consultative Committees

General:

Directorate Joint Consultative Committees will be established for each of the Council's two Directorates:-

- Enterprise Community Resources
- People

In the event of items of directorate or corporate consequence arising, then it will be the responsibility of the Chairman of the group to ensure that the item is referred for further discussion to Corporate Joint Consultative Committee.

Aims:

1. To provide a means of improving the flow of information in all directions between employee representatives and management; and
2. To monitor health, safety and welfare performance for the Directorate to ensure it is being effectively managed.

Objectives:

1. To provide a forum for the frank exchange of views between employee representatives and management on employment practices, terms and conditions and other related matters pertaining specifically to the employment areas in question;
2. To monitor H&S performance of each area of the Directorate;
3. To monitor accidents and any trends and identify actions to prevent reoccurrences;
4. To keep updated with legislation and topical issues and identify actions arising; and
5. To discuss, where applicable, matters referred by 1st Tier Groups which are felt to have Directorate consequences or which are unresolved at 1st Tier.

Outcome: -

To ensure that there is full representation and reporting on performance in the management of health and safety within the Directorate.

5.3 Sectional Joint Consultative Committee

General:

The main employment areas/occupations within these two Directorates are:

- Waste/Open Spaces/Logistics
- Stadium/Catering/Arts & Recreation/Leisure Centres

In the event of items of directorate or corporate consequence arising, then it will be the responsibility of the Chairman of the group to ensure that the item is referred to the appropriate forum for further discussion.

Aims:

1. To provide a means of improving the flow of information in all directions between employee representatives and management.
2. To measure, monitor and continually improve health, safety and welfare performance for the areas within the respective employment areas.

Objectives:

1. To provide a forum for the frank exchange of views between employee representatives and management on employment practices, terms and conditions and other related matters pertaining specifically to the employment areas in question.
2. To report on H&S performance at meetings and identify areas for development

3. To monitor accidents and any trends and identify actions to prevent reoccurrences
4. To keep updated with legislation and topical issues and identify actions arising.

Outcome: -

To effectively manage health, safety and welfare within the main employment areas/occupations.

Signed

D. Parr

Handwritten signature of David Parr in black ink.

Chief Executive

Date April 2018

Cllr. R. Polhill

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Council Leader

Date April 2018

Version Control and Change History

Version Control	Date Released	Date Effective	Approved By	Amendment
1	Dec 04	Dec 04	N/K	N/A
2	Aug 08	Aug 08	Chief Executive	Nil
3	April 09	April 09	Chief Executive	Include in: <u>Managers Responsibilities</u> 1. 'any person who may be directly affected by their actions including clients, pupils and members of the public' and 2. Managers to make staff aware of 'risks to themselves and others' <u>Risk and Emergency Planning</u> 3. Will 'publicise' information
4	Sept 09	Sept 09	Chief Executive	P.4 Amend name from Executive Directors to Strategic Directors
5	May 10			Changes to arrangements in light of Efficiency Review and HSE Strategy. Approved at Management Team 4/5, Corp H&S 13/5 & PPB 25/5.
6	May 11	May 11	Chief Executive	Updated with Occupational & H&S new structure and terms of reference approved at Management Team on 17/5/11
7	Nov 13	Nov 13	Management Team & PPB	Reviewed in line with the updated HSG65
8	Sept 15	Sept 15		Reflect procedural and Directorate changes
9	April 18			Changes to the names of the Directorates