



Happiness Promotes Success

Highfield Primary School Health and Safety Policy

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Health & Safety Policy Statement

The Head Teacher, supported by the governing body at Highfield Primary School acknowledges and accepts its health & safety responsibilities under the Health & Safety at Work etc Act 1974 and associated legislation. In particular, we are committed to providing and maintaining a safe and healthy environment for our employees, pupils, visitors, contractors and all others that might be affected by our activities, so far as is reasonably practicable.

We will achieve this by:-

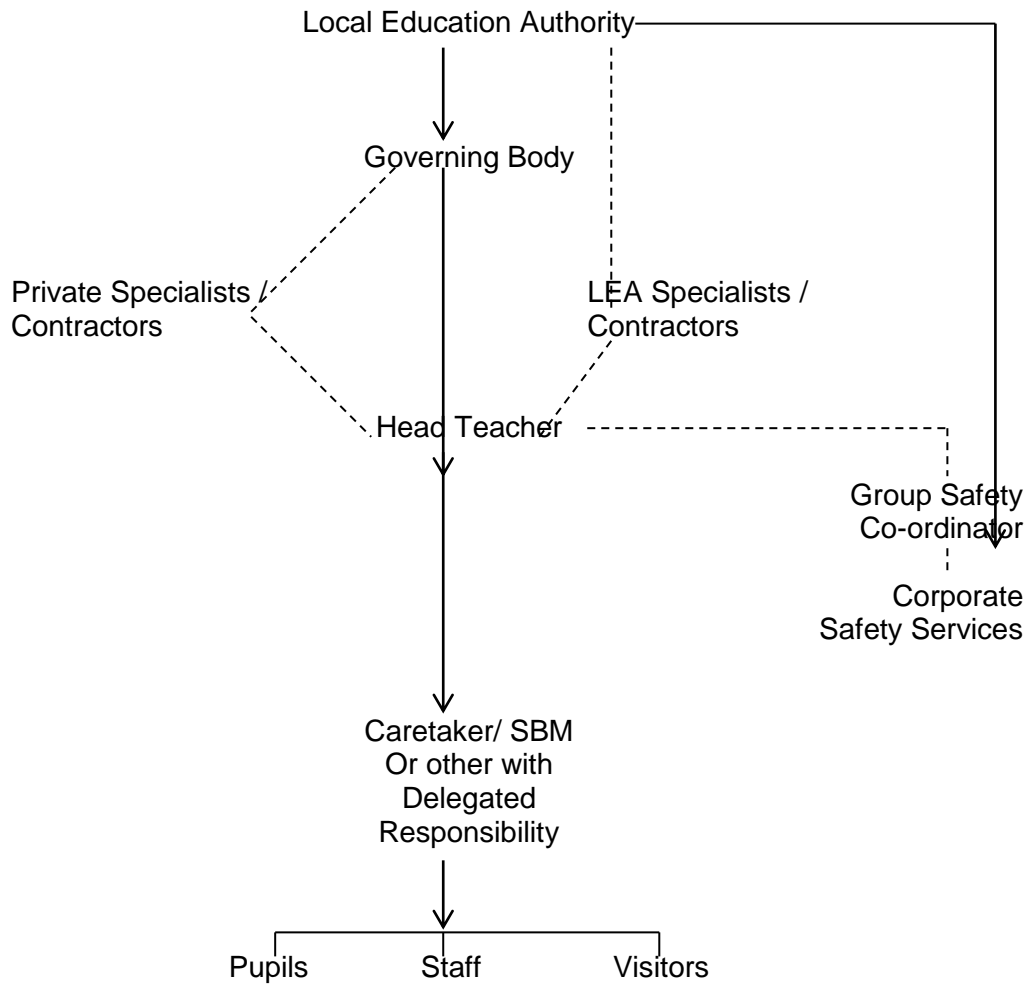
- Ensuring that health & safety measures are adequately and appropriately resourced
- Continual and effective improvement of our Health & Safety Standards
- Providing suitable and sufficient information, instruction and training to employees and to pupils
- Effective communication, co-operation and consultation
- A process of systematic risk assessment
- Monitoring and reviewing the effectiveness of our safety management
- Providing adequate supervision to those affected by our activities
- Engaging competent professionals where expertise is not available in house
- Reporting accidents internally and under Reporting of Illnesses, Diseases and Dangerous occurrences Regulations 1996
- Co-operating fully with the Local Education Authority
-

We can only achieve this by working in partnership with our employees. We expect all our employees to

- Take reasonable care of themselves and others in their care, particularly pupils
- Report any issues relating to health & safety to their line manager
- Co-operate fully with the Head Teacher and Governing Body in matters relating to health & safety
- Make full use and take reasonable care of any personal protective equipment provided to secure their health & safety
- Co-operate with the process of risk assessment
- Take all due regard to any information, instruction & training provided

Responsibilities

Responsibility Structure – Community Schools



————— Responsibility and Communication

- - - - - Advice and Communication

Overview Policy from the Local Education Authority London Borough of Hillingdon

The LEA will provide a strategic health and safety framework for all schools, irrespective of their status (i.e. whether community, foundation or voluntary-aided).

The Local Authority will

1. Discharge its statutory responsibilities for health, safety & welfare
2. Ensure that adequate resources are made available to enable all Educational Establishments to fulfil their obligations outlined within the safety policy statement and procedures developed under it.
3. Consider the broader safety implications of the decisions that they make
4. Encourage a positive safety culture
5. Communicate decisions made to managers, head teachers and governing bodies clearly
6. Provide appropriate information, instruction and training
7. Deal with non-compliance within their control
8. Report to the management board on safety compliance
9. Respond to changes in safety legislation
10. Generally support schools in their management of health, safety & welfare
11. Have effective arrangements for the strategic management and monitoring of health, safety & welfare
12. Act as a point of contact for more complex queries
13. Monitor the implementation of the policy and local management of health, safety and welfare
14. Undertake follow-up action and, where the LEA is the employer, make any directions necessary to ensure effective health, safety & welfare on school sites
15. Provide an appropriate policy and guidance framework. This will include a statement of general policy and guidance for carrying out specific aspects of the policy (e.g. accident reporting procedures), including model policies

Management Arrangements for Health & Safety

1. Education & Children's Services Management Team – the Director of Education & Children's Services has overall responsibility for health & safety. Health & Safety will be discussed regularly at Education & Children's Services Management Team meetings.
2. Education & Children's Services Health, Safety & Welfare Committee – includes representatives from schools and trade unions. This committee meets termly to consider all aspects of the management of health & safety & welfare
3. Education & Children's Services Health & Safety Coordinator
4. Education & Children's Services Health & Safety Advisor
5. Educational Visits Coordinator
6. Corporate Health & Safety Team

LEA monitoring of Health & Safety

The LEA will establish arrangements to monitor the effectiveness of its policies and arrangements for local management of H&S in schools. This will include the following activities:

- Reviewing establishments' accident/incident returns
- Reviewing the take-up of LEA provided H&S training

- Analysis of data from periodic building condition surveys
- Site visits
- Reviewing schools' proposals for educational visits
- Monitoring schools' use of Devolved Formula Capital
- Monitoring schools' proposals for educational visits

Community Schools – legal overview

In community schools, statutory health and safety responsibilities fall on the LEA (as the employer) and on the head teacher and other school staff (as employees).

- As the management body, the governing body should ensure that school staff and premises comply with the LEA's health and safety policy and practices (e.g. reporting accidents, first aid provision).
- The governing body, having control of premises, must take reasonable steps to make sure that the buildings, equipment and materials are safe and do not put the health, safety and welfare of persons at risk whilst they are on the premises.
- The governing body, and head teacher, must comply with any direction given to them by the LEA concerning the health, safety & welfare of persons on the school's premises or taking part in any school activities elsewhere.

Day-to-Day Management Arrangements

In practice, and irrespective of their status, all schools are managed locally on a day-to-day basis. Local managers have a duty to comply with health & safety requirements.

Where the LEA is the employer (i.e. in community schools), the LEA has the statutory responsibility for health & safety for health & safety at work. However, under local management arrangements, all head teachers (including those of community schools) are in day-to-day control of school sites and of school budgets. Therefore, community schools have a crucial role to play in supporting the LEA in the fulfillment of its statutory health and safety responsibilities. Head teachers and governing bodies of all types of all types of schools will need to take a proactive approach to health & safety. This would include:

- Having clear and effective arrangements at each site for the management of health & safety, showing key accountabilities, systems and procedures
- Promoting a climate conducive to health, safety & welfare
- Ensuring that all staff are health & safety aware
- The identification of hazards and management and elimination or reduction of associated risks

The LEA will make available to schools policies, guidance & procedures on specific issues relating to health, safety & welfare. This will include a model health, safety, and welfare policy for schools. Appended to this policy is an overview of the specific responsibilities that need to be discharged by local managers. Detailed guidance in all of these areas will be made available to schools. Where the LEA is not the employer, there can be no requirement for compliance with LEA policies/procedures but all schools still need to discharge their statutory obligations.

The Governing Body

The Governing body is responsible for the day to day management of Highfield Primary School. The Governing Body will:-

1. Ensure that sufficient safety equipment, including fire fighting and first aid equipment, is provided to standards set by the local authority
2. Ensure that the site and buildings are regularly inspected and that sufficient funds are made available to deal with any work required for health and safety reasons
3. Ensure that the plant and equipment is regularly inspected and that chemicals are kept in a safe condition and safely stored
4. Ensure that the emergency procedures are regularly tested
5. Inform the local authority if the Governors are unable to take the necessary action to deal with a safety hazard
6. In consultation with the Headteacher, prepare a safety policy and ensure that it is followed and regularly reviewed and updated
7. Ensure that goods purchased from the school's budget conform to national and local authority standards
8. Ensure that the LA's accident reporting procedure is followed and that accidents are investigated in order to try and prevent a recurrence
9. Provide the resources for training staff in first aid, fire fighting and other aspects of health and safety
10. Provide protective clothing needed to protect staff and pupils from hazards
11. Consult with trade union representatives and inform staff of health and safety matters.

The Head Teacher

The head teacher is responsible for implementing Health & Safety standards throughout Highfield Primary School

The Head Teacher will:-

1. Ensure that sufficient safety equipment, including fire fighting and first aid equipment, is provided to standards set by the local authority
2. Ensure that the site and buildings are regularly inspected and that sufficient funds are made available to deal with any work required for health and safety reasons
3. Ensure that the plant and equipment is regularly inspected and that chemicals are kept in a safe condition and safely stored
4. Ensure that the emergency procedures are regularly tested

- 5 Inform the local authority if the Governors are unable to take the necessary action to deal with a safety hazard
- 6 In consultation with the Headteacher, prepare a safety policy and ensure that it is followed and regularly reviewed and updated
- 7 Ensure that goods purchased from the school's budget conform to national and local authority standards
- 8 Ensure that the LA's accident reporting procedure is followed and that accidents are investigated in order to try and prevent a recurrence
- 9 Provide the resources for training staff in first aid, fire fighting and other aspects of health and safety
- 10 Provide protective clothing needed to protect staff and pupils from hazards
- 11 Consult with trade union representatives and inform staff of health and safety matters.

All Employees and Governors

Employees and governors will have varying levels of safety responsibility. The amount of responsibility will depend on their position, the work that they do and the number of people reporting to them.

In particular, those that deal with or who have responsibility for controlling a site and site personnel (e.g the head teacher) will have the greatest responsibilities. They must ensure that the decisions that they make (or the decisions that they do not make) are in compliance with their health & safety policy and procedures made under it.

All employees should be aware that failures to comply with statutory or Company health, safety and welfare requirements or acts of negligence (including mis-use of safety related equipment) are liable to be dealt with under the Disciplinary Procedure.

In particular, employees must not put Highfield Primary School into a position where the organisation is at risk of criminal or civil litigation by their actions particularly in relation to

- **Consent** – being aware of a safety issue that is going on and actively agreeing to it, going along with the non-compliance
- **Connivance** – being aware of what is going on and turning a blind eye, pretending the situation does not exist
- **Neglect** – actively breaching a legal requirement or obligation

If employees are unable to fulfil their own obligations this must be reported to their line manager in writing and the problem escalated until it can be resolved.

Any employee actively ignoring safety instructions will be personally responsible for their actions and may also be personally prosecuted. As health & safety law is criminal law this would mean holding a criminal record. Employees do occasionally get prosecuted.

All employees and governors have the following responsibilities:-

1. Taking reasonable care of the health, safety and welfare of themselves and others who may be affected by their acts or omissions, including safeguarding the well-being of all visitors and pupil at premises under their control;
2. To make themselves familiar with the safety policy statement and relevant procedures made under it.
3. Co-operating fully with their superiors and with individuals who have delegated responsibilities to manage safety within their premises as required to secure compliance and ensure that procedures can be fully implemented locally.
4. Working with pupils, visitors, contractors and those that may be affected by decisions made in line with procedures and associated health & safety legal requirements.
5. To report any incidents that occur out of or in connection with the business that they control in the prescribed format in line with the policy on reporting incidents internally and any existing systems at Highfield Primary School.
6. To report any hazards that they identify to their immediate superior, if relevant, in writing.
7. To attend safety training when training needs identify that this is required.
8. Participating in, and contributing to, risk assessments carried out for areas of work that they control or have expertise in.
9. To effectively supervise employees under their control and ensure that their work is fully risk assessed
10. To co-operate and follow controls where risk assessments identify that action is required. In particular in relation to the care of and use of personal protective clothing.
11. To manage contractors appointed by them in line with the safety procedure on contractor management.
12. Ensuring that where they are required to keep safety records this documentation is kept up to date and is available for inspection as and when required.

General Guidelines for All Employees

- **DO** make yourself familiar with emergency and fire procedures for your work environment
- **DO** take note and follow any specific Health & Safety instructions given to you by others or provided via signage
- **DO** comply with any local rules if you are on someone else's premises
- **DO** make yourself familiar with hazards in your working environment wherever this may be
- **DO** request information on hazards where you are working on other people's premises
- **DO** ensure that your work has been risk assessed and follow relevant controls
- **DO** use any personal protective equipment provided to you
- **DO** report unsafe working practices that you have become aware of
- **DO** report potential slip, trip and fall hazards e.g. damage to floor surfaces
- **DO** request assistance if you are unsure of your responsibilities or safety precautions that apply within your work
- **DO** complete risk assessments if you are asked to do so

- **DO** comply with Highfield Primary School monitoring requirements if you work alone
- **DO** complete a DSE assessment if you are a display screen user
- **DO NOT** use electrical equipment if it appears to be faulty
- **DO NOT** overload electrical appliances
- **DO NOT** repair or use equipment you have not been trained to use
- **DO NOT** lift or move loads that are clearly too heavy for one person to lift
- **DO NOT** put yourself at risk by accessing areas that are clearly unsafe
- **DO NOT** put others at risk by taking them into environments that are clearly unsafe
- **DO NOT** access high levels or other hazardous environments without carrying out a risk assessment
- **DO NOT** access fragile surfaces or roofs without appropriate precautions being in place
- **DO NOT** tamper with fire equipment or other equipment provided to safeguard health & safety
- **DO NOT** ignore control measures that have been put in place as a result of a risk assessment to protect you

Safeguarding

The school has an up-to-date Single Central Record of all CRB checks. This is monitored and checked by governors.	Yes
The school should have a Child Protection Policy	Yes
The school should have a safe recruitment policy.	Yes
The school should include Child Protection safeguarding and safe practice within all staff induction programmes	Yes
The school has a clear policy for managing allegations against staff	Yes
The school has a whistle-blowing policy	Yes
The school attendance policy promotes and safeguards the welfare of pupils	Yes
The school has an anti-bullying policy that promotes and safeguards pupils	Yes
The school has a behaviour and discipline policy	Yes
The school has a SEN policy that recognises that vulnerable children are more susceptible to abuse and exploitation	Yes
The school has an e-safety policy	Yes

Lone Working

Some employees will be lone workers or responsible for lone workers. All employees must ensure that they are familiar with the procedure on lone working.

Within the procedure are certain code words that employees must use if they find themselves in a difficult position. All employees must be aware of these code words and what to do in the event that they pick up a phone and the person on the other end is requesting assistance.

Alert	Meaning	Code Language
Red	Immediate danger, call help, send police.	"Please inform Mr Ruby/ Red, that I will running late for our appointment"
Orange	I feel I am in danger, please call me back within seconds so I can make excuses and leave	"Please inform Mr Sun/ Orange, that I will be running late for our appointment"
Yellow	Do not feel comfortable, please call back in 2 mins, to check on me.	"Please inform Mrs Saffron/ Yellow I will be running late for our appointment"
Green	Everything is ok, situation is diffused. I am ok and out of danger.	"Please inform Mr Jade/ Green I will be running late for our appointment"

Please print this section regarding employees responsibilities, and display on all H&S notice boards.

Contractors

Contractors are appointed throughout the group. As specified in detail within the group site rules contractors and their employees who work unsafely on Educational Establishments will be asked to leave.

Contractors are responsible for:-

1. Taking reasonable care of the health, safety and welfare of themselves and others who may be affected by their acts or omissions, including safeguarding the well-being of pupils, employees, visitors and members of the public who may be affected by their activities;
2. Complying with the Health & Safety at Work Act 1974 and all legal requirements made under it;
3. Adhering to contractor Highfield Primary School safety rules when operating in any part of the business;
4. Observing any site specific procedures that may be in place on site including those relating to emergency procedures and signing in/out.;
5. Complying fully with requests for information as requested and as specified within the group procedure on contractor management. In particular in relation to the provision of risk assessments and method statements
6. Notifying their contact of any incidents on site as per the procedure on the reporting of incidents.
7. Notifying their contact, in writing, if they have insufficient resources, competence or safety systems in place to undertake work in accordance with legal requirements and group policy and procedures.

Consultation

Highfield Primary School is committed to involving and consulting employees at all levels in the maintenance of health and safety standards, as required by the H&S (Consultation with Employees) Regulations 1996.

Consultation within the group will occur as follows:

1. The Education & Children's services committee will meet to discuss queries and views from others within the group. Each representative of the committee will be expected to speak on behalf of and provide comments from the employees that they represent.
2. Similarly, sites are expected to have regular meetings where safety is an agenda item to give all employees the opportunity to express their views and discuss safety resources. Wherever possible they should form their own Health & Safety Committee
3. All employees have direct access to the group Health & Safety Co-ordinator and comments or points raised will be dealt with in confidence if relevant.

ARRANGEMENTS FOR IMPLEMENTING THE POLICY

1 Accident reporting

Accidents will be reported in accordance with the Council's reporting procedure, a summary of which appears on the inside cover of the pad of accident report forms. The details of each accident will be reviewed to see what action can be taken to prevent a recurrence.

2 Advice

Staff seeking advice on safety issues should contact the Headteacher or the trade union health and safety representative. If the matter cannot be resolved locally, the Headteacher will contact the LA's Safety Co-ordinator who will, if necessary, obtain professional advice from the Council's Central Health and Safety Unit.

3 Children with special needs

The school has developed or adopted policies for meeting the needs of children with asthma, severe allergic reaction, etc. based on advice such as that set out in the Welfare Care in Schools code of practice. There is a Child Protection policy in place. Vulnerable and Looked After Children have been identified and procedures are in place for monitoring their welfare.

4 Contractors

Maintenance/construction work on site will be monitored by the School Business Manager/Site Manager to make sure that it is carried out without risk to staff or pupils. The Headteacher will be informed immediately of any cause for concern. Contractors appointed by the Governing Body will be asked to abide by the Contractors Safety Guidelines produced by the LA, a copy of which is available from the school office for staff to refer to.

- 5 Curriculum**
Health and safety in specific subject areas will be based upon the advice provided by the LA in codes of practice on, for example, science and art & design.
There is a protective curriculum which supports anti-bullying and anti-racist issues.
- 6 Display screen equipment**
Display screen equipment will be used in accordance with the LA's code of practice which has been designed to meet the requirements of the Health and Safety (Display Screen Equipment) Regulations 1992. A copy of the code of practice is kept in the school office and by the trade union health and safety representative for staff to refer to.
- 7 Drugs and medicines**
Drugs and medicines will be controlled and administered in accordance with the LA's code of practice on welfare care in schools, a copy of which is kept in the school office
- 8 Electricity**
All portable electrical equipment used at the school must meet the relevant British Standard and will be inspected and tested at least annually as required by the Electricity at Work Regulations. Any equipment found to be defective will be removed from use until repaired and re-tested. Staff are encouraged to make visual inspections each time they use equipment so that any defects can be quickly found and dealt with.
- 9 Equipment**
PE equipment is tested annually by a specialist contractor, and playground equipment is inspected annually by the Council's insurers. Staff supervising PE activities will be instructed to carry out a brief visual inspection of the equipment each time it is used. Playground equipment will be inspected on a regular basis by the Site Manager. Defects found in any equipment will be reported for urgent repair and the equipment will be withdrawn from use until made safe.
- 10 Fire precautions**
The school has drawn up an emergency plan to meet the requirements of the Fire Precautions (Places of Work) Regulations 1992. All staff will be made aware of the plan which gives details of the action to be taken in the event of a fire, and an evacuation practice will be carried out each term at a time to be decided by the Headteacher. A Fire Register will be kept giving details of weekly checks of fire precautions equipment, as well as fire drills and staff training. The emergency plan will also comply with the LA's code of practice on fire precautions.
- 11 Fire extinguishers**
Staff expected to use fire extinguishers will be given training, although in the event of a fire the first priority will be to escort children safely from the building. The Site Manager will carry out visual inspections of the extinguishers on a weekly basis to ensure that they are in good order, and will arrange for any necessary maintenance to be carried out as quickly as possible.

- 12 Fire evacuation notices**
Notices giving details of the nearest fire exit are displayed throughout the school. Staff must use the nearest available exit and assemble the children at the pre-determined fire assembly points.
- 13 Fire doors**
Fire doors will be kept in a closed position and not propped open.
- 14 First aid/welfare**
The Welfare Assistant has delegated responsibility for health care. The school aims to have at least one other member of staff trained in first aid so that cover is available in the absence of the Welfare Assistant.
- 15 Hazardous substances**
All chemicals and other products known to be hazardous, and any processes which create dust or fumes, will be assessed in accordance with the Control of Substances Hazardous to Health (COSHH) Regulations. The school will ensure that written information on the correct use and storage of each product is made available to the staff concerned. Whenever possible, substances creating a hazard will be replaced with safer alternatives.
- 16 Induction**
The induction process for all new staff and volunteers includes training and instruction in the school's health and safety policies and procedures. The Child Protection officer and procedures are highlighted. Our school ethos for equalities is also explained and promoted as good practice expected across the school.
- 17 Lettings**
Lettings are organised and supervised in accordance with the notes of guidance issued by the LA. A copy of the notes for staff to refer to is available from the school office
- 18 Manual handling**
The LEA's code of practice on manual handling will be followed to make sure that every precaution is taken to prevent injury to staff. A copy of the code of practice for staff to refer to is available from the school office
- 19 Minibus**
Any minibus under the control of the school will be used and maintained in accordance with the LA's school minibus code of practice, a copy of which is available from the school office
The school has no minibus but uses the mini buses provided by Hillingdon Community Transport.
- 20 Playground safety**
Children are supervised at break times by teaching staff and at lunchtimes by School Meals Supervisory Assistants, supported as necessary by members of the teaching staff. Children are not allowed to use equipment before or after school. Children must only use the play equipment that is suitable for their age group. If the group is a mixed age group they must only use the play equipment appropriate for the youngest child.

- 21 PE / Swimming Lessons**
Children should be appropriately dressed for all PE lessons. The nature of the activity and weather conditions should be taken into consideration. For gymnastics, children should have bare feet and t-shirts should be tucked in. For swimming boys should wear close fitting trunks/shorts and girls must only wear one piece swimsuits. ALL jewellery must be removed for PE and swimming lessons. It is the responsibility of the teacher leading the activity to ensure compliance. It is no longer acceptable to tape over earrings, as per borough guidance.
- 22 Risk assessments**
As required by the Management of Health and Safety at Work Regulations 1992, assessments will be made to identify any risks to employees and others resulting from, for example, carrying heavy or awkward loads or the use of visual display equipment. When significant risks are identified the assessment will be recorded in writing.
- Everything reasonably practicable will be done to minimise or remove the risks, and written assessments will be reviewed at least annually. Where appropriate, training will be provided on issues such as correct manual handling techniques and the use of display screen equipment
- 23 Exposure to the sun**
Care will be taken to protect children from prolonged exposure to the sun on very hot days. Shade and drinking water will be made available.
- 24 Swimming**
Swimming lessons will be arranged in accordance with the LA's code of practice, a copy of which is available for reference from the school office.
- 25 Training**
All members of staff are encouraged to undertake health and safety training in matters relating to their work. This training is considered a priority by the Governing Body and has its full support.
- 26 Vehicles on the school premises**
Deliveries will, whenever possible, be organised for times when children are in class. Vehicles will not be permitted to enter areas where children are moving freely about.
- 27 Violence to staff**
All violent incidents to staff, including verbal abuse, are to be reported to the Headteacher for recording and investigating. The school will follow the guidelines issued by the LA for dealing with violent incidents. A copy of the guidelines is available for reference from the school office.
- 28 Visits**
All visits will be organised in accordance with the code of practice issued by the LA. A risk assessment folder is in the office for all staff to use.

29 Visitors

All visitors are required to report to the school office and sign the visitors' book. When it is considered necessary, they will be met, or escorted to their destination.

Appendix – Legal Background to Policy, Procedures and Organisational Arrangements

Health & Safety at Work Act

The **Health & Safety at Work Act 1974** provides a legal framework for safety responsibility and is the main piece of legislation from which all other safety regulations are formed.

The European Union may develop directives, of which there have been a wide range that relate to safety. In the UK these directives are developed into a variety of regulations.

The main sections relating to organisation and responsibility are as follows:-

Section 2

“It shall be the duty of every employer to ensure, so far as is reasonably practicable, the health, safety and welfare of his employees”

Section 3

“It shall be the duty of every employer to conduct his undertaking in such a way as to ensure, so far as is reasonably practicable, that persons not in his employment who may be affected thereby are not thereby exposed to risks to their health or safety”

Section 7

It shall be the duty of every employee while at work –

- (a) to take reasonable care for the health and safety of himself and of other persons who may be affected by his acts or omissions at work; and
- (b) as regards any duty or requirement imposed on his employer or any other person.....to cooperate with him so far as is necessary to enable that duty or requirement to be performed or complied with

Safety responsibilities are set by law. By clarifying them in this section of the safety management system they are clarified for those individuals that hold responsibilities.

Safety controls should bring risk down to the lowest level that is reasonably practicable.

In deciding if it is reasonably practicable to control a risk it is necessary to consider:

- Who and how many people could be affected if the hazard is not controlled?
- Has there already been incidents or near misses reported?
- What is the potential outcome? i.e. is it possible that someone could be killed or only suffer minor injury?
- What do legal requirements, codes of practice and Savills procedures say you should do?

Versus the financial implications of introducing the control within the available resources. If there is the possibility of death, high value or multiple claims it will

probably be reasonably practicable to follow through the control no matter what the cost implications are.

The Management of Health & Safety at Work Regulations 1999

These regulations are made under the Health & Safety at Work Act 1974 and they specify even more clearly how an organisation must have a framework of responsibility in order to comply fully with safety requirements.

In particular:

Regulation	Overview of Requirement
3	Requires that suitable and sufficient risk assessments be undertaken, covering all risks to employees whilst they are at work and to others affected by his undertaking. Assessments are to be regularly reviewed and updated as and when work changes.
4	Requires that every employer has arrangements, commensurate to the size of his undertaking to effectively <u>plan, organise, control, monitor and review safety.</u>
5	Requires that health surveillance be undertaken as required within a risk assessment
6	Requires that competent people should be appointed, preferably internally, to assist with the employers duties. It also states that they should be provided with adequate resources and be assured full co-operation.
8	Requires the employer to communicate effectively with their employees particularly in relation to preventative and protective measures and any safety procedures.
9	Is a general duty of co-operation where different employers have shared or overlapping responsibilities
10	Requires employers to provide hazard information and instruction to those working within his undertaking whom he may not directly employ. This information should include dealing with on site emergency.
11	Requires employers to provide safety training to their employees as their work or risks to them change. It also specifies that training should be undertaken periodically where appropriate.
12	Requires employees to co-operate with their employer and follow advice and instruction given to them in respect of safety
13	Relates to temporary workers and specifies that they must be protected by the employer and provided with training, information and health surveillance if required for the role that they are appointed to undertake

HSG 65

The HSE has produced a code of practise, HSG 65, which describes how any organisation should build its safety management strategy. In particular, it provides guidance for complying with regulation 4 above.

- **Policy** There has to be a clear policy in place that provides the organisation with direction.

The safety policy statement is signed at the highest level and clearly sets out the organisations aims and objectives. This is the document at the beginning of this section

- **Organising** There has to be an effective management structure in place for delivering the policy described above. There must be a shared common understanding of the organisations vision, values and beliefs with active safety leadership by senior managers.

Individuals hold key safety responsibilities and these are outlined below.

- **Planning** There must be a planned and systematic approach to implementing the safety policy through an effective safety management system.

The safety management system has been provided for all Educational Establishments to meet its health & safety needs. This system contains specific procedures, checklists and even blank letters that sites can use to fulfil their safety responsibilities.

- **Monitoring** Performance must be measured against agreed standards to determine where improvement is required and should cover all aspects of the management system.

Performance is measured in a variety of ways.

All Educational Establishments complete checklists and risk assessments. Internal audits are conducted via the safety co-ordinator where the council is the employer

All incidents are required to be reported to the safety co-ordinator. Lessons learnt form the basis of the safety management system.

- **Review** There has to be a process of review so that progress against the organisations safety objectives are clear. After the review has been undertaken policy may have to be amended and the cycle begins again.

Review is undertaken on a constant basis but also by central safety services

What does this mean in practice?

Individuals have safety responsibilities commensurate with their decision making abilities. Directors, Senior managers, Governing bodies and Head Teachers have the greatest responsibilities. Their single most important duty is to ensure that they are allocating adequate resources toward risk management and safety compliance.

Each management level is responsible for the one below and accountable to the level above.

Resourcing Safety

Legal requirements state that adequate resources must be provided for compliance with safety standards. In most organisations safety controls fall down because individuals have not been provided with adequate resources to comply with or develop company wide safe systems.

Resources include:

- Time to implement controls and procedures
- Provision of training and providing people with the time to attend courses
- Time for managers to supervise employees effectively and ensure that controls are in place
- Access to safety information
- Funding where additional expertise is required e.g. to undertake specialist risk assessment such as water risk assessment.

In many cases the resources that are required are time, training and good management support. Costs may also have to be incurred but there will be benefits where this is the case such as:

- Higher employee satisfaction
- Lower employee absence
- Lower staff turnover
- Greater team working and co-operation
- Improved communication in all aspects of the business
- Improved self worth

Managers at all levels are responsible for ensuring that their teams have the resources that they require. Health & Safety compliance must be included as an agenda item in all department meetings and a discussion on resources should form part of this.

Where resources are insufficient the reasons why are to be ascertained and dealt with, if necessary seeking additional guidance and clarification on systems from the Health & Safety Advisor.