Liverpool City Council

School
Health, Safety & Welfare Policy

2022

Record of Revisions

Issue Nº:	Date:	Summary of Amendments Made:
01	2012	Revised Statement. Inclusion of Elected Members responsibilities.
02	August 2022	Policy revised to reflect the LCC corporate Health and Safety Policy, with amendments made throughout all sections. LCC Chief Executive statement of intent revised.

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1.0 Liverpool City Council Statement of Intent

Our commitment:

Liverpool City Council is committed to its responsibility for health, safety and welfare under The Health and Safety at Work etc. Act 1974, which imposes a statutory duty on employers to ensure, so far as is reasonably practicable, the health and safety of their employees whilst at work. This duty also extends to others who may be affected by its undertakings.

The co-operation all employees, visitors, contractors and members of the public is vital to the success of the policy.

The city council recognises that successful management of health, safety and welfare aligns with improving the overall organisation culture and performance, whilst also directly supporting the objectives of the visions, aims and values.

This policy sits alongside and supports all other council policies, arrangements and procedures.

The council is committed to the effective implementation of this policy by:

- continuously improving a health and safety management framework that clearly defines the council's health and safety requirements, and identifies those responsible for implementation of those requirements
- accepting that health, safety and welfare is an essential management responsibility
- providing competent support to managers at all levels, to improve and maintain a consistently high standard of health and safety management in their area of responsibility
- providing adequate resources, through staffing, time and finance
- recognising that the prevention of accidents, incidents and work-related ill-health requires effective management and leadership
- effective and ongoing monitoring of health and safety performance through audit, inspection and statistical review, with the aim of continuous improvement

- ensuring all employees meet their legal responsibilities at work, including management of their own health, safety and wellbeing, through all level involvement and co-operation
- ensuring staff take responsibility for their own health and safety, and that of others who may be affected by their acts or omissions
- provision of effective information, instruction, training and supervision
- proactively promoting and encouraging work-life balance and staff wellbeing
- consulting with staff on matters affecting their health, safety and welfare at work via trade unions, appointed safety representatives, employee representatives and health and safety committees
- ensuring co-operation with our partners, suppliers and contractors, in order that they assist with our aim of pursuing continuous improvement towards the prevention of injury and ill health

The policy will be formally communicated to all levels within the organisation and applicable external responsibilities, including partners, suppliers and contractors, as required. All positions of managerial responsibility are accountable for ensuring that the policy and all supporting policies and procedures are implemented within their area of control.

The policy will be reviewed periodically or following significant change within the organisation, and revised, as required.

For and on behalf of Liverpool City Council

Signed:

Tony Reeves

Tony Reeves
Chief Executive

Date: 23.05.2022

2.0 New Heights School - Statement of Intent

Our commitment:

New Heights School is committed to its responsibility for health, safety and welfare under The Health and Safety at Work etc. Act 1974, which imposes a statutory duty on employers to ensure, so far as is reasonably practicable, the health and safety of their employees whilst at work. This duty also extends to others who may be affected by its undertakings.

The co-operation all employees, visitors, contractors and members of the public is vital to the success of the policy.

The School recognises that successful management of health, safety and welfare aligns with improving the overall organisation culture and performance, whilst also directly supporting the objectives of the visions, aims and values.

This policy sits alongside and supports all other School policies, arrangements and procedures.

The School is committed to the effective implementation of this policy by:

- continuously improving a health and safety management framework that clearly defines the council's health and safety requirements, and identifies those responsible for implementation of those requirements
- accepting that health, safety and welfare is an essential management responsibility
- providing competent support to managers at all levels, to improve and maintain a consistently high standard of health and safety management in their area of responsibility
- providing adequate resources, through staffing, time and finance
- recognising that the prevention of accidents, incidents and work-related ill-health requires effective management and leadership

- effective and ongoing monitoring of health and safety performance through audit, inspection and statistical review, with the aim of continuous improvement
- ensuring all employees meet their legal responsibilities at work, including management of their own health, safety and wellbeing, through all level involvement and co-operation
- ensuring staff take responsibility for their own health and safety, and that of others who may be affected by their acts or omissions
- provision of effective information, instruction, training and supervision
- proactively promoting and encouraging work-life balance and staff wellbeing
- consulting with staff on matters affecting their health, safety and welfare at work via trade unions, appointed safety representatives, employee representatives and health and safety committees
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The policy will be formally communicated to all levels within the organisation and applicable external responsibilities, including partners, suppliers and contractors, as required. All positions of managerial responsibility are accountable for ensuring that the policy and all supporting policies and procedures are implemented within their area of control.

The policy will be reviewed periodically or following significant change within the organisation, and revised, as required.

3.0 Organisation and responsibilities for implementation

This section defines the health and safety roles, responsibilities and expected competencies of all levels within Liverpool City Council and directly associated to the school.

3.1 Elected Members and Cabinet Members

Members fully support the council's approach to managing health and safety as outlined below:

- Members are responsible for ensuring they fully consider all relevant health, safety and welfare implications of any report, paper or plans presented for their deliberation.

- Due consideration is given to any potential adverse effects on the health, safety or welfare of staff and any other persons who might be affected.

- It is the responsibility of the person presenting such reports, papers or plans to highlight potential health, safety or welfare implications to members.

- The health and safety implications of council budget decisions and target setting must be a fundamental part of members decision making process.

3.2 Chief Executive

The Chief Executive has overall responsibility within the management structure for ensuring the implementation of the council's health, safety and welfare policy and ensuring compliance with all current health and safety legislation. These responsibilities and statutory obligations are met by:

- Ensuring the appointment of competent persons to assist in the management of health, safety and welfare.

- Providing such resources as are required to effectively manage health, safety and welfare.

- Actively promoting good health and safety practice through demonstrating awareness, knowledge and having a proactive approach to the management of all relevant health, safety and welfare issues.

- Ensuring they remain competent to undertake the health and safety responsibilities of the role, by attending relevant training.

- Determining the senior management team health and safety strategic aims for the council.

- Setting the safety culture of the council.

3.3 Deputy Chief Executive, Strategic Directors, Directors, Director for Children and Young People's Services

Each position at this level is responsible for the health, safety and welfare of all staff within their area of control. They are accountable to the Chief Executive for the effective communication, and full implementation, of the council's health, safety and welfare policy within their areas of responsibility, ensuring that:

- Those they appoint to manage and assist are competent in all relevant health, safety and welfare issues.

- Their management teams effectively disseminate the council's health, safety and welfare policy and all other associated information, as required.

- They seek guidance and advice from competent persons to ensure compliance with this policy.

- Adequate resources are available to effectively manage health and safety.

- Suitable and sufficient regard is paid to health, safety and welfare considerations in all contracts entered into by the council.

- The safety culture is maintained through active involvement and promotion of good health and safety practices.

- There is co-operation with all other areas of the council and that adequate arrangements are in place for consultation with staff and their representatives, including trade union safety representatives.

- Arrangements are in place to measure, monitor and review health, safety and welfare performance.

- They remain competent to undertake their health and safety responsibilities by attending all relevant training.

3.4 Governing Body

The Governing Body is responsible for the effective planning, directing, monitoring and reviewing of all health, safety and welfare matters within the school. In the discharge of its duty and in consultation with the Executive Headteacher, it will make itself familiar with the requirements with all applicable health and safety legislation and any other codes of practice or guidance that are relevant to the running of the school. The Governing Body will ensure:

- That suitable resources are allocated to allow the effective implementation of this policy.

- That adequate regard is paid to health, safety and welfare considerations in all contracts entered into by the school.

- Those they appoint to manage and/or assist are competent in all relevant health, safety and welfare issues.

- Adequate legal consideration to risk is taken during the procurement of work equipment and substances.

- The safety culture is maintained through active involvement and promotion of good health and safety practices.

- Arrangements are in place to measure, monitor and review health, safety and welfare performance.

3.5 Co-Headteacher's

The Co-Headteacher's are responsible to the Local Education Authority and the school Governors for all matters concerning the health, safety and welfare of all within the school premises and related activities, including staff, students, visitors and contractors. They are responsible for the implementation of policy objectives.

Assistance in this role is provided by the school senior management team and all positions with specific health and safety responsibilities. The Co-Headteacher's, assisted by the senior management team, is required to:

- Ensure that they understand the health, safety and welfare legislation relevant to the work activities.

- Ensure there are adequate arrangements in place for implementing school specific health, safety and welfare procedures and that they are effectively managed.

- Ensure their management teams take full account of health, safety and welfare issues when planning, developing or introducing new work methods, systems, equipment or materials and consult on these matters with staff and their representatives.

- Seek guidance and advice from competent persons to ensure compliance with relevant health and safety legislation.

- Ensure risk assessments are undertaken that implement suitable and sufficient controls, to manage all activity hazards through reasonably practicable measures.

- Ensure adequate resources are available to effectively implement health, safety and welfare practices.

- Ensure all staff receive adequate information, instruction, training and supervision to enable them to undertake their roles.

- Maintain the safety culture through active involvement and promotion of good health and safety practices.

- Ensure all relevant health, safety and welfare issues are communicated.

- Ensure their management teams co-operate with relevant council services on health, safety and welfare issues.

- Demonstrate a commitment to health, safety and welfare, holding managers under their responsibility accountable for their safety performance.

3.6 Operations Director and Deputy Headteacher's

The Operations Director and Deputy Headteacher's are responsible for supporting the Co-Headteacher's in their health, safety and welfare duty of care to all staff, students, visitors and contractors within their control. They are responsible for effectively managing the curriculum, in accordance with LEA guidance and the School Health, Safety and Welfare Policy, and for implementing all associated school procedures. Management of the premises and activities, using reasonably practicable controls, will be carried out through measures including:

- Communicating and ensuring compliance with health and safety controls and procedures for team activities under their control.

- Ensuring all staff are adequately informed, instructed, trained and supervised.

- Informing staff of the requirement to report any issues, concerns or shortfalls regarding work activity controls in place.

- Ensuring risk assessments are carried out to effectively manage all foreseeable workplace and activity hazards under their control.

- Ensuring risk assessments are periodically monitored and reviewed.

- Carrying out health and safety inspections, as required and to an extent reflective of the work activity hazards of the team.

- Ensuring all equipment, materials and substances, supplied for use at work, are suitable for the intended purpose and are appropriately stored and maintained.

- Ensuring all staff are fully aware of relevant emergency procedures.

- Ensuring all accidents, violent incidents, ill-health, near misses and unsafe conditions are recorded, reported and investigated.

- There is suitable and sufficient first aid provision within each department.

- Active involvement and promotion of good health and safety practices, to maintain the safety culture.

- Co-operating with safety representatives in carrying out their functions.

- Attending relevant health and safety training to ensure they remain competent to fulfil the responsibilities of their role.

- Ensuring suitable and sufficient risk assessments are in place for staff with an extended duty of care.

3.7 Staff

All staff are expected to co-operate in the implementation of this policy by acting with due regard for their own health, safety and welfare and that of others who may be affected by their acts or omissions. This will be achieved by:

- Co-operating with line managers, enabling them to carry out their legal responsibilities under relevant health and safety legislation.

- Reporting hazards and any shortcomings to their line manager.

- Working in accordance with any health and safety information, instruction or training provided.

- Not intentionally interfering with anything provided in the interests of health, safety and welfare.

- Active involvement and promotion of good health and safety practices, to maintain the safety culture.

- Disclosing, to an appropriate position, details of any known medical condition or other reason that makes them incapable, unfit for, or puts them at risk from any work activity.

3.8 Persons responsible for premises management

The persons responsible for premises may be held by an individual role or through shared responsibility, including the Co-Headteacher's, Site Operations Director, Deputy Headteachers and Site Managers. These person(s) are responsible and accountable to their Governing Body for co-ordinating the health, safety and welfare arrangements within the buildings and grounds. The responsibility for work activities and practices of staff within the premises is held with relevant line management.

Persons responsible for premises management will ensure that:

- Buildings and grounds risk assessments are carried out and all controls in place are suitable and sufficient, considering reasonably practicable measures.

- There are co-ordinated and scheduled building inspections, to ensure that building structures and equipment are safe and adequately maintained.

- Access and egress through premises are unobstructed and without hazards.

- Records of all statutory testing and inspections are maintained.

- Adequate security measures are in place.

- Fire risk assessments are undertaken, and all measures of fire protection and prevention are adequately maintained and tested.

- Emergency procedures are in place, practiced and records maintained.

- Premises risk assessments are undertaken and all hazards sufficiently managed, including asbestos, legionella, electricity, gas, passenger and goods lifts and powered doors, gates and barriers.

- Contractors are appropriately selected and monitored with regard to their health and safety performance. All relevant building related risk assessments and information is shared with contractors, where appropriate.

- Health, safety and welfare information relating to the school premises is made readily accessible to all with relevant authority, upon request, including safety representatives.

3.9 PFI Schools

For PFI schools all responsibilities detailed within 2.9 Person(s) responsible for premises management are the responsibility of the relevant PFI provider. Executive Headteachers will regularly liaise with the appointed school PFI contract manager to ensure that all the building related issues are suitably and sufficiently managed. Direct access to PFI building managers and all associated required positions of competence must be provided.

3.10 Hirers

When the premises are used for purposes not under the direction of the Co-Headteachers then the person in control of the activities, for which the premises are being used, will have responsibility for the health and safety of all practices carried out.

The full extent of access permitted to hirers within the building and grounds will be clearly determined.

All relevant building related risk assessments and associated information is shared with hirers, where appropriate, including emergency procedures.

The Co-Headteacher's or school appointed co-ordinating position for premises hiring will seek to ensure that all hirers using the buildings or grounds conduct themselves, and carry out their activities, in a manner that all statutory and advisory safety requirements are met at all times.

The Co-Headteacher's or hiring activity co-ordinator will ensure that hirers of the school premises provide written confirmation of public liability insurance. This cover will be provided prior to any hiring activity use.

Suitable school liability insurance will be in place when the school premises or facilities are being used outside of normal working hours but for school sponsored or run activities. The organiser of any non-school sponsored or run activities, even if a school or council employee, for the purposes of this policy will be treated as a hirer.

Advice on levels of liability insurance cover required will be obtained from the appropriate insurance cover provider and/or LCC Insurance Manager.

All hirers using the school premises or facilities must be familiar with the School Health and Safety Policy, all associated procedures, and comply with all specific safety instructions provided for the school or city council.

Note for all managerial positions with health and safety responsibility:

- All management levels with responsibilities outlined within this policy or related procedures must make certain that effective arrangements are in place to ensure these functions are maintained in their absence.

4.0 Arrangements for implementation of the policy

Management positions at all levels must ensure that all controls within their responsibility, including risk assessments, safe working procedures, emergency procedures, inspections and testing, are carried out and reviewed periodically, as detailed within the Health and Safety Unit's guidance notes, which are available via the intranet.

4.1 Health, safety and welfare advice and support

4.1.1 Health and Safety Unit

The Health and Safety Unit offers advisory services, guidance and support across all service areas and is committed to improving health and safety standards across the council. The unit is responsible for:

- Providing advice and guidance on health, safety and welfare to all levels, including informing of applicable changes in legislation and best practice, as part of a pro-active approach to health and safety management.

- Undertaking regular pro-active and reactive health and safety performance monitoring, including auditing and incident statistical analysis.

- Reporting to the senior management team and elected members on health and safety performance.

- Producing and periodically reviewing, and revising as required, all corporate health and safety policies, guidance notes, model procedures, model risk assessments, inspection sheets and checklists.

- Advising on and promoting compliance with health and safety legislation and associated codes of practice.

- Maintaining good working relationships with all management levels and staff representatives, to facilitate the effective management of health and safety throughout the council.

- Carrying out appropriate investigations for all reported significant accidents, violent incidents, near misses and dangerous occurrences.

- Liaising and consulting with trade union safety representatives and other staff representatives, as required.

- Providing advice and support to corporate health and safety groups, including JTUC and the health and safety committee.

- Providing liaising representation with external enforcing authorities, as required, including the Health and Safety Executive (HSE).

4.1.2 Occupational Health

Occupational Health is responsible for assessing the relationship between health and work and advising on the impact of health issues in relation to an employee's ability to undertake their role. They provide:

- New employee assessments.

- Health surveillance and screening.

- Advice and guidance on work-related health matters.

- Support in managing sickness absence through medical assessments and advice on rehabilitation and return to work procedures.

4.1.3 Wellbeing

The LCC corporate wellbeing lead is responsible for the continuous development of support offered to staff relating to mental and physical health. Provisions include:

- Initiatives to support mental health, including supervision of the organisation's mental health & wellbeing champions and providing counselling services via an employee assistance programme.

- Exploring new and innovative ways to support staff wellbeing, with emphasis on utilising internal resource and expertise.

4.2 Consultation

The school will fulfil its responsibilities to consult with staff, trade unions and other staff representatives, on all relevant aspects of health, safety and welfare. Safety representatives appointed by recognised trade unions will be granted the necessary resources to carry out their functions as set out in the Safety Representatives and Safety Committee Regulations 1977, as amended by the Management of Health and Safety at Work Regulations 1999.

4.2.1 Corporate Health and Safety Committee

The LCC corporate health and safety committee provides a forum for consultation with staff representatives on health, safety and welfare issues that have corporate significance.

The purpose of the committee is to:

- Monitor and review all measures in place to ensure the health, safety and welfare of staff at work.

- Promote staff and employer relations and co-operation for the improvement of health, safety and welfare standards.

- Act as a forum for consultation and the exchange of information for strategic health, safety and welfare issues.

- Consider any significant findings following safety representative inspections and investigations.

- Consider and review relevant statistical information.

- Assist in the development of the organisation's health, safety and welfare policies, procedures and guidance.

- Support all level information, instruction, training and supervision.

- Promote a risk assessment approach to managing health, safety and welfare.

4.2.2 Trade Union Health and Safety Representatives

Trade union health and safety representatives have functions that include:

- Representing their members in consultation with management on matters affecting the health, safety and welfare of those they represent.

- Requesting appropriate information from the relevant services within the council to assist in maintaining a safe working environment for all staff.

- Investigating workplace hazards and welfare issues.

- Carrying out workplace inspections.

- Involvement in accident and incident investigations.

- Representing their members in consultation with external authorities, as required, including HSE Inspectors.

4.3 Provision of information, instruction and training

The school will provide information, instruction and training, as required, to sufficiently manage all significant workplace and work activity risks. The form and content of these provisions will be proportionate to the level of risk and periodically reviewed, considering changes in legislation, best practice and guidance from relevant external bodies.

All employees will be provided with appropriate health and safety information, instruction and training during their employment, including:

- On appointment.

- Before being required to carry out new or unfamiliar tasks.

- Periodically to ensure sufficient skills, knowledge and competence are maintained.

Control of non-employees

The standards set out for health, safety and welfare by this policy are also the minimum required for all third parties entering into contract, partnership, procurement, letting work or services with the city council or school.

All non-employees undertaking work for the school, including contractors, consultants and volunteers, will be subject to a suitable selection process, ensuring adequate competence to undertake all aspects of health, safety and welfare within their responsibility.

All contractors will be required to provide the school with adequate information and appropriate documentation regarding the risks to health, safety and welfare arising out of their work. This requirement will be prior to any works commencing. The school will also ensure that any non-employee working on their premises are provided with appropriate instruction and/or information regarding all known risks associated with the work they are undertaking.

Procedures for regular monitoring will be in place to ensure all required standards are implemented and maintained.

Supporting Documentation

This policy is extended by a series of Health and Safety Unit corporate supporting documentation, including additional policies, guidance notes, risk assessments, school model risk assessments, procedures, checklists and inspections.

All guidance is accessible via the Council Intranet and School Improvement Liverpool web site, produced to support all within a managerial role in effectively carrying out all roles within their assigned responsibility.

Review

The health, safety and welfare policy statement, organisation responsibilities and arrangements for its implementation will be periodically reviewed and revised, when necessary, by the Health and Safety Unit.

All levels within the organisation will be informed of this policy and made aware of how to access it via the Council Intranet or School Improvement Liverpool web site. Failure to comply with its content may be regarded as a disciplinary matter and lead to appropriate actions.

5.0 Appendix

5.1 Guidance for adapting this Policy

The Health and Safety Unit advises that the School Health, Safety and Welfare Policy is formally adapted, to reflect the school's specific commitment, organisation and arrangements for managing health and safety, by carrying out the following actions:

1. Produce a school specific Statement of Intent, with a commitment statement signed by the Co-Headteachers. This statement should be reflective of and compliment the Liverpool City Council Statement of Intent Chief Executive signed commitment statement.

   As a result, community schools should then have two signed policy statements of intent. Non-community schools may choose to remove the LCC corporate statement.

   Note: the Liverpool City Council Chief Executive signed and dated commitment statement must not be altered.

2. Ensure the organisation and responsibilities for implementation are reflective of those in place for the school. Adaptations can be made throughout this section, including deleting all non-applicable information and/or adding further role responsibilities or detailing additional titled positions, as required.

3. Adapt the arrangements for the implementation of the policy, to reflect all that are in place for the school. All non-applicable LCC corporate arrangements can be deleted, and any additional school specific arrangements can be added, as required.

4. The school should review this policy annually and revise, as required, to reflect any changes of organisation and/or arrangements.