



Regents Park Community College

Health & Safety Policy

Policy updated: 20.10.2020

Policy ratified at: 20.10.2020

Policy signed by: Mr Dave Davenport

Policy to be reviewed: 20.10.2021

Health and Safety Arrangement

Managing Health and Safety

CORPORATE HEALTH & SAFETY SERVICE | VERSION 7.07 | July 2019

STATEMENT:

In order to comply with legislation and fulfil statutory responsibility, the Council must make sure that:

- Its undertakings are properly Planned, Organised, Controlled, Monitored and Reviewed so as to reduce the health and safety risk to as low, so far as is reasonably practicable by following the guidance set out by the Health and Safety Executive in its guidance 'Successful Health and Safety Management' HSG 65 that the Council has adopted.
- Where risks cannot be reduced to as low as is so far as reasonably practicable, action plans are produced and acted upon.
- It creates the environment required to establish and promote a positive health and safety culture.

SCOPE:

This Arrangement applies to:

- All Service Directors, managers and Head Teachers in Maintained Schools.
- All employees of Southampton City Council.

Version Control

This Health and Safety Arrangement is issued and managed by Corporate Health and Safety Service.

Version		Amendments
Number	Date	
1.00	Aug 2001	
2.00	Dec 2001	
3.00	Dec 2004	
4.00	Mar 2005	
5.00	Nov 2008	
6.00	Dec 2009	
7.00	Aug 2011	
7.01	Sep 2015	Added updated HSG 65 information and Council Management Team
7.02	Jul 2017	Added updated Council restructure information.
7.03	April 2018	Updated for Interim Chief executive to sign.
7.04	June 2018	Updated for new leader of the council to sign
7.05	Jan 2019	Updated for new Chief Executive to sign
7.06	June 2019	Inclusion of list of acronyms and abbreviations
7.07	July 2019	Revision of section 2.3 to reflect in-source of CHSS
Review Conducted		Next Review Date
		Dec 10
	April 11	July 12
	Sep 2015	Sep 16
	Jul 2017	Jul 2018
	April 2018	April 2018
	June 2018	July 2019
	Jan 2019	Jan 2020
	June 2019	June 2020
	July 2019	July 2020

List of Acronyms and Abbreviations

SWP	Safe Working Procedure (these are the authority's formal procedures and guidance documents covering generic subject matter which ensures compliance with legislation)
JCG	Joint Consultative Group (part of the governance arrangements, service director's chair these meetings which include service managers, health and safety and human resources.
HSE	Health and Safety Executive (is the UK government agency responsible for the encouragement, regulation and enforcement of workplace health, safety and welfare, and for research into occupational risks in Great Britain)
CHSS	Corporate Health and Safety Service
HSMS	Health and Safety Management System (currently Information Exchange which is used by the CHSS to manage accident/incident data, risk assessments and self-audits)
HSG 65	Managing for health and safety (HSG65) , (the guidance explains the Plan, Do, Check, Act approach and shows how it can help achieve a balance between the systems and behavioural aspects of management. Part of the health and safety executive guidance documents.

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1. Responsibilities

Service Directors / Senior Managers / Governing Bodies in Maintained Schools are responsible for ensuring:

- 1.1. Managers/Headteachers carry out their roles and responsibilities as laid out in this 'Arrangement' as well as the Health and Safety Policy and Safe Working Procedures.
- 1.2. A 'Responsible Person' has been appointed to manage buildings occupied by Council staff irrespective of whether they are owned or leased by Southampton City Council, for maintained schools this will be the Head Teacher. Where there is multiple occupancy, co-operate and agree who the Responsible Person should be. Where the Council is the tenant of another landlord's property, appoint a Responsible Person to ensure the landlord has carried out their statutory checks (see SWP Property Management and Compliance).
- 1.3. There is an in-date Health and Safety Policy in place for each Hub/Service/Team/School, which is reviewed annually.
- 1.4. Systems are in place to ensure a positive health and safety culture:
 - 1.4.1. Organise for Health and Safety i.e.
 - 1.4.1.1 **Control** – ensure full responsibility for controlling the factors that could lead to ill health, injury or loss are clearly defined in job descriptions.
 - 1.4.1.2 **Co-operation** – consult with Trade Unions, Employees, Contractors and Partners over matters of health and safety.
 - 1.4.1.3 **Communication** – ensure health and safety information flows throughout the organisational structure and it Contractors and Partners.
 - 1.4.1.4 **Competence** – must have proper arrangements in place to ensure employees are competent to undertake the work they are employed to do.
 - 1.4.2. Work activities are planned to reduce the risk to employees and others to as low a level as is reasonable practicable, through the undertaking of Suitable and Sufficient Risk Assessments by Competent Persons.

- 1.4.3. Performance is measured against Health and Safety Legislation and Council Procedures through Active and Reactive monitoring systems see section 2.4.
- 1.4.4. Health and Safety Audits and Inspection of the Workplace are undertaken and Action Plans for improvement developed where necessary (see section 2.6)
- 1.4.5. Action plans are developed and implemented to reduce the risk to a level as low as is reasonable practicable (see section 2.7)
- 1.4.6. Health and Safety systems and audit results are kept under review and judgements made about the adequacy of performance and taking decisions about the nature and timing of actions necessary to remedy deficiencies (see section 2.8 Reviewing Performance).
- 1.4.7. Systems are in place to ensure staff are competent to carry out the role they are being asked to perform and roles and responsibilities clearly defined.
- 1.4.8. Joint Consultative Groups (JCGs) meetings are held between Managers/Headteachers and Trade Union Safety Representatives at Hub/Service/Team/School level quarterly, other JCGs may be required (See Health and Safety Policy).
- 1.4.9. They have attended the Health and Safety for Senior Managers Briefing session provided by Learning and Development.

Managers/ headteachers in maintained schools are responsible for ensuring compliance with this Arrangement and must:

- 1.5. Meet the requirements set out in this Arrangement, Council Health and Safety Policy and Safe Working Procedures (SWPs).
- 1.6. Develop Local Procedures and Work Instructions for the management of Health and Safety as necessary.
- 1.7. Carry out Risk Assessments as per Health and Safety Arrangement [Risk Assessment](#).
- 1.8. Provide employees with information on matters that could affect their health and safety.
- 1.9. Include health and safety in management team meetings as a standing agenda item.
- 1.10. Consult with Trade Unions as per the SWP [Safety Representatives](#).
- 1.11. Carryout workplace inspections (see section 2.5)
- 1.12. Carryout self-audits (see section 2.6).
- 1.13. Plan for Improvement by producing Action Plans (see section 2.7)
- 1.14. Review Health and Safety systems and audit results (see section 2.8 Reviewing Performance).
- 1.15. Ensure employees who require it are subject to Health Surveillance as per SWP [Health Surveillance](#)
- 1.16. Ensure employees are competent to carry out the role and provide training as per SWP [Training](#) and ensuring an up to date [Corporate Training Matrix \(non-schools\)](#) or [School Training Matrix](#) is in place and actioned.
- 1.17. Hold quarterly JCGs with Management and Trade Unions Safety Representatives (See Council Health and Safety Policy).
- 1.18. They have attended the Managing Health and Safety Course provided by Learning and Development.

2. Procedure

- 2.1. The Health and Safety Executive (HSE) provide free downloadable guidance regarding health and safety management systems '[Successful Health and Safety](#)

Management' HSG 65 See [Appendix 2](#) Key Elements of Successful Health and Safety Management (HSG 65) .

- 2.2. The HSE provide a short guide for managers '[Managing Health and Safety Five Steps to Success](#)', which Managers/headteachers must to read.
- 2.3. The Council achieves its Regulation 7 duties of the Management of Health and Safety at Work Regulations through the Corporate Health and Safety Service (CHSS).
 - 2.3.1. CHSS manage and maintain the Council's health and safety Policies, its Arrangements, Safe Working Procedures and Health and Safety Intranet site where access to Policies, Procedures, Forms and other health and safety information can be found in the form of Microsites. CHSS also provide management tools such as Inspections and Audit see detail below.
- 2.4. **Monitoring Health and Safety**

Managers/headteachers must monitor health and safety performance against Health and Safety Legislation, Council Health and Safety Policy, its Arrangements, Safe Working Procedures and Local Procedures. The monitoring must be included as part of the Health and Safety Agenda item on management team meetings. Para 2.4.1 and 2.4.2 give an indication of what should be included.

- 2.4.1. Active Monitoring
 - 2.4.1.1. Have relevant risk assessments been carried out, are they up to date?
 - 2.4.1.2. Have Self Audits and Inspections been planned and carried out?
 - 2.4.1.3. Have action plans been developed, are they being implemented and monitored?
 - 2.4.1.4. Have health and safety competency standards been identified and are staff aware of their responsibilities, are staff competent, if not are plans in place to train them?
 - 2.4.1.5. Has a training needs analysis been carried out and training booked?
 - 2.4.1.6. Has equipment been maintained, inspected and tested as required?
 - 2.4.1.7. Responsible Persons - are the building statutory compliance checks up to date?
 - 2.4.1.8. Have contractors been vetted for their health and safety performance during the procurement phase and are they being monitored.
- 2.4.2. Reactive Monitoring
 - 2.4.2.1. Are Accidents and Incidents recorded on the Health and Safety Management System (HSMS), Pupil Minor report forms being completed for incidents and remedial actions undertaken?
 - 2.4.2.2. Have local investigations been carried out?
 - 2.4.2.3. Are accident statistics monitored and trend analysis carried out?

2.5. Inspection

2.5.1. Managers/headteachers must carry out regular formal (documented) and informal health and safety inspections of the workplace in consultation with Trade Union Safety Representatives. Section 2.5.2. provides guidance and suggested frequency, this should also be determined through risk assessment. Action plans must be developed to deal with any health and safety issues identified. An inspection form has been developed as a guide for managers/headteachers to use (see [forms library](#)). The results of the inspection and action plan must be discussed under the health and safety agenda item of management team meetings.

2.5.2. Guidance on the Frequency of Inspections

Type of Workplace	Frequency of Inspection	
	Informal	Formal
Office	Monthly	6 months
Office Communal Areas	Weekly	Monthly
Workshop	Weekly	Monthly
Care Home	Daily	Weekly
Public Areas (within Buildings)	Daily	Monthly
School Communal Areas	Daily	Monthly
School Classrooms	Weekly	Monthly

2.6. **Audit**

2.6.1. All sections of the Council must undertake an annual, management-led self-audit of Health and Safety; in addition, CHSS may undertake audits as part of a CHSS Audit plan. CHSS will notify managers/headteachers in advance if they are carrying out a face to face audit. Any shortfalls in audit compliance must result in an action plan for improvement see section 2.7.

2.6.2. CHSS will issue managers/headteachers with a self-audit tool annually, on receipt; managers/headteachers must carry out the self-audit within one month and produce an action plan within a month. The self-audit tool is available by logging into the HSMS <https://scc.info-exchange.com/Default.aspx>. The results of the audit and action plan must be saved on HSMS.

2.6.3. The self-audit action plan must be kept under review and an updated action plan sent to the Team Senior Manager for review and to the Corporate Health and Safety Service within three months of the first submission with supporting evidence i.e. an updated Risk Assessment, Training Record, Maintenance Report etc.

2.6.4. Corporate Health and Safety Service will monitor audit returns for evidence of action progress and compliance depending on the results of the review, CHSS will reserve the right to audit independently and report their finding to the Council Health, Safety and Wellbeing Manager who will inform the Council Management Team via the Health and Safety Committee.

2.7. **Action Plans**

2.7.1. Action plans are formalised demonstrable and discoverable documents used to show there is a plan in place to improve health and safety where action is required to reduce risk to as low as is reasonably practicable. They are

particularly important where there are breaches of legislation to show enforcing agencies the Council has a plan for improvement, where it is not reasonable practicable to stop the task pending the implementation of remedial actions.

- 2.7.2. Actions plans must clearly set out what the deficiency is, what the action is to remedy the deficiency, by who, by when and show progress. Someone must be appointed to be the action plan owner to ensure actions are completed.
- 2.7.3. Actions plans must be monitored to ensure evidence based progress is being made, this can be achieved through management team meetings. Corporate Health and Safety Service will monitor Action Plans through Audit.
- 2.7.4. An example of an Action Plan can be found in the [Forms Library](#).

2.8. Reviewing Performance

- 2.8.1. Reviewing Performance is the process of making judgements about the adequacy of performance and taking decisions about the nature and timing of actions necessary to remedy deficiencies.
- 2.8.2. The Authority needs to keep under review its health and safety management system. It needs to respond to changing internal and external factors if the health and safety management system is to remain valid. Matters that may indicate that a review is necessary are:
 - 2.8.2.1. Information from health and safety audits which indicate management systems, risk control systems and workplace precautions are particularly successful or inadequate;
 - 2.8.2.2. Reorganisation;
 - 2.8.2.3. New legislation;
 - 2.8.2.4. Changes in current good practice.
- 2.8.3. Reviewing is a continuous process undertaken at different levels within the organisation. It includes managers at the appropriate level taking planned action:
 - 2.8.3.1. To remedy failures to implement workplace precautions which they observe in the course of routine activities;
 - 2.8.3.2. To remedy substandard performance identified by active and re-active monitoring;
 - 2.8.3.3. To adjust health and safety management plans at individual, sectional, divisional, school, directorate and authority level;
 - 2.8.3.4. As a result of findings of corporate health and safety audits.
- 2.8.4. Review should follow the Teams/School/Authority inspection/audit programme. It should also follow the provision of a new Safe Working Procedure; new advice from the Corporate Health and Safety Service; an accident; changes in accident trends; or anything that management becomes aware of that could change the way things are currently done.
- 2.8.5. Reviews are looking for gaps in performance against benchmarks. Any Action Plan resulting from the review process must establish who is responsible for implementation and set deadlines for completion.

3. Arrangements Relevant to this document

3.1. [Risk Assessment](#)

4. Safe Working Procedures relevant to this document

4.1. All [Safe Working Procedures](#) apply to this document, Local Procedures may also apply.

5. Main Legislation Relevant to This Document

5.1. [Health and Safety at Work etc Act](#)

5.2. [The Management of Health and Safety at Work Regulations](#)

5.3. [The Safety Representatives and Safety Committee Regulations](#)

6. Contact Address's and Guidance Links

6.1. Health and Safety Executive

www.hse.gov.uk

6.1.1. [Managing for Health and Safety](#) – Microsite

6.1.2. [Success health and Safety Management HSG 65](#)

6.1.3. [Five Steps to Success](#) to Managing Health and Safety INDG 275

6.2. Royal Society for the Prevention of Accidents

www.rospa.co.uk/

6.3. Institute of Occupational Safety and Health

www.iosh.co.uk/

6.4. Business Link

www.businesslink.gov.uk/

6.5. Learning and Development

<http://intranet.southampton.gov.uk/learning-and-development/>

6.6. Health and Safety Service

[Health and Safety Intranet](#)

For full contact address visit the health and safety intranet [Useful Contacts](#).

Appendix 1: Management/Employee Responsibility Safe Working Procedure Matrix

The guide below is designed to assist managers/headteachers and employees identify which SWPs apply to their role that they must be aware of and read if necessary, managers/headteachers must ensure employees are given access to SWPs.

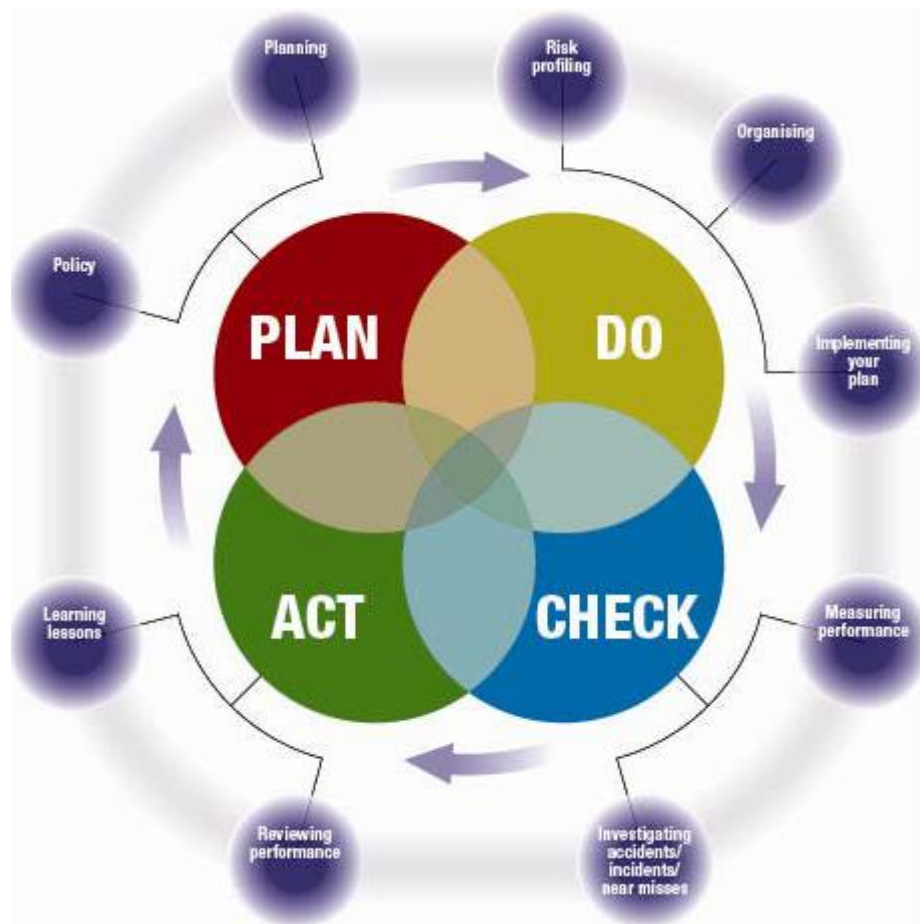
Note:

- More than one function may apply,
- If you cannot identify your management role within these generic headings, contact Corporate Health and Safety Service for advice.
- This is a guide, other SWPs may apply to you role and you should be aware of their subject content and read where appropriate.

SWP Title	Office based staff	Trade based staff	Responsible Person (Building Manager)	Education Premises	Care Homes	Waste Strategy & Disposal	Fleet Transport	Parks/ Open Spaces	Capital Assets (Contractors working on behalf of SCC)	Libraries (including mobile)	Lone Working	Driving on council business	Civil Enforcement Officers
Managing Health & Safety (Arrangement)	X	X	X	X	X	X	X	X	X	X	X	X	X
Risk Assessment (Arrangement)	X	X	X	X	X	X	X	X	X	X	X	X	X
Accident-Incident Reporting & Investigation	X	X	X	X	X	X	X	X	X	X	X	X	X
Confined Spaces		X							X				
Control of Asbestos	X	X	X	X	X	X			X	X			
Control of Contractors and Service Providers				X	X				X				
Control of Legionella	X		X	X	X					X			
Control of Substances Hazardous to Health (COSHH)	X	X	X	X	X	X	X	X	X	X			X
Control of Vibration at Work		X		X			X	X	X				
Dangerous Substances & Explosive Atmospheres Regulations (DSEAR)	X	X	X	X	X	X	X	X	X	X			X
Display Screen Equipment (DSE)	X	X	X	X	X	X	X	X		X			
Driving Vehicles While Working		X		X		X	X	X				X	X
Electrical Safety in the Workplace	X	X	X	X	X	X	X		X	X			
Fire Safety	X	X	X	X	X		X	X	X	X			
First Aid at Work	X	X	X	X	X	X	X	X	X	X	X	X	X
Gas Safety	X	X	X	X	X	X	X		X	X			
Health & Safety Training	X	X	X	X	X	X	X	X	X	X	X	X	X
Health Surveillance		X		X	X	X	X	X	X			X	
Incident List	X	X			X	X		X		X	X		X
Lift Trappings	X		X	X									
Lifting Operations and Lifting Equipment			X	X	X	X	X	X	X				

SWP Title	Office based staff	Trade based staff	Responsible Person (Building Manager)	Education Premises	Care Homes	Waste Strategy & Disposal	Fleet Transport	Parks/ Open Spaces	Capital Assets (Contractors working on behalf of SCC)	Libraries (including mobile)	Lone Working	Driving on council business	Civil Enforcement Officers
Liquefied Petroleum Gas in Cylinders (LPG)		X	X	X			X	X	X				
Managing Food Hygiene				X	X		X	X					
Managing Former Landfill & Other Contaminated Sites				X									
Managing Health & Safety in Catering				X	X								
Managing Wellbeing at Work	X	X	X	X	X	X	X	X		X	X		X
Manual Handling	X	X	X	X	X	X	X	X		X	X		
Medical Support to Pupils (CSL)				X									
Moving & Handling of People					X								
Moving & Handling of Pupils				X									
New & Expectant Mothers	X	X		X	X			X		X	X	X	X
Noise At Work		X		X		X	X	X	X				
Permit to Work		X							X				
Personal Protective Equipment (PPE)	X	X		X	X	X	X	X	X	X			X
Play Equipment				X									
Preventing Workplace Harassment & Violence	X	X		X	X	X	X	X		X	X		X
Safety in Excavations		X							X				
Safety of Licensed Goods Vehicle (LGV) Operations						X	X			X		X	
Safety Representatives	X	X	X	X	X	X	X	X		X			X
The Prevention and Control of Contamination Incidents Including Needle sticks		X		X	X	X	X	X	X	X			X
Work Equipment	X	X	X	X	X	X	X	X	X	X			
Working Alone in Safety	X	X		X			X	X		X	X	X	X
Working On or Near the Railway									X				
Working Safely at Height	X	X		X	X	X	X	X	X	X			
Workplace Health Safety and Welfare	X	X	X	X	X	X	X	X	X	X	X		
Workplace Transport		X		X	X	X	X	X				X	
Young Persons at Work	X	X		X						X			

Appendix 2: Key Elements of Successful Health and Safety Management (HSG 65)



A brief summary of Plan, Do, Check, Act

The Plan, Do, Check, Act approach achieves a balance between the systems and behavioural aspects of management. It also treats health and safety management as an integral part of good management generally, rather than as a stand-alone system.

Plan

- Think about where you are now and where you need to be
- Say what you want to achieve, who will be responsible for what, how you will achieve your aims, and how you will measure your success. You may need to write down this **policy** and your plan to deliver it
- Decide how you will measure performance. Think about ways to do this that go beyond looking at accident figures - look for leading as well as lagging indicators. These are also called active and reactive indicators
- Consider fire and other emergencies. Co-operate with anyone who shares your workplace and co-ordinate plans with them

- Remember to plan for changes and identify any specific legal requirements that apply to you.

Do

- **Identify your risk profile**
 - Assess the risks, identify what could cause harm in the workplace, who it could harm and how, and what you will do to manage the risk
 - Decide what the priorities are and identify the biggest risks
- **Organise your activities to deliver your plans**

In particular, aim to:

 - Involve workers and communicate, so that everyone is clear on what is needed and can discuss issues - develop positive attitudes and behaviours
 - Provide adequate resources, including competent advice where needed
- **Implement your plan**
 - Decide on the preventive and protective measures needed and put them in place
 - Provide the right tools and equipment to do the job and keep them maintained
 - Train and instruct, to ensure everyone is competent to carry out their work
 - Supervise to make sure that arrangements are followed

Check

- **Measure your performance**
 - Make sure that your plans have been implemented, 'paperwork' on its own is not a good performance measure
 - Assess how well the risks are being controlled and if you are achieving your aims. In some circumstances formal audits may be useful
- **Investigate the causes of accidents, incidents or near misses**

Act

- **Review your performance**
 - Learn from accidents and incidents, ill-health data, errors and relevant experience, including from other organisations
 - Revisit plans, policy documents and risk assessments to see if they need updating
- **Take action on lessons learned, including from audit and inspection reports**