

Atherstone Nursery School
and Early Years Teaching Centre



'Bright Start, Bright Future'
'Chances to explore, discover and grow'

Bedworth Heath Nursery School
and Early Years Teaching Centre



'You make the difference,
today, tomorrow, together'

Atherstone & Bedworth Heath Maintained Nursery Schools and Warwickshire Teaching School Alliance

Health and Safety Policy

Date initial Policy Written	April 2011		
Approved by Governors	April 2011		
Revision Due:	Date completed:	Head teacher	Chair of Governors
	Autumn 2016	<i>A King</i>	<i>D Wainwright</i>
Revision Due:	Date:	Head teacher	Chair of Governors
	Autumn 2017	<i>A King</i>	<i>D Wainwright</i>
Revision Due:	Date:	Head teacher	Chair of Governors
	November 2019	<i>N Burton</i>	<i>D Wainwright</i>



Health and Safety Policy

Date of issue: September 2014

Document Control – Signatures updated on Policy Statement March 2017

Review date: September 2017

Purpose

This Policy has been produced in recognition and acceptance of our legal responsibilities as an employer and aims to protect the health, safety, welfare and wellbeing of our employees and others who may be affected by our activities. This Policy will therefore set out how Warwickshire County Council will manage occupational health and safety.

Scope

This Policy is applicable to all areas and activities of Warwickshire County Council.

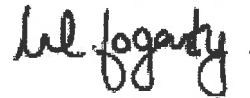
This statement of Policy will be kept under review and any amendments made to it will be brought to the notice of all WCC employees. A Group Health and Safety Statement of Intent will be endorsed by each Strategic Director for their area of responsibility. All employees must be informed of and comply with this Policy as relevant to their role.

Signed and dated:

David Carter
Joint Managing Director
March 2017



Monica Fogarty
Joint Managing Director
March 2017



Cllr Izzi Seccombe –
Leader of the Council
September 2014





(Figure 1: WCC's in-house occupational health and safety management system)

3.1.3 Corporate Board & Strategic Directors

The Corporate Board comprises of the Chief Executive and Strategic Directors.

Collectively and individually Corporate Board are responsible for:

- Providing clear and visible health and safety leadership and commitment that encourages employee involvement, and champions the importance of sensible health and safety risk management within the workplace.
- Demonstrating commitment and visible leadership for health and safety.
- Having a signed Statement of Local Health and Safety Intent for their respective Group.
- Ensuring that all decisions made reflect their health and safety intentions as specified in WCC's health and safety policy statement/ Group Statement of Intent.
- Integrating health and safety with other core business objectives/ management and be aware of the risks to the organisation (risk profile) and have controls in place to manage those risks.
- Having awareness and maintaining attention on the key health and safety issues (significant risks) of their Group and ensuring risk control strategies are in place via Heads of Service and managers.
- Making sure that accountabilities and responsibilities for health, safety, welfare and wellbeing within their Group are properly assigned, passed on, understood and carried out throughout the organisational structure via Heads of Service.
- Ensuring that Heads of Service have arrangements in place for health and safety management, consultation with the workforce, and monitoring/ auditing their business units.
- Ensuring health and safety is discussed and appears regularly on their agendas.
- Setting and monitoring health, safety and wellbeing performance and priority areas (i.e. through developing and implementing a Corporate Health, Safety and Wellbeing Plan/ Group Health and Safety Plans, and monitoring performance through health and safety reports/ KPI's).
- Ensuring Heads of Service provide and manage adequate resources to enable the discharge of their health and safety responsibilities and address any implications as reasonably practicable.
- Establishing a proactive positive health and safety culture (i.e. through attitudes and behaviours).
- Consulting and seeking advice from the Corporate Health, Safety and Wellbeing Manager on health and safety matters when required.
- Reporting any HSE correspondence or health and safety concerns to the Corporate Health, Safety and Wellbeing Manager.

To ensure health and safety consideration at board level, a Strategic Director has been nominated by the Chief Executive to be the **Champion for Health and Safety**.

3.1.4 Champion for Health and Safety

The **Strategic Director for Resources Group** has been appointed by the Chief Executive as the Corporate Champion for Health and Safety.

The Champion will:

- Promote the adequate and proper consideration of health and safety to Corporate Board/ senior managers and more widely within the County Council.

- Ensure that when making decisions/arranging new projects for the service, health, safety, welfare and wellbeing issues are considered and dealt with fully.
- Ensure that adequate health and safety communication and consultation channels exist within their areas of control.
- Ensure that adequate resources are provided to manage health, safety and welfare.
- Ensure that procedures exist and are effectively implemented to ensure competent employees.
- To support work-related accident/ incident investigations as appropriate, and review and monitor statistics to identify trends and hotspots. Provide support and resources to ensure adequate controls are put in place to prevent recurrence.
- Ensure that their managers and all employees (including 'Interim Managers' and Agency Staff) under their control are made aware of; understand their specific roles and responsibilities; and are accountable for their duties regarding health and safety.
- Ensure that health and safety management and performance is formally evaluated, monitored and reviewed at least on an annual basis within their service area;
- Ensure that Group Senior Health and Safety Advisors are consulted, along with employees' representatives, prior to changes in accommodation and working practices.
- Ensure that the Strategic Director and the Corporate, Health, Safety and Wellbeing Manager are informed of any breach of health and safety statutory requirements; and immediately when there is HSE or other enforcing body involvement.
- Ensure that health and safety workplace inspections and audits are undertaken and appropriate action implemented.
- Consult and seek advice where necessary.

3.1.6 Managers (including Head teachers)

For the purpose of this Policy, the term 'manager' relates to all WCC employees and interim/agency personnel who manage staff and/or services across Communities Group, People Group (including schools), Resources Group and Fire & Rescue Service.

The County Council is the employer for community and voluntary controlled schools, community special schools and maintained nursery schools. This Policy and the corporate topic-based health and safety policies therefore apply to those schools, with full requirements and compliance details set out in the supplementary health and safety standards in school document. Governing bodies in control of school premises must take reasonable steps to ensure the safety of the school site. Monitoring that adequate health and safety arrangements are in place in compliance with the County Council policies and procedures.

Managers (including Head teachers) will:

- Attend the WCC introduction to health and safety management course and refresh 3 yearly.
- Comply with manager responsibilities within the relevant Corporate topic-based health and safety policies, and ensure that local arrangements (refer to Section 3.2.2) are in place as required.
- Ensure that risk assessments are undertaken and recorded for their work activities/ processes/ operations. They must identify significant risk(s), and controls that will eliminate the risk or reduce it to the lowest possible level through sensible and proportionate risk management. They must involve employees as part of this process, and implement controls as necessary in compliance with the risk assessment policy.

3.1.7 Employees

For the purpose of this policy, 'employees' will include students, volunteers, agency workers, contract workers as well as WCC employed staff (which also includes employees within WCC employed schools).

All employees have an important role to play in effective health and safety management.

All employees have a responsibility to:

- Take reasonable care, while at work, of their own and other people's health and safety.
- Co-operate with their employer or other person (i.e. line manager, senior management) in respect of their health and safety duties and follow all instructions, control measures, training, procedures, etc. (written and verbal) to protect their own and other people's health and safety.
- Always follow relevant arrangements (i.e. risk assessment controls, safe systems of work, procedures, etc...) to avoid health and safety risks, and consult their line manager on any areas of concern.
- Not misuse or interfere with anything that has been provided in the interest of their health, safety and welfare (for example, personal protective equipment, machinery guarding, etc.).
- Check that any equipment, plant, or substances used at work are in a safe condition prior to use. Report any defects, loss or damage to their manager immediately.
- Inform their manager, without delay, about any work situation that might present a serious or imminent danger to themselves or others, or about any other problems in health and safety arrangements.
- Behave appropriately at all times in the workplace.
- Avoid taking short cuts or changing work activities, which could create unnecessary risks to their health and safety. Use all safety equipment and/or personal protective equipment that is provided.
- Report all work-related accidents, incidents (including incidents of violence/aggression, diseases and dangerous occurrence), and near misses.
- Be familiar with any health and safety policies, procedures, risk assessments or any other health and safety documentation, applicable to them and their work. Follow all induction, information, instruction and training provided (whether verbal or written).
- Be aware of the First Aid provision at their workplace and understand the fire/emergency evacuation and fire prevention procedures, position of fire alarms and equipment and participate in drills as required.
- Take part in health and safety training and development as necessary.
- Cooperate with health surveillance programmes and other control strategies for the protection of their health.
- Set a good personal example in respect of health and safety.
- Make suggestions to improve health and safety.

Please note these responsibilities relate to all employees. If an employee has additional post holder responsibilities for health and safety, for example, they are a manager, then they must comply with those responsibilities in addition to these.

- Support Group Leadership Teams with Group Health and Safety Action Plans, and produce quarterly health, safety and wellbeing performance updates/reports through the Senior Health and Safety Advisors.
- Use executive powers (on behalf of the Chief Executive, cabinet members and Strategic Directors) to stop any work activities where there is a serious and imminent risk of injury, and set appropriate health and safety management standards to make sure WCC acts within the law.
- Advise WCC on the required arrangements to actively target key workplace health issues that will reduce incidents of work related ill health.

3.1.9 Building specific health and safety requirements

Physical Assets are responsible for the development, implementation and monitoring of the building related health and safety policies (these are fire, asbestos and legionella). As these policies form part of WCC's occupational health and safety management system, Physical Assets must communicate, consult and cooperate with the Corporate Health, Safety & Wellbeing Manager. The corporate roles, responsibilities and arrangements therein must be communicated to relevant persons and implementation monitored.

3.2 Controls & Arrangements within WCC

3.2.1 Corporate Controls and Arrangements

The WCC corporate topic based health and safety policies set out the minimum standards needed to meet legal compliance and WCC good practice. They are titled as a policy in accordance with WCC's Corporate Framework to set the required standards, and to inform and guide all relevant employees. They are topic based so that managers, employees and other key stakeholders can easily identify their roles and responsibilities as relevant to their work activities.

They are developed by the Health, Safety and Wellbeing Service (with the Corporate Health, Safety & Wellbeing Manager as the 'Policy Owner'), with the exception of building related health and safety policies that are developed and implemented by Physical Assets (Refer to Section 3.1.10). These Policies are set on behalf of the Chief Executive and monitored, reviewed and revised by the Health, Safety and Wellbeing Service, and the Corporate Health, Safety & Wellbeing Manager is part of the development/consultation/review process for Physical Assets led Policies.

The policies are written for a specific topic, such as, risk assessment, personal safety, the safe management of contractors, management of work-related stress and wellbeing, and manual handling, etc... (For a full up-to-date list, refer to the health and safety intranet pages, health and safety A-Z topics). The policy will only detail information as relevant for that topic. It will not duplicate anything that has been detailed within this Policy (specifically Section 3.1). They are reviewed on a 3-yearly rolling programme unless there is a requirement to review it sooner.

Where required, these policies are supported by guidance documents, template forms, and tools. As necessary, consultation is sought with HR & Organisational Development, Trade Union appointed Safety Representatives, managers, occupational health, and service areas where technical advice/assistance/implementation is required.

The Safe Management of Contractor Policy details how WCC co-operates with contractors.

3.4 Competence

The mandatory health and safety training requirements within WCC includes the following:

- Health and safety induction for all new starters (using the corporate package and specific local information).
- Introduction to Health and Safety for Manager's training session.
- Health and Safety Risk Assessment Workshop for all managers or nominated employees who undertake risk assessments.

In addition to these core mandatory sessions, the specific health and safety training requirements are detailed within the corporate topic based health and safety policies, and provided through the corporate learning and development offering on WILMa or directly by Manager's where the training need is specific to that team/service. Therefore, each Group/Service should consider and plan for their health and safety training needs (i.e. training needs analysis). Responsibility is with GLT to ensure efficacy of this approach throughout their Group management structure.

At team/role level, the work activity health and safety competency should be determined as part of the risk assessment process with the identified training needs arranged by the manager. Advice and support can be sought through the Health, Safety and Wellbeing Service.

An annual health and safety briefing is provided to elected members as part of the Member Development programme by the Corporate Health, Safety & Wellbeing Manager.

3.5 Communication

The corporate health, safety and workplace wellbeing intranet pages will be maintained by the Health, Safety & Wellbeing Service as a way of providing and communicating the corporate and Group specific health, safety and wellbeing policies, guidance, tools, and links to support services and advice. For schools, this information is provided on the School Document Library www.warwickshire.gov.uk/SchoolHSdocs. For employees who do not have the intranet or internet, information will be provided by their manager using appropriate communication channels.

All HR processes for recruitment and selection will consider and arrange for health and safety (such as Job Descriptions informing employees of their responsibilities, etc.). As part of the new starter induction, all employees will be provided with access to this Policy. As part of the Health, Safety and Wellbeing Service communication plan, relevant and timely information will be communicated to employees and/or managers.

Managers are required to discuss health and safety at team meetings. A proactive way to achieving this is to have health and safety as an agenda item at team meetings (the frequency of which can be determined locally, however managers must demonstrate how two-way communication on health and safety matters is undertaken).

This process addresses areas of health and safety as part of corporate governance assurance.

The Health, Safety and Wellbeing Service will audit health and safety corporately as part of an internal health and safety audit procedure. This procedure is developed and led by the Corporate Health, Safety & Wellbeing Manager and delivered by the Health, Safety & Wellbeing Service to support this Policy.

4.2.2 Auditing the Management System – Group/Local Level

Within WCC this is undertaken by the competent advisors within the Health, Safety and Wellbeing Service in accordance with the internal health and safety audit arrangements and procedure document.

The auditing process will be relevant to each Group and will review and establish whether:

- Appropriate management arrangements in place.
- Adequate risk control systems/strategies in place for the risks associated with the County Councils undertaking.
- Those risk control strategies are being implemented.

The County COSHH Officer will undertake audits for all WCC activities that use or generate substances hazardous to health or where there is a risk of an explosive atmosphere as per the Dangerous Substance Explosive Atmosphere Regulations. This audit regime will be risk based and identify areas of good practice and areas for improvement.

Other auditing regimes from Central Government agencies (for example, LGA) which include health and safety are considered and implemented as appropriate.

An annual health and safety workplace inspection programme is in place to assess the physical workplace and welfare facilities and identify appropriate actions. This is led by the Health, Safety and Wellbeing Service with support from Facilities Management as stipulated within the workplace health and safety inspection policy.

4.3 Reviewing performance

To review performance, all of the information gained from monitoring and auditing activities needs to be examined. This enables WCC to ensure that our occupational health and safety management system is working effectively, and that our policy objectives are being achieved.

The corporate policies will be continually reviewed and updated when there are:

- Changes to legislation, British Standards, Approved Codes of Practice, or relevant industry guidance
- Changes in organisational structure, process, services, operations and equipment
- Lessons learnt/ actions resulting from the findings of an incident investigation or audit.
- Lessons learnt from a national or regional incident.