Regents Park Community College

Southampton City Council Health & Safety Arrangements

Policy updated: October 2023

Policy ratified at Governors Meeting: October 2023

Policy signed by: Chair of Governors

Policy to be reviewed: October 2024

Statutory

Health and Safety Arrangements

Managing Health and Safety

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 Executive Directors, Service Directors, Divisional Heads of Service, Heads of Service, 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	Aug 2020	Updated to reflect organisational changes.
7.07	Nov 2020	Updated to reflect new staged audit process and other changes.
7.08	June 2021	Updated for new leader of the council to sign
7.09	May 2022	Updated for new leader of the council to sign

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
Aug 2020	Aug 2022
Nov 2020	Nov 2022
June 2021	June 2023
May 2022	May 2023

Content

Appendix 3: [Management Meeting Agenda Template](#)

Forms

- Action Plan (Health and Safety)
- Workplace Inspection
- Corporate Training Matrix (non-schools)
- School Training Matrix

Forms can be downloaded from the Corporate Health and Safety [Forms Library](#)

1. Responsibilities

Executive Directors/Service Directors/Divisional Heads of Service/Heads of Service/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. Where there is a local Health and Safety Policy in place, ensure it 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 its 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 reasonably 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 reasonably 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 Heads of Service/Managers/Headteachers and Trade Union Safety Representatives at Service/Team/School level quarterly, other JCGs may be required (See Statement of Intent (Health and Safety Policy)).

1.4.9.   They have read and understood the Council's Quick Start Guide for Senior Managers.

1.4.10. They have attended the Health and Safety for Senior Managers Briefing session provided by Corporate Health and Safety Service.

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 the guidance available on the Council's Risk Assessment microsite and SWP 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** (Safe Working Procedures).

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** (Safe Working Procedures).

1.16. Ensure employees are competent to carry out the role and provide training as per **SWP Health and Safety Training** and **SWP Persons in a Training Role and Young Persons at Work** (Safe Working Procedures). and ensuring an up to date **Corporate Training Matrix (non-schools)** or **School Training Matrix** available via Health and Safety - Training Needs Analysis is in place and actioned**.

1.17. Hold quarterly JCGs with Management and Trade Union Safety Representatives as a minimum (See Statement of Intent (Health and Safety Policy)).

1.18. Ensure they have attended the Health and Safety for Managers training provided via Corporate Health and Safety Service.

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 has a Corporate Health and Safety Service (CHSS) which meets its Regulation 7 duties of the Management of Health and Safety at Work Regulations.

   2.3.1. CHSS manage and maintain the Council's Policy, its Arrangements, Safe Working Procedures and Health and Safety Intranet site where access to Policy, Procedures, Forms and other health and safety information can be found in the form of Microsites and News Bulletins. 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. *Please see Appendix 3 for an Agenda template that can be used if wished, adding to or removing items as appropriate.*

   2.4.1. Active Monitoring
      2.4.1.1. Have relevant risk assessments been carried out by competent persons, 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 **Workplace Inspection Form** in [Forms Library](#)). The results of the inspection and action plan must be discussed under the health and safety agenda item of management team meetings. Where work areas are shared, managers must discuss and agree responsibility for carrying out workplace inspections and ensuring actions are completed as required.

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 should undertake an annual, management-led self-audit (stage 1) of Health and Safety;

2.6.2. Managers/headteachers should review the completed audit form and create an action plan towards closing any gaps. Please see section 2.7 for information on Action Plans.

2.6.3. If there are significant gaps, it is recommended that the completed Stage 1 form and action plan is sent to CHSS.

2.6.4. Even if gaps do not appear to be significant, managers/headteachers may return their completed form to CHSS if they wish, with a copy of their action plan.

2.6.5. On receipt of a completed Stage 1 audit form, CHSS will log against a central database and review for content and compliance. Where appropriate, additional information may be requested and/or a Stage 2 or Stage 3 audit arranged. Please see [Staged Audit Process](#) for further information on staged audits.

2.6.6. In addition, CHSS may undertake staged 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.

2.6.7. Please see Staged Audit Process for further information on staged audits. Managers should ensure all Stage 1 Audit forms sent out by CHSS (separate forms for schools and non-schools) are completed and returned within the timescale given.

2.6.8. If it is felt further information is required CHSS may notify the manager that they feel a Stage 2 audit is appropriate. This is usually a desktop exercise involving requesting additional information such as copies of risk assessments and training records etc.

2.6.9. If necessary, CHSS may request to carry out a Stage 3 audit and notice will be provided to the manager/headteacher accordingly. A Stage 3 audit will involve a site visit to carry out a site inspection and review evidence of risk assessments and other H&S compliance records.

2.6.10. At all times, CHSS retain the right to carry out a Stage 3 audit if it is felt appropriate, or as part of the CHSS Annual Audit Plan.

2.7. Action Plans

2.7.1. Action plans are formalised 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 reasonably 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 Microsite

3.2. SWP Risk Assessment

3.3. Staged Health and Safety Audit Process

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
RoSPA

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
6.6.   Health and Safety Service

For full contact addresses 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 your role and you should be aware of their subject content and read where appropriate.

SWP/Policy Title	Office based staff	Trade based staff	Responsible Person (Building Manager)	Education Premises	Care Homes	Waste Strategy & Disposal	Fleet Transport	Parks/ Open Spaces	Property Division (Contractors working on behalf of SCC)	Libraries (including mobile)	Lone Working	Driving on council business	Civil Enforcement Officers
Managing Health & Safety (Arrangement) Policy	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				
Contamination and Needlestick Incidents		X		X	X	X	X	X	X	X			X
Control of Asbestos Policy		X	X	X	X	X		X	X	X			
Control of Contractors and Service Providers				X	X				X				
Control of Legionella Policy	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

SOUTHAMPTON CITY COUNCIL

SWP/Policy Title	Office based staff	Trade based staff	Responsible Person (Building Manager)	Education Premises	Care Homes	Waste Strategy & Disposal	Fleet Transport	Parks/ Open Spaces	Property Division (Contractors working on behalf of SCC)	Libraries (including mobile)	Lone Working	Driving on council business	Civil Enforcement Officers
Electrical Safety in the Workplace	X	X	X	X	X	X	X		X	X			
Fire Door Protocol		X	X	X	X				X				
Fire Safety Policy	X	X	X	X	X		X	X	X	X			
Firework Displays			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				
Liquefied Petroleum Gas in Cylinders (LPG)		X	X	X			X	X	X				
Managing Food Hygiene				X	X		X	X					
Managing Health & Safety in Catering				X	X								
Management of Open Water Sites Policy			X	X	X			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				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

SOUTHAMPTON CITY COUNCIL

SWP/Policy Title	Office based staff	Trade based staff	Responsible Person (Building Manager)	Education Premises	Care Homes	Waste Strategy & Disposal	Fleet Transport	Parks/ Open Spaces	Property Division (Contractors working on behalf of SCC)	Libraries (including mobile)	Lone Working	Driving on council business	Civil Enforcement Officers
Play Equipment				X									
Preventing Workplace Harassment & Violence	X	X		X	X	X	X	X		X	X		X
Property Management & Compliance	X	X	X	X	X	X	X	X	X	X			
Risk Assessment	X	X	X	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
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			
Managing Health Safety and Wellbeing at Work	X	X	X	X	X	X	X	X	X	X	X		
Workplace Transport		X		X	X	X	X	X				X	
Persons in a Training Role & Young Persons at Work	X	X		X						X			

Appendix 2: Key Elements of Successful Health and Safety Management (HSG 65)
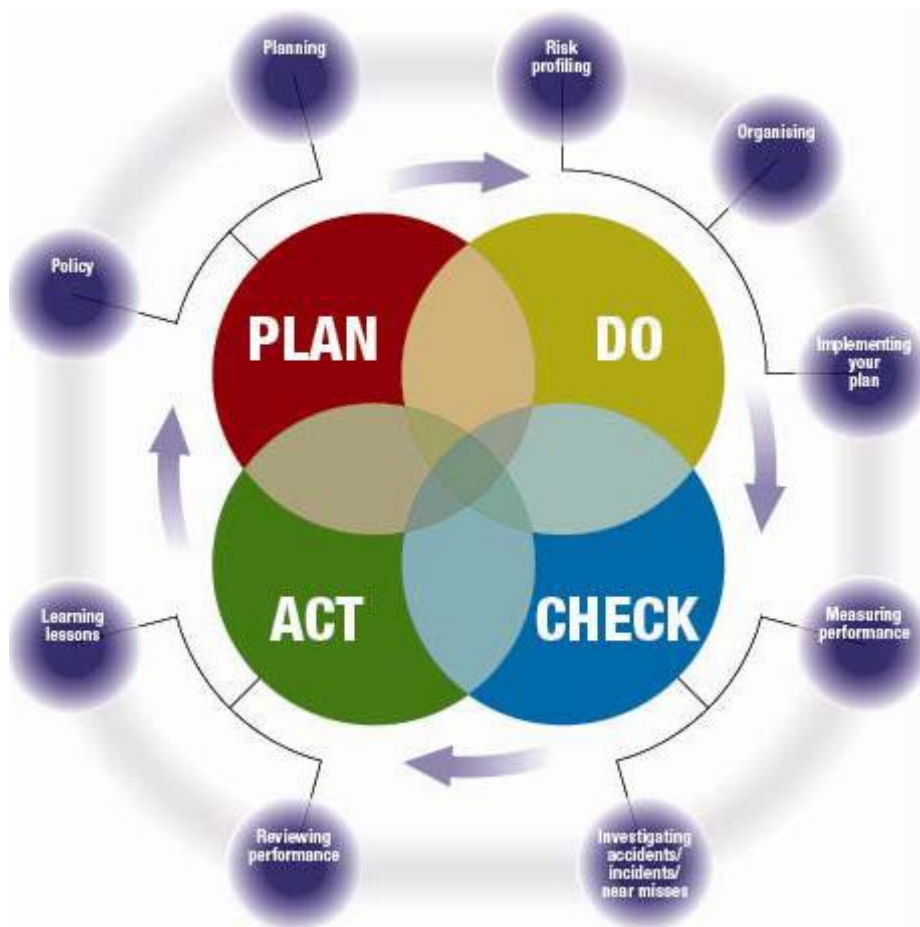
A brief summary of Plan, Do, Check, Act

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**
  - o 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

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

Check

- **Measure your performance**
  - o Make sure that your plans have been implemented, 'paperwork' on its own is not a good performance measure
  - o 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**
  - o Learn from accidents and incidents, ill-health data, errors and relevant experience, including from other organisations
  - o Revisit plans, policy documents and risk assessments to see if they need updating
- **Take action on lessons learned, including from audit and inspection reports**

Note, it might be appropriate to use this template periodically throughout the year (i.e. quarterly) rather than every management meeting, especially in services/areas where risks are low

Management Meeting Agenda

- Meeting details: date, time, location

- Present: list names and area represented for all meeting attendees

No.	Agenda Item	Detail of discussion	Action
	Apologies		
1	**Actions from previous meeting**		
2	**Health and Safety:**	Briefly review the status of H&S. Some examples of topics to be discussed are provided below, but these can be added to or removed as appropriate. *If nothing needs to be discussed, enter 'nothing to discuss' in the details section.*	
2.1	- Risk Assessments	Have risk assessment been completed and are they in date?	
	- Self Audits and inspections	Have self-audits and inspections been planned and carried out?	
	- Action Plans	Have action plans been developed and are they being implemented and monitored?	
	- Competency	Have H&S competency standards been identified and are staff aware of their responsibilities? Are staff competent, if not are plans in place to train them?	
	- Training	Has a training needs analysis been carried out and training arranged?	
	- Equipment	Has equipment been maintained, inspected and tested as required?	
	- Responsible Persons	Are the building Statutory Compliance checks up to date?	
	- Contractors	Have contractors been vetted for their H&S performance and being monitored?	
3	**Other topics to be discussed**		
4	**Any other business**		
5	**Next meeting date**		