Harlow Fields School and College

Health, Safety and Wellbeing Policy

ADOPTED:	**February 2024**
ADOPTED BY:	Health & Safety Working Party
DATE FOR REVIEW:	February 2026
AUTHOR:	Essex County Council
POLICY NUMBER:	HFP-17

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School staff were consulted on this document and it was accepted by the personnel committee on:	N/A
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Signed by the Chair of Governors:	

Harlow Fields School and College - Health, Safety and Wellbeing Policy

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1 Statement of Intent

The Governing Body is committed to ensuring that high standards of health, safety and wellbeing are provided and maintained in order that there is a safe and healthy working environment for all staff, students and visitors.

The Governing Body recognises that health, safety and wellbeing is a management responsibility of equal importance to service delivery and needs to be considered an integral part of the School provision.

This policy reflects our commitment to ensuring that Health and Safety is paramount to the School and that effective management of Health and Safety actively contributes to our success. The safety of both students and employees should underpin the whole culture and ethos of the School.

Managers and employees at all levels are expected to embrace this commitment by ensuring high standards of health, safety and wellbeing in their area of responsibility as outlined in this policy and associated standards.

This policy sets out the key responsibilities of the Governing Body, Headteacher, Managers, all employees and other key staff.

It also outlines how health and safety is organised within the School and signposts all employees to the detailed arrangements for implementing the policy through risk assessments and standards.

All employees have responsibilities under the Health and Safety at Work Act, and any breach of these could lead to prosecution of the School and/or individual employees. Failure to comply with the health and safety standards could also result in disciplinary action.

This statement, policy and arrangements was approved by the Governing Body:

Signed:..... Date:.....
(Chair of Governors)

This policy will be reviewed annually.

2. Responsibilities - All employees

All employees are responsible for:

Control

- Looking after their own safety and the safety of others affected by their work.

Co-operation

- Co-operating with the School, by following safe working practices and carrying out their health and safety responsibilities as detailed in the School's policies, risk assessments and health and safety standards.

Communication

- Reporting to their line manager any hazards they identify and any inadequacies in health and safety procedures.

Competence

- Taking part in any health and safety training and development identified as necessary by the Headteacher or their Line Manager.

Planning and Implementation

- Using work equipment provided correctly, in accordance with instructions or training.
- Ensuring that if they organise projects or activities involving pupils or other non employees, risks are assessed as part of the planning stage and control measures implemented.

Monitoring

- Reporting health and safety incidents, in accordance with the School's health and safety Incident Reporting Procedure.

Safety Education

- All employees are responsible for contributing to the safety education of pupils through the formal and informal curriculum.
- All teachers and support staff are responsible for the effective supervision and safety of pupils under their care. This includes ensuring that pupils follow health and safety instructions.

3. Responsibilities - All managers and supervisors

All employees with management and supervisory responsibilities are responsible for the implementation of the Health, Safety and Wellbeing Policy in their area of control. As a general rule the direct responsibility of managers for health and safety is determined by the extent to which they have authority to take action. That is if they have the authority to make a general decision about some aspects of the work, they are responsible for the health and safety implications of that decision.

Their responsibilities include:

Control

- Ensuring the Health, Safety and Wellbeing Policy is implemented in their area of responsibility.
- Ensuring managers under their control carry out their health and safety responsibilities.

Co-operation

- Identifying opportunities to improve the health, safety and wellbeing within the School, and promoting risk awareness and the development of safe behaviours.

Communication and Consultation

- Ensuring all relevant health and safety information is communicated effectively to the correct employees and take account of their views.

Competence and Capability

- Ensuring the health and safety competence and capability of employees under their control.

Planning and Implementation

- Ensuring relevant health and safety standards and risk assessments are implemented in their area of control.
- Ensuring, in their area of control, risk assessments are carried out, recorded and the control measures implemented.
- Undertaking risk assessments relating to hazards to which directly managed staff are exposed (this will include stress risk assessments).

Monitoring and Review

- Ensuring health and safety monitoring is undertaken in their area of control, in accordance with the School's requirements.
- Reviewing the effectiveness of health and safety standards at controlling risks and feeding back areas of concern to their line manager, Headteacher or Governing Body.
- Ensuring health and safety issues identified via risk assessments or monitoring activities that cannot be addressed are raised with their line manager.

4. Responsibilities - Headteacher

Control

- Ensuring there are appropriate arrangements in the school for implementing the School's Health, Safety and Wellbeing Policy, and ensuring that the Policy and arrangements are effectively communicated and implemented.

Co-operation

- Ensuring systems are in place for consultation with all employees and that Trade Union appointed safety representatives can carry out their functions.
- Demonstrating health and safety leadership by ensuring health and safety is given equal importance to service delivery.
- Ensuring there are appropriate arrangements in place for co-operation and co-ordination with other users of the school site and that, where necessary joint health and safety arrangements are recorded and agreed.

Communication

- Ensuring appropriate arrangements are in place for communication of health and safety to all employees, agency workers, contractors, visitors, volunteers and pupils.
- Ensuring that health and safety standards accessed via the schools Infolink are made available to relevant employees.

Competence and Capability

- Ensuring that all employees are competent and have the capability to carry out their role/function.

Planning and Implementation

- Ensuring the School's health and safety standards (available via the schools Infolink) are implemented.
- Ensuring there are arrangements in place for managing risks arising from the school's activities or premises, which are not covered by standards available on the Schools Infolink.

Monitoring and Review

- Ensuring systems are in place for monitoring and reviewing health and safety in the school.
- Ensuring there are health and safety monitoring arrangements in place and that actions arising from monitoring results are carried out.
- Regularly (at least annually) reporting school health and safety performance to the Governing Body.

Premises Management

- Ensuring there are arrangements in place for the management of the premises on a day to day basis.
- Ensuring premises management tasks are delegated to a suitably competent site manager or co-ordinator, or a competent property consultant.

5. Responsibilities - School Health and Safety Co-ordinator

Kathleen Faherty Head Teacher has been appointed as the Health and Safety Co-ordinator for the School and is responsible for:

Control

- Establishing arrangements for the effective co-ordination of health and safety throughout the School.
- Supporting the Subject Leaders in co-ordinating the development, review and revision of the School's health and safety policy, standards and risk assessments.

Co-operation

- Setting up arrangements for consulting with employees on health and safety (e.g. through health, safety and wellbeing working party meetings or team meetings).

Communication

- Setting up arrangements for the effective communication of health, safety and wellbeing information relevant to all staff, visitors, contractors, volunteers, pupils etc.
- Ensuring health and safety concerns raised by employees are brought to the attention of the appropriate senior manager.
- Ensuring that the Headteacher / school senior management team is kept informed of health and safety issues by including them on the agenda of management group meetings.

Competence

- Co-ordinating the identification of health and safety training and development needs to meet the requirements of the School's health and safety policies, standards and risk assessments.
- Ensuring that records of health and safety training and development are maintained by the school

Planning and Implementation

- Supporting the establishment of adequate arrangements for:
  - First aid
  - Fire and emergency evacuation
  - Reporting of heath and safety incidents, hazards and concerns
  - Other day-to-day health and safety procedures as needed.

Monitoring

- Co-ordinating arrangements for monitoring of health and safety standards within the school.

Premises Management

- Overseeing the management of premises related health and safety risks to employees and other premises users or visitors.
- Co-ordinating and ensuring compliance with premises related standards and assessments.

6. Responsibilities - Governing Body

The Governing Body as the employer is responsible for Health and Safety and therefore ensuring compliance with relevant legislation. This includes legal duties as controllers of the premises.

Governors duties include:

Control:

- Taking reasonable steps, to make sure that the school buildings, grounds, equipment and materials are safe and do not put the health, safety and welfare of persons at risk whilst they are on the premises.
- Ensuring that appropriate arrangements are in place to comply with statutory requirements.
- Ensure that statutory requirements are taken into account in determining the allocation of resources.

Competence and Capability:

- Ensuring that the policies and procedures for recruitment, induction, staff development, performance management and capability used by the school include health and safety competence and capability.
- Ensuring health and safety is part of the performance management of the Headteacher.
- Ensuring that the Headteacher has an appropriate workload, in support of a reasonable work/life balance, having regard to his/her health and welfare.
- Having regard to their own competence and capability before offering advice or undertaking work that may affect the health and safety of school activities.

Planning and Implementation:

- Ensuring that anyone appointed to undertake construction and maintenance work on the school premises is competent to do so and that any construction work is carried out in accordance with the Construction, Design and Management (CDM) Regulations.
- Ensuring that a property consultant is used to assist with the appointment of a competent CDM co-ordinator before any notifiable construction or demolition work is undertaken on the site. (NB: This is to ensure construction work is carried out in accordance with the requirements of the Construction, Design and Management (CDM) Regulations. Notifiable projects are those likely to last more than 30 days or involve more than 500 person days of construction work).

Monitoring:

- Taking an active part in monitoring health and safety standards in the school, by requiring Headteachers to provide regular reports on health and safety performance to the Governing Body. Such reports should provide information on action taken in response to outcomes of:
    - School health and safety inspections, monitoring checks and incident investigations.
    - Health and safety investigations and inspections carried out by enforcing bodies (e.g. HSE, Fire and Rescue Service, Environmental Health). Other serious incidents investigated by the Headteacher or other member of staff.
    - Any surveys carried out by the school, which provides data that relates to employee health, safety and wellbeing (e.g. Outcomes from the Work-Life Support Wellbeing Programme if used).

- Appointing a Governor who understands the educational visits system and who will agree the higher risk visits (e.g. overseas, adventurous or residential).

7. Responsibilities for School Visits

The School undertakes educational visits and has appointed Senior Management Kathleen Wall as an Educational Visits Co-ordinator (EVC) who has:

- sufficient and relevant experience in running visits;
- the competence to train and monitor others; and
- the authority to agree or not to agree to visits.

Where the school has any part in organising events, trips or activities beyond the school gate it recognises that it has a responsibility. The school's pastoral responsibilities cannot be delegated to other external providers.

The School has developed a policy on visits beyond the school gate which includes:

- Emergency, accident and critical incidents planning.
- Supervision and staffing including competence, safeguarding and training. All those involved in any supervision for the school are subject to this policy.
- The visits system, including the school approach to planning, informing, signing off and supporting visits.

The EVC responsibilities are:

Control

- Developing and implementing a school procedure for the training, support, planning, monitoring and approval of school visits.
- Supporting the headteacher and governors as required with information, visits approval and other decisions.

Competence and Capability

- Ensuring training of visit leaders to plan and carry out visits. This will involve training on areas such as visit planning, group management, use of external providers, pre-visits risk management, safeguarding as well as identifying and organising specific training e.g. first aid. This must involve training on the school visits policy, and must be updated as necessary.
- Assessing the competence of leaders and other adults proposed for a visit. This will commonly be done with reference to training, experience of the person, practical observation, accreditations from an awarding body as well as the EVC's opinion.
- Ensuring that Criminal Records Bureau disclosures and safeguarding measures are in place as necessary in line with SET (this must include having a specific policy on volunteers).
- Ensuring their own competence is maintained through regular refresher training.
- Ensuring thorough understanding of the roles and responsibilities of the Governors, Headteachers, visit leaders, employees and volunteers in relation to educational visits and the school's educational visits policy.
- Managing training of all those connected with visits, including having a deputy trained to take over as EVC in case of absence.
- Understanding when visits can be signed off by the EVC on "everyday risk" and when further advice is necessary.

Planning and Implementation

- Working with group leaders to obtain the consent or refusal of parents and to provide full details of the visit beforehand so that parents can consent or refuse consent on a fully informed basis.
- Ensuring visits are planned with reference to the Schools inclusion practice and any SEN professionals.
- Overseeing the organisation (e.g. preparation, roles, providers, activity, and travel) as well as the risk management on each school visit.
- Overseeing the emergency arrangements and ensuring there is an experienced emergency contact for each visit.

Monitoring and Review

- Monitoring all aspects of the planning of visits to ensure they meet the Schools requirements.
- Monitoring staff undertaking visits, and monitoring the visits themselves, as necessary.
- Submitting electronically within the timeframes set out by ECC, residential, overseas and adventurous visits to the County Educational Visits Adviser for agreement providing sufficient information on the risk management of the visit. (only if the School accessing the Councils EVC Advisory Service)
- Understanding when it is necessary to seek clearance for some visits from the Governing Body. This is likely to be when a visit is first proposed, before a financial commitment is made and for specific types of visits e.g. overseas expeditions.
- Keeping records of individual visit plans (a legal document), as well as reference material for the school, in addition to keeping records e.g. reports of health and safety incidents.
- Reviewing systems and, on occasion, monitoring practice.

Access to Further Advice on Educational Visits

- The School has access to specialist advice on Educational Visits from the ECC Education Visits Team.
- This includes access to advice via phone and e-mails, access to the Educational Visits Website and access to the online risk assessment forms.
- Contact details are contained in Appendix 2.

8. Competent Health and Safety Advice

The School has appointed Essex County Council Risk Management Consultancy Services (RMCS) Health & Safety as their competent health and safety adviser.

The service offered by RMCS Health & Safety includes:

- Access to standards, generic risk assessments and guidance through the Health & Safety pages of the Schools Infolink. These standards are based on legislation, industry standards and best practice and produced by competent health & safety advisers.
- Access to a telephone support desk for queries.
- Further support based on the level of service purchased by the School.

9. Health Protection

The Essex Health Protection Agency www.hpa.org.uk/essex gives advice on communicable diseases and infection control. In the first instance refer to their guidance on Communicable Diseases in Schools or contact the school nurse at you local NHS clinic.

HPA Contact Details: Tel: 0845 1550069 or e-mail EHPTInfo@essexhpa.nhs.uk

10. General Arrangements for Health and Safety

The detailed arrangements for implementing this Policy are contained within health and safety standards, generic risk assessments and guidance on the health and safety pages of the Schools Infolink (under Service Areas). These can be accessed via the Health and Safety *A to Z Managing Risks,* by selecting the appropriate letter. (NB health and safety standards are kept on a secure part of the infolink, so schools will need a password to access them).

A brief summary of arrangements for managing health and safety is given below:

11. Local Arrangements within Schools

Local arrangements have been implemented in the school covering:

- Employee health and safety competence and capability.
- Failures to comply with health and safety requirements through performance management and disciplinary processes.
- Fire and emergency evacuation (including fire risk assessment).
- First aid.
- Communication and consultation of health and safety.
- Reporting of health and safety incidents, hazards and concerns.
- Requirements to carry out risk assessments including for Stress, VDU's, Violence, Lone working, Manual handling, Educational visits, One off events and projects, Curriculum activities and any other areas / activities where it has been identified that there are significant risks.
- Managing the risks to Young People on Work Experience Placements and risks to Pregnant Workers.
- Control of asbestos (including asbestos management plan) and legionella.
- Working at height.
- Statutory inspection and maintenance of work equipment, plant and service.
- Control of (health and safety vetting and monitoring) contractors.

- Monitoring compliance with and reviewing effectiveness of health and safety assessments and procedures.

12. Health and Safety Competence and Capability

Competence is the ability to do the job required to the necessary standard. It is not just training, but also experience of applying the skills and knowledge, which needs to be gained under adequate supervision.

The School considers health and safety competence requirements as an integral part of:

- Recruitment and Selection
- Employees changing role
- Induction
- Temporary employees, agency workers and volunteers
- Performance management
- Procedures when employees fail to perform on health and safety.

Performance management: The School follows a nationally set performance management review system that is focused on improving teacher practice and pupil achievement. Health and safety is considered as part of the performance management process and where appropriate health and safety objectives are included.

In respect of the Headteacher, account is taken of the results of health and safety monitoring, Ofsted reports and self-evaluation forms (SEFs). Where these show areas that need development, health and safety is included as a specific objective under Leadership.

Reference should be made to Headteacher, manager and employee responsibilities in this policy document.

Training (legal requirement): There is a legal requirement to take account of an employees health and safety capabilities when giving them tasks. More specifically there is a requirement to provide employees with adequate health and safety training on recruitment and on being exposed to new risks (for instance due to a change of job role).

The School ensures that employees are given access to training and development appropriate to their role and risks they are exposed to.

The Schools keeps a record of Health & Safety training undertaken by employees.

13. Communication

It is recognised that good communication systems are essential to ensure that everyone knows:

- about the health and safety arrangements within the Schools;
- about the risks associated with their work;
- what they need to do to protect themselves and others from harm; and
- how they can contribute to a safe school, by raising health and safety concerns.

The School ensures that health & safety information is communicated through the following ways:

- *Weekly briefing meetings*
- *Use of internal email / ParentPay*
- *Staff Room Notice boards.*

14. Health and Safety Consultation

Employees need to be involved in health and safety decisions that affect them and the risk assessment process. Consultation involves not only giving information to employees, but also listening to them and taking account of what employees say before making any health and safety decisions. The law requires that employees must be consulted before implementing changes that may affect their health and safety and with regard to risk assessments that cover their work activities.

Consultation within the School takes place through the following methods:

- In the first instance all employees can raise health & safety concerns directly with their line manager.
- All employees also have the right to raise health & safety concerns with a trade union appointed health & safety representative, who can take the matter up on their behalf.
- Ensuring health & safety is on the agenda at team meetings. Issues are then dealt with or referred up.
- The School has set up a Health, Safety & Wellbeing working party (SEAL working party). This includes employees / H&S representatives and management representation. The committee meets at least termly and has a constitution / terms of reference outlining the aim, work and decision making processes of the committee.

{Trade Union Safety Representatives are employees, appointed by the trade union they belong to, to represent employees on health and safety. They can assist any employee who has a health and safety concern (not just those belonging to their Union). If the school has a union appointed safety representative, their details should be brought to the attention of employees by their inclusion in the Health and Safety arrangements notice}.

15. Health and Safety Standards (Status)

How we do things safely is detailed in the health and safety standards, generic risk assessments and guidance on the Health and Safety pages of the Schools Infolink. It is important that managers and employees follow these, as they are the way the School ensures it is meeting its legal obligations for health and safety. Your contract of employment (Conditions of Service) requires that you co-operate with the School by complying with its standards for health and safety. Failure to do so can result in disciplinary action. It may also expose the School, or individuals within the school to the risk of prosecution.

The School has arranged for employees to be able to access these standards through the following process: JH (SBM undertakes regular checks and notifies relevant staff by email of changes / news); *HT and DHT and Finance also have access.*

16. Health and Safety Risk Assessments

Risk Assessment is a legal requirement. The health and safety standards, generic risk assessments and guidance were prepared following an assessment of the likely risks in the area to which they relate and in general form the basis of most routine risk assessments. However, as generic assessments they have limitations and it is the responsibility of Headteachers and all managers to ensure assessments are modified and extended to take

account of local circumstances, or separate risk assessments produced for activities where one does not exist if there is a significant risk.

For all managers this includes:

- Ensuring controls detailed in standards and generic risk assessments are implemented in their area of control;
- Ensuring specific risk assessments are undertaken (e.g.: VDU, Stress, Manual Handling, curriculum activities) in their area of control;
- Undertaking risk assessments relating to hazards to which directly managed staff are exposed (this will include stress risk assessments).
- Ensuring risk assessments are carried out as part of the planning of new projects or initiatives that may have health and safety implications.

17. Health and Safety Monitoring and Auditing

The School has established the following systems to discharge its responsibility for health and safety monitoring in the establishment.

- **Audits:** The School will ensure that a health & safety audit of the establishment is carried out at regular intervals by ECC RMCS Health & Safety.
- **Internal Monitoring:** The School ensures that the online health and safety electronic internal monitoring checklists available annually through the Health & Safety pages of the Schools infolink are completed. The submission of these automatically generate actions plans which are reported to the Governing Body.
- **Health and Safety Incident Investigation:** The School has an internal system for reporting incidents. The incident numbers and details are reviewed by the Schools Senior Management. A summary report is also presented to the Governing Body at least termly. Serious incidents are reviewed by a Senior member of staff and the findings reported to the Governing Body.
- **Other Monitoring:** There are systems in place within the school which ensure that the following monitoring is also carried out:
  - Termly inspections of the premises (all curriculum / work areas and general areas).
  - Monitoring of contractor operations under the School's control.
  - Routine checks on equipment and electrical, gas, mechanical and other services.
  - Hazard reporting system which is reviewed at least termly by Senior Managers to assess the types of issues being identified and whether they are being dealt with effectively.

18. Health and Safety Performance Reporting and Review

The Governing Body and Headteacher review the health and safety performance of the school at least annually. This takes the form of a health and safety performance report produced by the Headteacher which is presented to the Governing body for review (via the Health and Safety working party, comment and action and includes information and statistics on:

- School health and safety inspections, monitoring checks and incident investigations.

- Health and safety investigations and inspections carried out by enforcing bodies (e.g. HSE, Fire and Rescue Service, Environmental Health).
- Any surveys carried out by the school, which provides data that relates to employee health, safety and wellbeing (e.g. Outcomes from the Work-Life Support Wellbeing Programme).

19. Consequences of Non Compliance with the Schools Health and Safety Policies and Standards

It is a requirement for all employees to fulfil their responsibilities as outlined in this policy. Where there is a failure to comply with the Policy, whether observed in routine activities or through established health & safety monitoring systems, an appropriate response is required to hold managers and employees to account and remedy the failure. A number of options are available depending on the severity of the circumstances:

- As part of the normal line management process
- Through performance reviews
- For serious breaches, through disciplinary action. If sufficiently serious, this could include dismissal for gross misconduct.

The Schools HR policies give full details on disciplinary and misconduct procedures.

20. Review and Revision

The Governing Body will ensure that this Health, Safety and Wellbeing Policy is reviewed annually and revised as necessary in the light of changes in circumstances and/or legislative requirements.

Appendix 1: Health and Safety Local Arrangements Notice

School:	Harlow Fields School and College
Head Teacher:	Kathleen Faherty
School Health and Safety Coordinator:	Kathleen Faherty (Head Teacher)
Educational visits co-ordinator:	Kathleen Faherty (Head Teacher)
Employee Representative Health and Safety Representative	Jo Jackson-Hoare (Enhanced Learning Support Assistant)
Report health and safety incidents to:	John Holland (School Business Manager)
Report hazards to:	Paul Cash Site Manager, Ashley Ebdon Assistant Site Manager – via the on-line maintenance reporting platform
Person(s) responsible for undertaking H&S inspections:	John Holland (SBM), Paul Cash Site Manager, Paula Violet (Governor) (Chair of H&S Working party), Jo Jackson-Hoare (ELSA)
Person responsible for co-ordinating fire evacuation arrangements:	Paul Cash Site Manager, Ashley Ebdon Assistant Site Manager, John Holland (SBM)
Fire marshals:	All Learning Support Assistants have been trained up to be Fire Marshalls
Fire assembly point(s):	1. Lower School Playground, Upper School Playground, Outside memorial Garden, Dahl Playground 2. Secondary point: The Schools Orchard 3. Morris Class, primary point access gates to 6th form, secondary front car park
Day and time of weekly fire alarm tests	Randomly tested, normally between 8am and 8:30am once per week.
First aiders / appointed persons:	**Early Years:** Sandra Lawrance, Jo Jackson-Hoare **Lower School:**, Mira Pukaska Caroline Geair, Emma Lane, Nicola Shillingford, Jo Mustafa, Emily Charles, Charlotte Harvey **Upper School:**, Brenda McCafferty, Charlotte Selwood, Megan Trigg, Vanessa Lucas, Tracey Brown **6th Form:**, Katie Kelly, Jane Banner, Sara Coombe, Jules Davis **Office:** Sam Stevens,
Designated VDU assessor	Jo Jackson-Hoare – H&S ELSA
Where to find:	**Location:**
Incident / Accident report forms	Medical Room (opposite Staffroom)
Hazard book	Site Managers office

Revised: September 2023

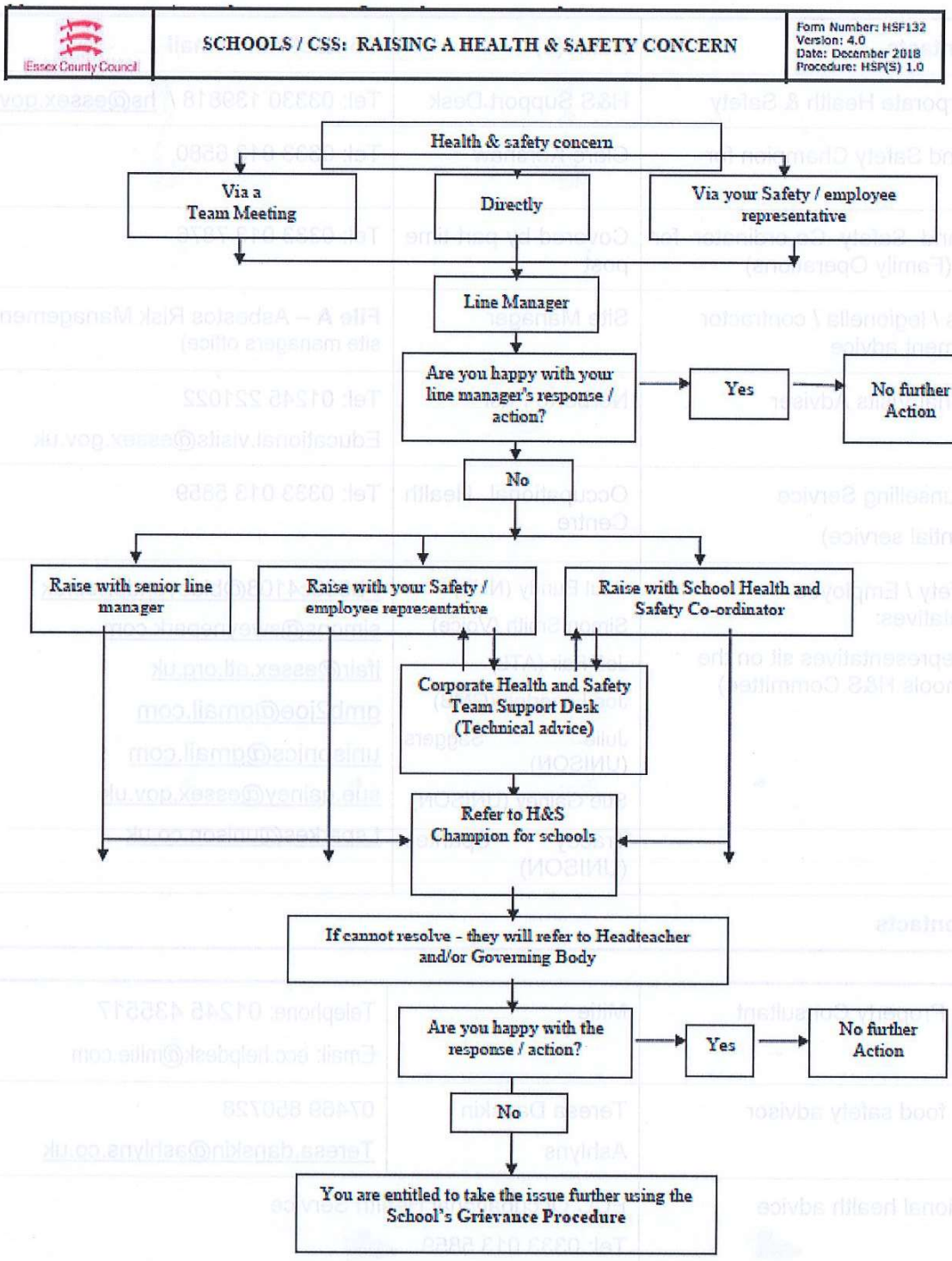
Appendix 2: Getting help on health and safety

ECC Contacts	Name(s)	Contact No. / email
ECC Corporate Health & Safety	H&S Support Desk	Tel: 03330 139818 / hs@essex.gov.uk
Health and Safety Champion for schools	Clare Kershaw	Tel: 0333 013 6580
Health and Safety Co-ordinator for Schools (Family Operations)	Covered by part-time post	Tel: 0333 013 7876
Asbestos / legionella / contractor management advice	Site Manager	**File A** – Asbestos Risk Management (located site managers office)
Educational Visits Adviser	Norberto Fusi	Tel: 01245 221022 Educational.visits@essex.gov.uk
ECC Counselling Service (Confidential service)	Occupational Health Centre	Tel: 0333 013 5859
ECC Safety / Employee representatives: (These representatives sit on the ECC Schools H&S Committee)	Paul Bundy (NUT) Simon Smith (Voice) Jeff Fair (ATL) Joe Legerton (GMB) Julie Saggers (UNISON) Sue Gainey (UNISON) Tracey Sparkes (UNISON)	Pb006c4108@blueyonder.co.uk simons@sweynepark.com jfair@essex.atl.org.uk gmb2joe@gmail.com unisonjcs@gmail.com sue.gainey@essex.gov.uk t.sparkes@unison.co.uk
Other contacts		

School's Property Consultant	Mitie	Telephone: 01245 435517 Email: ecc.helpdesk@mitie.com
School's food safety advisor	Teresa Danskin Ashlyns	07469 850728 Teresa.danskin@ashlyns.co.uk
Occupational health advice	ECC Occupational Health Service Tel: 0333 013 5859	
School nurse	Ruth Sylvan, Medical Room (Ext. No. 2029)	
Essex Health Protection Unit (Infection control advice):	0300 303 8537 EastofEnglandHPT@phe.gov.uk	

Revised: January 2024

Appendix 3: How to raise a health & safety concern



APPENDIX 4 MENTAL HEALTH AND WELLBEING

1. Introduction

This policy has been developed to manage the school's obligations to maintain the mental health and wellbeing of all staff. It covers the school's commitment to;

- provide a safe and healthy environment for all employees;
- set out the responsibilities of managers and others for maintaining good mental health and wellbeing;
- identify health promotion initiatives and training on health issues;
- set out the range of support available for the maintenance of good mental health and wellbeing; and
- the school's commitment to handling individual issues fairly and sensitively.

The aim of this policy is to set out the school's commitment to the mental health and wellbeing of employees in its broadest sense, setting out how the school fulfils its legal obligations, the responsibilities of different functions and specialists and the range of services available to help employees maintain good health and wellbeing. The school recognises that wellbeing and performance are linked. Improving employees' ability to handle pressure and to balance work and home life will ultimately lead to improved individual and school performance including better outcomes for pupils.

1.1 Policy statement

The governing board is committed to:

- promoting positive mental health and wellbeing amongst its entire staff,
- tackling the stigma associated with mental health and the causes of work related poor mental ill health; and
- being mindful of external factors which can affect mental wellbeing and impact in the workplace.

Its aim is to provide a workplace where all staff feel able to talk openly about their mental health and not fear judgement or discrimination.

The school acknowledges its legal obligations under health and safety legislation to manage risks to the health and safety of employees. In addition to reducing safety risks, this means operating the school in a way that minimises harm to employees' mental health, for example by ensuring that the demands of jobs are not unacceptable and having policies and procedures in place to support individuals experiencing mental ill health.

These include

- Sickness Absence Management Policy
- Leave of Absence Policy
- Health & Safety Policy
- Grievance Policy, including bullying harassment and victimisation.
- Flexible Working Policy

- Equality, Diversity and Inclusion Policy
- Menopause at Work Policy
- Whistleblowing Policy

The school will seek to put in place measures to prevent and manage risks to employee wellbeing, together with appropriate training and individual support where necessary. It will also seek to create a mentally healthy culture by incorporating these principles into line manager training and running regular initiatives to raise awareness of mental health issues at work.

2. 2. Scope

This policy is applicable to all staff employed at the school.

3. 3. Roles and responsibilities

3.1 It is the responsibility of the governing board to:

- Monitor and review policies and procedures which safeguard the health, safety and welfare of staff and ensure they are implemented in a fair and reasonable manner and in a way which promotes positive mental health;
- Consider the impact of policies and decisions on the school workforce and seek to minimise any potential negative impact on mental health;
- Ensure effective support is available to the Headteacher/CEO to facilitate their own positive mental health and wellbeing; and
- Depute a governor to monitor the implementation and operation of the mental health and wellbeing policy.

3.2 It is the responsibility of the Headteacher and other line managers to:

- Ensure that full attention is given to staff health, safety and welfare and to develop systems of work to minimise risks to employee mental health and wellbeing;
- Act as role models to encourage healthy behaviours e.g. taking regular breaks, not working excessive hours and maintaining a healthy work life balance;
- Ensure employees understand their role within the school and receive the required information and support from managers and team members to do their job;
- Monitor and be aware of the early signs of poor mental health and take action as appropriate;
- Designate/train particular managers/individuals to be mental health champions/first aiders in the workplace who can raise mental health awareness. They can also provide an additional source of confidential support for someone experiencing mental ill health and who does not wish to confide in their manager.
- Ensure employees are aware of support and assistance available including counselling and occupational health advice and guidance;
- Be familiar with relevant school policies and procedures on equality and diversity to ensure any inappropriate behaviour e.g. bullying and harassment is handled appropriately, and staff are supported;
- Ensure performance management procedures are carried out effectively to ensure targets and objectives are clear, to identify any issues with workload and/or demands on the employee and provide support/additional training where necessary; and

- Implement school procedures fairly, sensitively and confidentially.

In particular, line managers/school leaders must ensure that they take steps to reduce the risks to employee health and wellbeing by:

- having regard to the resources available in the Department for Education school workload reduction toolkit (see **https://www.gov.uk/guidance/school-workload-reduction-toolkit**) and using such resources as appropriate;
- ensuring that the right people are recruited to the right jobs and that a good match is obtained between individuals recruited and job descriptions/specifications;
- ensuring induction processes are robust and thorough;
- keeping employees up to date with developments at work and how these might affect their job and workload and, wherever possible, involving staff in workplace decisions that affect them;
- ensuring that employees know who to approach with problems concerning their role and how to pursue issues with senior management;
- making sure jobs are designed fairly and that work is allocated appropriately; and
- ensuring that work stations are regularly assessed to ensure that they are appropriate and fit for purpose.

3.3 It is the responsibility of all staff to:

- Take responsibility for managing their own health and wellbeing, by adopting good health behaviours (for example in relation to diet, exercise, alcohol consumption and smoking);
- Comply and co-operate with the sickness absence management procedure where they are absent due to mental ill health, including the sickness absence reporting procedures;
- Inform their line manager or mental health first aider/champion in general terms as soon as reasonably practicable of any mental health issues (both where the issue arises from an external source or if they believe work or their work environment poses a risk to their health) and update the school on a periodic basis in line with this policy. Any health-related information disclosed by an employee during discussions with mental health champions/first aiders, managers, the HR department or the occupational health service will be treated in confidence;
- Ensure medical or other mental health advice and/or treatment, where appropriate, are received as quickly as possible.

4. 4. Promoting good mental health

4.1 Health Services

4.1.1 Occupational Health Service

- Occupational health professionals will provide support to schools to help employees stay in work, or to return to work, after experiencing mental health problems. This may include preparing medical assessments of individuals' fitness for work following referrals from line managers **[and/or the HR department]**, liaising with GPs and working with individuals to help them to retain employment.
- Occupational health professionals will provide guidance and support for employees returning to work after absences related to mental ill health, and work with GPs and line managers on possible adjustments/adaptions to working environments/arrangements to assist with a successful reintegration into the workforce. Occupational health professionals may also provide guidance and support on managing pressure and ongoing health conditions at work.

4.1.2 Counselling Service

- Counselling can be provided where appropriate through the **Education Mutual** provider. This will be a confidential, independent service using professionally qualified counsellors.

  Staff can access the Counselling Service by contacting **Educational Mutual**

  Add any other details of counselling/employee assistance programmes

4.2 Data and Monitoring

The school will monitor wellbeing through informal and day to day interactions with staff and through formal monitoring for example:

- staff wellbeing surveys
- performance management
- absence data
- exit interviews/questionnaires

and will use this information to inform policy and practice.

4.3 Health promotion initiatives

4.3.1 The school will develop and run a range of health promotion initiatives designed to raise awareness of health and lifestyle issues affecting mental health and wellbeing. School leaders will have primary responsibility for leading these initiatives, but line managers and employees will be expected to participate. These initiatives will be evaluated to determine their effectiveness.

The initiatives will cover:

- stress management;
- disability awareness;
- bullying and harassment;
- handling traumatic incidents at work;

Employees will also be encouraged to establish clubs and groups designed to facilitate wellbeing and good mental health, for example lunchtime walking or fitness clubs.

4.3.2 Other measures available to support employees in maintaining health and wellbeing include:

- developing a Wellbeing Committee for staff;
- procedures for reporting and handling inappropriate behaviour (for example bullying and harassment);
- a stress management/handling pressure programme (via Education Mutual);
- leave of absence arrangements;
- opportunities for flexible working;
- support for workers with disabilities; and
- the grievance procedure.

4.4 Training and communications

The school is committed to providing all staff and governors with appropriate training on mental health awareness.

Line managers and employees will regularly discuss individual training needs to ensure that employees have the necessary skills to adapt to ever-changing job demands. An examination of training needs will be particularly important prior to, and during, periods of organisational change.
Line managers will receive appropriate training and support to enable them to manage employees who have mental ill health issues and to assist them to spot the signs of possible mental ill health at an early stage and identify appropriate support.
Managers and employees are encouraged to participate in communication/feedback exercises, including stress audits and staff surveys.
All employees are expected to be aware of the importance of effective communication and to use the media most appropriate to the message, for example team meetings and staff development sessions, one-to-one meetings, electronic communications and school-wide methods. The school will ensure that structures exist to give employees regular feedback on their performance, and for them to raise concerns whether formally or informally.

4.5 Employee concerns and absence from work due to mental ill health

If employees believe that they are suffering from poor mental health resulting from an external issue or that their work, or some aspect of it, is putting their wellbeing at risk they should, in the first instance, speak to their line manager or the school's mental health first aider/champion. The discussion may cover external factors causing poor mental health or internal factors such as workload issues, poor relationships with colleagues or training needs.

Where an employee is absent from work due to mental ill health, the school will maintain regular, open and meaningful communication with the employee by an agreed method and at agreed intervals. The employee must continue to follow the absence reporting requirements set out in the Sickness Absence Management Procedure including those relating to FIT notes.

The school may, as appropriate, make a referral to an occupational health advisor where an employee's absence or other issues indicate a potential mental health concern. In certain circumstances, particularly those involving stress or depression, a referral should be made as early as possible, usually after two weeks absence from work, as evidence suggests that early intervention increases the chance of a successful return to work.

Where a referral is made, the employee will be advised of the process and the reasons for the referral. Discussions between employees and the occupational health professionals are confidential, although the occupational health advisor is likely to provide a report on the employee's fitness to work, and any recommended adjustments/adaptations to the working environment, to the line manager.
Further information on occupational health referrals and reasonable adjustments are set out in the Sickness Absence Management Procedure.

4.5.1 Co-operating with a referral to an Occupational Health Adviser

Employees are obliged to attend appropriate appointments with an Occupational Health Adviser. Where an employee refuses to consent to the Occupational Health Adviser contacting their GP, decisions, which may have implications for their future employment, will be taken on the basis of the information available at the time.

4.5.2 Medical suspension

In certain circumstances, where it is felt that an employee is not fit to attend work due to their mental ill health, the headteacher or chair of governors may suspend an

employee on medical grounds. Any such suspension will be on full normal pay. Further details on medical suspension can be found in the Sickness Absence Management Procedure.

4.5.3 Disabled Employees

There may be cases where the mental health issue could amount to a disability under the Equality Act 2010. This will depend on the nature of the mental ill health and whether it has a substantial long-term effect on the employee's ability to carry out day to day activities. The legal definition of a "disability" is wide and managers should seek advice from the school's HR/legal advisers as to whether an employee falls within this definition. In such cases, the employee's manager should seek HR/Occupational Health advice as early as possible.

Further information on disabled employees can be found in the Sickness Absence Management Procedure.

4.5.4 Reintegrating employees into the workforce following absence

The school will take all reasonable steps to support an employee returning from absence due to mental ill health and to assist them with reintegration into the workforce. Employees will be kept up to date with any developments in the workplace during their absence. The process of reintegrating staff will differ depending on the length of absence and nature of their mental ill health and any treatment they are receiving.

5. 5. Record retention and data protection

Any medical/health information concerning employees collected will count within the "special categories of personal data" and as such will be kept confidential and stored securely in line with the school's retention schedule in the "restricted access" section of the personal file.

Any personal data collected/recorded in line with this policy will only be processed in line with the schools' data protection policy/policy on processing special categories of personal data.

Further information on retention periods and data protection requirements regarding health-related data, including FIT notes, meeting minutes and referrals to occupational health, can be found in the Sickness Absence Management Procedure.

6. 6. Sources of information

6.1 Sources of information for employees

When a member of staff is experiencing mental ill health, they may benefit from seeking external support. There are a number of services that may be able to help. These include:

- Access to work can provide advice and an assessment of workplace needs for individuals, with disabilities or long-term health conditions, who are already in work or about to start. Grants may be available to help cover the cost of workplace adaptations that enable an employee to carry out their job without being at a disadvantage. These might be used to pay the costs of adapting equipment or buying special equipment for the employee, the cost of getting to work if they cannot use public transport and/or disability awareness training for colleagues. For more information, go to **www.gov.uk/access-to-work**
- Mind is the leading mental health charity in England and Wales. Their helpline and website provide information and support to empower anyone experiencing mental ill health and general advice on mental health-related law. For more information, go to **www.mind.org.uk** or call 0300 123 3393.

- NHS choices has a website that offers information and practical advice for anyone experiencing mental ill health. For more information, go to **www.nhs.uk/livewell/mentalhealth**
- Remploy offers a free and confidential Workplace Mental Health Support Service for anyone absent from work or finding work difficult because of a mental health condition. It aims to help people remain in, or return to, their role. For more information, go to **www.remploy.co.uk** or call 0300 4568114
- Rethink Mental Illness is the largest national voluntary sector provider of mental health services, offering support groups, advice and information on mental health problems. For more information, go to www.rethink.org or call 0300 5000 927.

6.2 Sources of information for managers

There are a range of organisations and programmes to help an employer and its managers.

- ACAS website provides information and guidance to help support and manage staff experiencing mental ill health. For more information, go to **www.acas.org.uk/managingmentalhealth**
- Employee assistance programmes can provide round-the-clock support for staff dealing with personal problems that might adversely impact their job performance, health, and wellbeing. This includes issues such as relationship problems, money worries and other pressures. An employer can join an EAP for a fee. For a list of providers, go to www.eapa.org.uk
- Mental Health First Aid (MHFA) England offers courses that can help managers and/or HR staff identify, understand and help a person who may be experiencing mental ill health. There is a MHFA Line Managers' Resource available at https://www.mentalhealthatwork.org.uk/resource/mental-health-first-aid-line-managers-resource/.
    - Mindful Employer is a UK-wide, NHS initiative. It is aimed at increasing awareness of mental health at work and providing support for businesses in recruiting and retaining staff. For more information, go to www.mindfulemployer.net or call 01392 677064.
    - Time to change can help organisations develop an action plan, set objectives and activities that will be undertaken to achieve them. For more information, go to **www.time-to-change.org.uk**
    - Mind is the leading mental health charity in England and Wales. The Government's independent review, Thriving at Work, includes six core and four enhanced standards for how organisations can better support employees' mental health. **https://www.mind.org.uk/media/25263166/how-to-implement-the-thriving-at-work-mental-health-standards-final-guide-online.pdf.**

This is a health and safety policy document produced by Essex County Council's Corporate Health and Safety Team. Please note that it will assist with, but is not a substitute for, carrying out a risk assessment of the activities concerned.

Essex excellence is no accident

Health, Safety and Wellbeing Policy for Community, Voluntary Controlled Schools and Community Support Services / Pupil Referral Units

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1.0 OBJECTIVE

As employer, Essex County Council has overall accountability for health, safety and wellbeing in Community, Voluntary Controlled Schools, Community Support Service (CSS) Centre's and PRU's. It discharges its responsibilities through:

- Providing schools with health and safety standards and guidance to enable them to meet statutory requirements and provide a safe environment;
- Providing training and information so that employees understand their health and safety responsibilities and so that those delegated health and safety tasks (such as risk assessment) are competent to carry them out;
- Providing access to competent health and safety advice and specialists (see section 7);
- Monitoring health and safety standards and taking appropriate action to ensure compliance (see section 10 for details of our monitoring arrangements).

The objective of this Policy is to set out the responsibilities of school-based employees, governors and those who provide competent health and safety advice and support to schools.

2.0 SCOPE

This document applies to governors, headteachers, managers and employees in community and voluntary controlled schools, pupil referral units and children's support services for health and safety within their areas of control.

It does *not* apply to Academy, Free, Foundation or Voluntary Aided Schools, Centre's or Referral Units.

3.0 SUMMARY OF CHANGES SINCE THE PREVIOUS VERSION OF THIS POLICY

There are no significant policy changes. It is general periodic update but the following amendments are highlighted for information.

- Some terminology has changed and other such as job titles, service names;
- Some contact details have changed;
- Changes to funding arrangements in relation to Catering / Schools Meals reflected in Section 7.7 and Appendix D;
- Updated some responsibilities in line with revised HSP 2.0 Responsibilities;
- Included new requirement for an employee within the School to have undertaken Asbestos awareness / management training within the previous 3 years (Section 8.3);
- Amendments to the section 7.3 on Occupational Health and Counselling relating to the services provided.

4.0 DEFINITIONS

4.1 Schools Controlled by the Local Authority

Community School – are schools, controlled by the local authority, which employs the staff, owns the school land and buildings (unless a PFI), and has primary responsibility for admissions.

Voluntary Controlled (V/C) Schools - are almost always church schools, with the land and buildings often owned by a charitable foundation. However, the local authority employs the schools' staff and has primary responsibility for admissions.

4.2 Schools not controlled by the Local Authority

Voluntary Aided (V/A) Schools - linked to a variety of organisations. They can be faith schools (often the Church of England or the Roman Catholic Church), or non-denominational. The charitable foundation contributes towards the capital costs of the school. The governing body employs the staff and has primary responsibility for admissions.

Foundation schools – state-funded school in which the governing body employs the staff and has primary responsibility for admissions.

- All the above (Community, V/C, V/A, Foundation) are:

Maintained Schools – schools funded by central government via the local authority. They do not charge fees to students and all capital and running costs are met by the government.

- In addition to maintained schools there are:

Academies – are schools, run by a governing body / trust board, state funded but independent of the local council. They can follow a different curriculum.

Free Schools - are newly established schools in England set up by parents, teachers, charities or businesses, where there is a perceived local need for more schools. They are state funded, are academically non-selective and free to attend.

4.3 Other definitions

PFI Schools – school where the buildings are procured by a Private Finance Initiative where the premises are occupied by, but may not be owned or managed by the school.

CSS or PRU's: - can be maintained, academy or free school status.

CMB – is the ECC Corporate Management Board which consists of the Chief Executive and the Executive Directors.

5.0 RESPONSIBILITIES OF ECC MANAGEMENT

This section defines responsibilities within the ECC management structure which are not school based.

5.1 Council Leader and Cabinet Members

The Cabinet is responsible for policy decisions. Other Committees support and / or monitor the work and decisions of the cabinet.

- Decisions taken by the cabinet and individual portfolio holders must comply with health and safety legislation and the County Council's Health and Safety Policies;
- Individual Cabinet Members must take appropriate health and safety advice, where necessary, before making a decision;
- Members and the Corporate Leadership Team (CLT) are responsible for ensuring adequate resources are allocated to enable services to be delivered safely and in accordance with the Council's health and safety policies and standards;
- Assign Health and Safety responsibilities to a member of the Cabinet.

Cabinet Members will receive advice on the health and safety impact of policy decisions from members of the Corporate Leadership Team (CLT) and other senior competent officers.

5.2 Chief Executive

The Chief Executive is the most senior employee responsible for the implementation of the County Council's Health and Safety Policy and has overall accountability for all health, safety and welfare matters.

The Chief Executive has a responsibility to publish a health & safety policy statement and bring it to the notice of employees. This statement is available on the Schools Infolink (HSP1.0).

5.3 Monitoring Officer (Director, Legal and Assurance)

The Monitoring Officer is responsible for:

- Advising the Council of any proposal, decision or omission by the Council, its committees and subcommittees or officers of which the Monitoring Officer is aware would contravene health and safety legislation;
- Ensuring through the line management of the Head of Assurance and Corporate Health and Safety Team, that the Chief Executive / CLT, Corporate Governance Steering Board and Audit Board receive regular information on the Council's performance with respect to health and safety management.

5.4 Corporate Leadership Team (CLT)

Will ensure:

- Health and safety is an integral part of CMB business performance;
- Visible commitment to active health and safety leadership;
- Essex County Council's Health and Safety policy is acknowledged, implemented and enforced at all levels;
- Adequate financial and human resources are provided for training, work equipment and managing the work environment;
- A CLT member is appointed as Health and Safety Board Champion to ensure health and safety issues are dealt with at Board level;
- The provision of competent advice and assistance in meeting legal health and safety requirements;
- Appropriate communication and consultation with employees on health and safety issues;
- Health and safety objectives and targets are established, implemented, monitored and reviewed;
- Health and safety management systems, procedures and arrangements are developed, implemented, maintained and adequately resourced;

In order to assist CLT with the monitoring of Health and Safety performance it will receive:

- The Annual Health and Safety Report;
- The quarterly Assurance Report;
- Reports on issues escalated from CH&SB, via the Operations Board as and when required.

5.5 Corporate Health and Safety Board

The Essex County Council Corporate Health and Safety Board (CHSB) and Corporate Leadership Team (CLT) accepts its health and safety responsibilities, and in doing so will ensure the effective and proactive management, support and control of its operations in line with the health and safety policy and legal requirements. The ECC Corporate Health and Safety Board plays a key role in ensuring employees, third parties and contractors are adequately consulted and communicated on matters relating to their health and safety at work.

The CHSB will be chaired by a member of the CLT or Operations Board. The objectives of the Corporate Health and Safety Board shall be:

- To keep under review the measures necessary to ensure the health and safety at work of employees, contractors, visitors and members of the public and to make recommendations to CLT or Executive Directors for such action as is necessary;
- To ensure that all reasonable steps are taken to promote sound policy and practice to ensure the health, safety and welfare of employees, contractors, visitors, members of the public and other stakeholders;
- To maintain a watching brief on health and safety legislation, key risks, occupational and environmental health arrangements and monitor the implementation of the health and safety policy;
- To receive management information, reports on accidents, incidents and notifiable diseases - and to consider and propose risk reduction strategies as appropriate;

- To take ownership of the ECC Health and Safety Action Plan - and support the implementation of key actions, initiatives and promotions;
- To ensure the necessary management structure, resources, finances and skills are in place to implement the Health and Safety Policy and the Health and Safety Action Plan;
- To receive periodic reports from Health and Safety Advisors / Function Champions / Coordinators;
- To promote co-operation and communication between ECC and its employees / contractors in matters relating to health and safety at work and to assist in the development of appropriate guidance, safe working practices and a positive health and safety culture;
- To monitor the adequacy of health and safety communications, publicity, training and development in support of the ECC Health and Safety Policy;
- To liaise with commissioned services / partners and other stakeholders to ensure their health and safety management, arrangements and commitment are aligned with those of ECC;
- To review membership and operation of the Corporate Health and Safety Board periodically.
- To ensure that any breaches of policy or health and safety legislation raised in the Assurance Report or Annual Report are addressed.

The chair will escalate urgent issues to the Operations Board, and CLT, where necessary and appropriate.

Further responsibilities can be found in the Corporate Health and Safety Board Terms of Reference (HSF 007).

5.6 Executive Directors

Will ensure:

- All CLT decisions reflect the intentions and objectives of the Essex County Council's Health and Safety Policy;
- Strong health and safety leadership is demonstrated by ensuring health and safety is given equal importance to service delivery;
- The Council's strategic plans take account of the health and safety impact of new initiatives and that Members are informed about any health and safety issues that affect the service delivery of the strategic plans and advise them appropriately;
- The Monitoring Officer is informed where any decisions made by Members, acting corporately or individually, may contravene health and safety legislation or the intentions of the Council's Health and Safety Policy;
- Competent health and safety advice is sought during the planning stages of new initiatives/projects that may impact on the health, safety and welfare of employees and customers;
- The Council's Health and Safety Policy is implemented in their Function;
- That their Health and Safety Champion chairs their Function quarterly health and safety meeting where possible and appoint a senior management deputy for when they cannot chair the meeting;

- A member of the Function, Senior Leadership Team (Layer 2) is appointed to champion health and safety arrangements within the Function and to represent the Function on strategic issues at the Corporate Health and Safety Board;
- A Service Health and Safety Action Plan is produced, which details how the objectives of the Function and the Corporate Health and Safety Policy including any specific health and safety issues will be met and is kept under review;
- The implementation of aspects of the Corporate Health and Safety Action Plan that apply to their Function are monitored, reporting back to the board on the health and safety performance of their Function, including any significant health and safety issues that cannot be resolved at that level.

5.7 Directors and Heads of Service

Will ensure:

- All decisions made by their Service reflect the intentions and objectives of Essex County Council's Health and Safety Policy;
- Strong health and safety leadership is demonstrated by ensuring health and safety is given equal importance to service delivery;
- That Service plans take account of the health and safety impact of new initiatives and that Members are informed about any health and safety issues that affect the service delivery of the strategic plans and advise them appropriately;
- The Monitoring Officer and the CHST are informed where they consider that any decisions made or proposed by Members or officers may, contravene health and safety legislation or the intentions of the Council's Health and Safety Policy;
- That their Service is represented at the quarterly Function Health and Safety Group meetings;
- Competent health and safety advice is sought during the planning stages of new initiatives / projects that may impact on the health, safety and welfare of employees and customers;
- The Council's Health and Safety Policy is implemented in their Service;
- A Service Health and Safety Action Plan is produced, which details how the objectives of the Corporate Health and Safety Policy including any specific health and safety issues will be met and is kept under review within the Service;
- The implementation of aspects of the Corporate Health and Safety Action plan that apply to their Service are monitored, reporting back to the Function on the health and safety performance of their Service, including any significant health and safety issues that cannot be resolved at service level;
- Other managers under their control carry out their health and safety responsibilities;
- Where reasonably practicable, any opportunities to improve the health, safety and welfare within their Service area are taken and ensure that safe working practices and risk awareness is developed and promoted;
- All relevant health and safety information is communicated effectively to the correct employees and account is taken of their views;
- The health and safety competence and capabilities of employees under their control, including identifying and addressing any training or supervision needs to enable them to carry out their duties effectively and safely;

- Relevant Essex County Council health and safety standards are implemented in their Service;
- Risk assessments relating to hazards to which directly managed employees are exposed are carried out, recorded and control measures implemented (this will include stress risk assessments);
- That safe systems of work are developed, implemented and maintained within all areas of their Service;
- Health and safety auditing and monitoring is undertaken in their Service in accordance with ECC's requirements.

5.8 Health and Safety Champion for Schools

The Director for Education has been appointed as Health and Safety Champion for Schools and has overall responsibility for coordinating health and safety in schools.

The Champion is responsible for:

- Liaising with:
  - Corporate Health & Safety;
  - Other specialists that provide health and safety advice and support to schools to ensure the effective co-ordination of health and safety and the provision of competent advice;
- Co-ordinating the development, review and revision of School Health, Safety & Wellbeing Policies and standards;
- Setting up and chairing a health, safety and wellbeing committee for school based employees and representing school's management on the Schools Health, Safety and Wellbeing committee;
- Ensuring there are effective arrangements for the distribution and effective communication of health and safety information to schools;
- Ensuring health and safety concerns raised by school employees are brought to the attention of the appropriate senior manager;
- Ensure that the Executive Director, Children and Families and Education (DCS) is kept informed of school related health and safety issues;
- Co-ordinating the identification of school based staff health and safety training and development needs to meet the requirements of the Council's and Directorate's Health and Safety Policies and Standards;
- Contributing to the development of the Schools Health, Safety and Wellbeing Action Plan;
- Contributing to the preparation of an annual report on the health and safety performance of the Directorate;
- Ensuring there are effective arrangements in place to address the measures needed to implement recommendations arising out of internal monitoring and health and safety audits of schools

6.0 RESPONSIBILITIES OF SCHOOL BASED STAFF AND GOVERNORS

6.1 Headteachers

Will ensure:

- That there are appropriate and robust arrangements in the school for implementing the Health, Safety and Wellbeing Policy for Schools, and ensuring that the Policy and arrangements are effectively communicated and implemented;
- That systems are in place for consultation with all employees and that Trade Union appointed safety representatives can carry out their functions;
- They demonstrate health and safety leadership by ensuring health and safety is given no less importance than educational outcomes;
- That there are appropriate arrangements in place for co-operation and co-ordination with other users of the school site and that, where necessary joint health and safety arrangements are recorded and agreed;
- That appropriate arrangements are in place for communication of health and safety to all employees, agency workers, contractors, visitors, volunteers and pupils, including ensuring the availability of the asbestos register to all visiting contractors;
- That health and safety standards available on the schools Infolink are regularly checked and where necessary made available to relevant employees / volunteers / contractors (e.g. sports coaches, PTA members, Governors);
- That all employees are competent and have the capability to carry out their role/function;
- That records of health and safety training and development are maintained by the school, as required by law;
- That the Council's health and safety standards for schools (available via the schools Infolink) are implemented;
- That there are arrangements in place for managing risks arising from the school's activities or premises, which are not covered by the Council's health and safety standards;
- That systems are in place for monitoring and reviewing health and safety in the school.
- That all accidents / incidents are reported and investigated in line with the ECC Incident Reporting Procedure for Schools;
- That they co-operate with any health and safety investigations or monitoring carried out by the Council and that actions arising from them are implemented;
- That the annual online Health & Safety monitoring is submitted by the agreed deadlines;
- That health and safety performance is reported to the Governing Body regularly (at least annually);
- That responsibilities allocated to them in the Council's Health and Safety standards covering premises management are complied with;
- That day to day premises management tasks are delegated to a member of staff and / or property consultant who is suitably competent. (The Headteacher retains the ultimate responsibility for the management of the premises);
- That they are the Schools named Educational Visits Co-ordinator or they appoint a member of the Schools Senior Management team as the School EVC (and ensure they are given training and time to undertake the role).

6.2 School Health & Safety Coordinator

Headteachers, can if appropriate, appoint a senior member of staff to co-ordinate and monitor the implementation of the health and safety policy. The safety co-ordinator must be given sufficient time and resources to carry out their role. Their identity and role should be clearly communicated to all school employees.

Below are the *duties* which may be delegated to another member of staff. However, the *responsibility* remains with the Headteacher.

The School Health & Safety Co-ordinator will:

- Establish arrangements for the effective co-ordination of health and safety throughout the School;
- Support the Headteacher in co-ordinating the development, review and revision of the School's health and safety standards;
- Set up arrangements for consulting with employees on health and safety (e.g. through health, safety and wellbeing committee meetings or team meetings);
- Set up arrangements for the effective communication of health, safety and wellbeing information relevant to the school;
- Ensure health and safety concerns raised by employees are brought to the attention of the appropriate senior manager;
- Ensure that the Headteacher / school senior management team is kept informed of health and safety issues by including them on the agenda of management group meetings;
- Co-ordinate the identification of health and safety training and development needs to meet the requirements of the School's and Council's Policies and Standards;
- Support the establishment of adequate arrangements for:
  - First aid;
  - Fire and emergency evacuation;
  - Reporting of health and safety incidents, hazards and concerns;
- Co-ordinate arrangements for monitoring of health and safety standards within the school.

6.3 Responsibilities for School Visits

Below are the *duties* which may be delegated to the School Educational Visits Co-ordinator. However, the *responsibility* remains with the Headteacher.

The School Educational Visits Co-ordinator will:

- Ensure they have attended EVC Training (EVC training should be refreshed at least every 3 years);
- Ensure that establishment managers, visit leaders, assisting staff, voluntary helpers and all staff involved in LOtC, off-site activities and visits have had access to training / instruction at an appropriate level to ensure that the employer's guidance and establishment procedures are properly understood and followed;

- Organise the training of Visit Leaders and Assistant Leaders (including voluntary helpers);
- Ensure that Leaders and Assistant Leaders are competent to carry out the tasks they are assigned;
- Ensure that activities and visits are led by competent and confident leaders. The Visit Leader needs to be both accountable and competent. Being accountable implies being an employee and thus part of a chain of specified roles and responsibilities. Being competent requires that the leader can demonstrate the ability to operate to current standards of recognised good practice;
- Ensure they have an understanding of how Learning Outside the Classroom (LOtC), off-site activities and visits can support a wide range of outcomes for children and young people, and raise achievement;
- Ensure that LOtC, off-site activities and visits meet guidance requirements;
- Ensure the 'Educational Visits Statement' available from the EVOLVE website is implemented;
- Ensure that a school specific visits policy has been developed using the template / guidance on EVOLVE and that the policy has been uploaded on the Establishment section on EVOLVE;
- Ensure that DBS checks are in place as required.
- Ensure that the establishment policy provides sufficient guidance to Visit Leaders about information for parents and parental consent;
- Support the headteacher with approval and other decisions;
- Check that there is a 24/7 emergency contact(s) with the base for each and every visit and that emergency arrangements are in place;
- Ensure they keep up to date with EVC update processes through EVOLVE and EVC Revalidation courses as recommended or required.
- Ensure that there is an establishment procedure for recording "incidents / accidents / near misses", including any resulting learning points and action;
- Ensure that where the accompanying staff includes someone with a close relationship to a group member, there are adequate safeguards to ensure that this will not compromise group management;
- Ensure that medical and first aid issues are addressed;
- Ensure that emergency arrangements are in place including emergency contact access to all relevant records, including medical and next of kin information for all members of the party, including staff;
- Undertake monitoring of Visit Leader planning and sample monitoring of visits;
- Ensure that individual activities and visits are reviewed and evaluated and that this process includes reporting of accidents and incidents, (including under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations [RIDDOR] where necessary).
- Ensure that policies and procedures are reviewed on a regular basis. A review should follow any serious incident or systems failure. Risk management documentation must be updated if necessary.

6.4 Responsibilities of Governing Bodies

Essex County Council recognises the vital role which school governors play in monitoring health and safety standards in schools and, in some circumstances assisting with consultation between parents, and the headteacher on health and safety matters.

As school governors are volunteers they cannot be held legally responsible for any aspect of health and safety management, under health and safety legislation. (Note: This is true where ECC is the employer but does not apply for members of a Governing Body for schools which are outside ECC control).

It is however, the expectation of ECC that governors appointed with a health and safety role (and indeed the Governing Body as a whole) will play an active part in supporting and monitoring health and safety standards in the school.

In order to carry out this role effectively they will:

- Receive a regular (at least annual) Headteacher's report on health and safety performance at a formal Governing Body meeting (see Section 10.5 for details of what should be in the report);
- Take part in termly health and safety inspections of school premises to make sure that the school buildings, grounds, equipment and materials are safe and ensure the health, safety and wellbeing of all persons on the premises;
- Comply with the Health, Safety and Wellbeing Policy for Schools and Essex County Council's standards for health and safety;
- Consult with parents on any health and safety concerns, raised by them, and liaise with the headteacher to reach an acceptable outcome;
- Have regard to their own competence and capability before offering advice or undertaking work that may affect the health and safety of school activities.

They will check that:

- Appropriate arrangements are put in place in the school to comply with statutory requirements, the Health, Safety and Wellbeing Policy for Schools and the Council's health and safety standards;
- The annual Health and Safety Internal Monitoring (HSIM) return has been completed for the school;
- An action plan arising from the HSIM exercise is put in place and actions are taken as required to address any deficiencies identified in health and safety management;
- Any actions arising from ECC Corporate Health and Safety Team Audits, Compliance checks or Inspections are addressed;
- Accident and incident reports are being completed, investigations are undertaken into the causes and any issues arising from these are addressed;
- Any visits by, or correspondence from, the enforcing authorities are notified to the ECC Corporate Health and Safety Team and any actions taken as required;
- A property consultant is appointed to advise and assist with construction and premises maintenance matters;

- Anyone appointed to undertake construction and maintenance work on the school premises is competent to do so and that any construction work is carried out in accordance with the Construction, Design and Management (CDM) Regulations 2015;
- Appropriate consideration is given to, and actions taken, arising from any surveys carried out by the school in relation to employee health, safety and wellbeing (e.g. Education Support Partnership);
- Statutory requirements and the Council's health and safety standards are taken into account in determining the allocation of resources;
- The Headteacher has an appropriate workload, in support of a reasonable work/life balance, having regard to his/her health and wellbeing;
- The policies and procedures for recruitment, induction, staff development, performance management and capability used by their school consider health and safety and, as a minimum, achieve the same standards as the Council's HR Policies and Procedures;
- Educational visits are being correctly managed.

Note: It is best practice to appoint a Governor who understands the educational visits system as well as agrees the higher risk visits (e.g. overseas, adventurous or residential).

Governors are encouraged to work in conjunction with the school management to ensure good safety standards in a constructive manner but also to challenge decisions and actions and request evidence to verify answers to their questions.

In the event that they are not satisfied that the appropriate standards are in place and feel that they are no longer able to rectify the situation at local school management level they must raise their concerns with Governor Services.

Governors' helpline: tel. 033301 39833 / e-mail: essex.governorservices@essex.gov.uk

6.5 Line managers and supervisors

All employees with management and supervisory responsibilities are responsible for the implementation of the Schools Health, Safety and Wellbeing Policy in their area of control. As a general rule the direct responsibility of managers for health and safety is determined by the extent to which they have authority to take action. That is if they have the authority to make a general decision about some aspects of the work, they are responsible for the health and safety implications of that decision.

Their responsibilities include:

- Ensuring this Health, Safety and Wellbeing Policy for Schools is implemented in their area of responsibility;
- Ensuring all staff under their control carry out their health and safety responsibilities;
- Identifying opportunities to improve the health, safety and wellbeing within the School, and promoting risk awareness and the development of safe behaviours;
- Ensuring all relevant health and safety information is communicated effectively to the correct employees and take account of their views;

- Ensuring the health and safety competence and capability of employees under their control (See arrangements section 8.3);
- Ensuring relevant health and safety standards, including the Council's Health and Safety Standards, are implemented in their area of control. (See relevant parts of Section 8);
- Ensuring, in their area of control, risk assessments are carried out, recorded and the control measures, including any safe systems of work, are implemented (See relevant parts of Section 8);
- Undertaking risk assessments relating to hazards to which directly managed staff are exposed (this will also include stress risk assessments);
- Ensuring health and safety monitoring is undertaken in their area of control, in accordance with the Council's and School's requirements. (See monitoring and review section 10);
- Reviewing the effectiveness of health and safety standards at controlling risks and feeding back areas of concern to their line manager, Headteacher or Governing Body (see sections 10.4 and 10.5);
- Ensuring health and safety issues identified via risk assessments or monitoring activities that cannot be addressed are raised with their line manager.

6.6 All Employees

All employees have a duty to:

- Look after their own safety and the safety of others affected by their work;
- Follow safe working practices and carry out their health and safety responsibilities as detailed in the council's health and safety standards;
- Report to their line manager any hazards they identify and any inadequacies in health and safety procedures;
- Take part in any health and safety training and development identified as necessary by the County Council or their line manager;
- Use work equipment provided correctly, in accordance with instructions, training and Essex County Council health and safety standards;
- Ensure that if organising projects or activities, risks are assessed as part of the planning stage and suitable control measures are implemented;
- Report health and safety incidents including near misses, in accordance with the council's health and safety incident reporting procedure.

6.7 Contractors and Visitors

- Visitors to Essex County Council premises, including contractors, clients, service providers and members of the public must comply with Essex County Council health and safety procedures and requirements;
- All contractors and visitors must be made aware of the site-specific arrangements and emergency procedures and are the responsibility of the member of employees being visited.

7.0 SUPPORT SERVICES

7.1 Health and Safety Co-ordinator for Schools (and Children & Families)

The Risk Officer for Children & Families has been appointed to the role of Health and Safety Co-ordinator for schools.

The Co-ordinator is responsible for supporting the Health and Safety Champion for Schools (Director for Education) and will:

- Liaise closely with the Health & Safety Champion for Schools;
- Attend and support the Schools Health, Safety and Wellbeing Committee meetings.
- Liaise directly, where appropriate, with the Corporate Health and Safety team for support and guidance on health, safety and / or welfare issues;
- Receive information from the Corporate Health and Safety team and cascade this on to the group of employees in ECC controlled schools;
- Discuss colleague's health and safety complaints with the H&S Champion for Schools and liaise with the employees headteacher where appropriate;
- Be consulted on health and safety issues which affect schools;
- Support in the follow up of health and safety risk assessments, audits, internal monitoring and inspections as required.
- Act as an advocate for health and safety, and to promote the use of all relevant sources of information, advice and guidance currently available.
- Undergo appropriate training, as required, to enable them to carry out their health and safety duties and responsibilities.

7.2 Competent Health and Safety Advice and Support to Schools

Schools need access to competent health and safety advice to assist them with discharging their responsibilities. In order to meet its health and safety responsibilities to schools, the Council provides a health and safety service. Schools have been delegated resources to fund appointment of other specialist advisers.

The Council has established (in accordance with the Management of Health and Safety at Work Regulations) competent health and safety advice and assistance for its schools.

The Corporate Health & Safety Team:

- Supports Headteachers in discharging their health and safety responsibilities by providing advice, guidance, information and training;
- Supports the development of health and safety standards for the Council and schools;
- Maintains the health and safety pages on the Schools Infolink and provides a health and safety support desk (for telephone or e-mail queries);
- Examines new legislation and best practice guidance and advises on practical application to school activities;

- Monitors school health and safety compliance on behalf of the Council, through a programme of audits, internal monitoring and reviewing health and safety incidents;
- Provides information on compliance and non-compliance to the Health & Safety Champion for Schools.

7.3 Occupational Health Advice

Headteachers should ensure that they have access to competent occupational health advice via a contract with an Occupational Health provider. Occupational health providers can:

- Provide pre-employment health screening and advise on reasonable adjustments to enable employment of applicants with disabilities and health conditions which may be subject to the Equality Act 2010;
- Support the prevention of work-related absence through advising on health-related risk assessments;
- Carry out statutory health surveillance (e.g. exposure to noise and vibration);
- Provide advice at the early stages of occupational ill health, thereby reducing the risk of recurring or long-term absence;
- Where employees are sick, advise on whether return to work is appropriate and, if so, what adjustments may be needed;
- Give employees advice and possibly recommend further specialist advice/treatment;
- Assess the employee's eligibility for ill health retirement.

It is for the school to determine the level of service required.

The Council's Occupational Health Service is recommended, as they have experience on advising educational environments. Further details can be found on occupational health pages of the Schools Infolink or by telephoning 03330 135859.

Counselling

Schools can purchase the Council's management referral based counselling service charged at a cost per session / consultation. Face to face and telephone counselling are available as well as other services including management support sessions and mediation.

Contact the Counselling service for further details on .03330 135859 or e-mail counselling@essex.gov.uk

7.4 Wellbeing

Schools can use the Team Stress Risk Assessment forms and guidance available on the Health and Safety pages of the Schools Infolink.

Alternatively Schools can choose to access an employee assistance programme, training or other services through the Education Support Partnership Programme. Schools can access the programme through www.educationsupportpartnership.org.uk or telephone 020 7697 2750 /

e-mail enquiries@edsupport.org.uk (this is an Independent Charity and therefore there would be a cost implication for Schools).

7.5 Educational Visits Officer

The Council's Educational Visits Officer is responsible for providing professional advice on, and setting and monitoring health and safety standards for all educational visits, including Adventurous, Residential and Overseas visits, involving children and young people.

Essex County Council has adopted the OEAP National Guidance for the Management of outdoor learning, off-site visits and Learning Outside the Classroom. See www.oeapng.info - (documents 3.4g Headteacher/ Managers and 3.3b Check List).

Schools subscribing to the Educational Visits Support Team SLA have access to the EVOLVE online submission system and associated resources.

Essex County Council will as an employer, have a few specific guidance documents on the Educational Visits Website which may well over-ride the OEAPNG Guidance. Where this is the case, the Essex Guidance must be followed. These will be on the EVOLVE website.

Policy on Learning Outside the Classroom Quality Badge: We strongly recommend the priority use of providers who hold the LOtC Quality Badge

For full details on the Council's Educational Visits Support see www.essexvisits.org.uk or contact 01245 221022

7.6 EES for Schools

Provide advice and training on all aspects of training within schools. Contact EES for Schools on telephone 0333 013 9834 or e-mail EEStraining@EESforschools.org for information and guidance.

7.7 Catering

Schools that carry out their own catering **must** have access to competent food safety advice. (The delegated catering budget should include a proportion for purchasing food safety advice).

(From 1 April 2019), all maintained primary schools and all maintained secondary schools are delegated the responsibility to manage food safety. They can access the Essex School Meals Support Service for compliance and audit advice and monitoring. This is a chargeable service and details are available on application. Contact: school.meals@essex.gov.uk

All community and V/C schools are recommended to buy in to Essex School Meals Service. Access to competent food safety advice will be monitored through the Health and Safety Internal Monitoring (HSIM) System.

Special schools and CSS / PRUs are funded differently and therefore Community or Voluntary Controlled specials schools and CSS / PRU's will have decide where to access food safety advice from. It is recommended that special schools and CSS / PRU's who carry out their own catering buy in to Essex School Meals Support Service.

Wherever schools access food safety advice from it should be ensured it includes training on allergens.

Support and guidance relating to school meals operations and training for Catering Health & Safety (CIEH level 2) and Food Safety (CIEH LEVEL 2 & 3) is available via the School Meals e-mail school.meals@essex.gov.uk and further information can also be found on the schools Infolink:

7.8 Health Protection

The East of England Health Protection Team (HPT), which is part of Public Health England (PHE), provides advice on communicable diseases and infection control in schools. In the first instance, schools should refer to the HPT's guidance – 'Communicable Disease in Schools/Nurseries and Centre's for the under 5s' or PHE general guidance 'Infection control in schools and other childcare settings.' (These documents are available on the health & safety pages of the Schools Infolink under 'Pupil Related Issues' – Communicable Diseases and Infection Control) If further assistance is required contact the school nurse at your local NHS clinic or contact the HPT directly.

East of England Health Protection Team Contact Details: Tel: 0300 303 8537 option 1 or e-mail EastofEnglandHPT@phe.gov.uk

7.9 Property Consultants

Where major building or maintenance / improvement works are being carried out, schools must appoint a property consultant. Major work is work defined as notifiable under the Construction Design and Management Regulations. (See HSP 9.30 Construction Design and Management on the Schools Infolink Health & Safety pages).

Schools are also recommended to use property consultants to provide professional advice in connection with all maintenance and building work.

A property consultant, should be able to give specialist advice on the following:

- Management of day-to-day repairs.
- Statutory and best practice for testing and inspection of services.
- Prioritisation of projects.
- Health and safety issues relating to buildings and construction work
- Regulations, standards and statutory approvals

Funding for consultancy fees is included in schools' delegated budgets for such projects. Refer to the School Property Handbook or construction health and safety pages of the schools Infolink for guidance on appointing a property consultant.

8.0 HEALTH AND SAFETY ARRANGEMENTS

8.1 General Arrangements for Health and Safety (Our Standards)

The detailed arrangements for implementing this Policy are contained within health and safety standards on the health and safety pages of the Schools Infolink (under School Management). (NB health and safety standards are kept on a secure part of the infolink, so staff involved in helping to manage health and safety will need access to the H&S pages as part of their login).

8.2 Local Arrangements within Schools

Headteachers are responsible for developing and communicating local arrangements for implementing the Councils Policy and standards in their school. This should include arrangements for:

- Ensuring employee health and safety competence and capability;
- Addressing failures to comply with health and safety requirements through performance management and disciplinary processes;
- Fire and emergency evacuation (including fire risk assessment);
- First aid;
- Communication and consultation with staff on health and safety matters;
- Reporting of health and safety incidents, hazards and concerns;
- Ensuring risk assessments are in place for work activities where there is significant risk;
- Managing the risks to Young People on Work Experience Placements;
- Controlling risks arising from work activities not covered by the Council's health and safety standards;
- Control of asbestos (including asbestos management plan) and legionella;
- Working at height;
- Statutory inspection and maintenance of work equipment, plant and service;
- Control of (health and safety competence and monitoring) contractors;
- Monitoring compliance with and reviewing effectiveness of health and safety standards;

8.3 Health and Safety Competence and Capability

Competence is the ability to do the job required to the necessary standard. It is not just training, but also experience of applying the skills and knowledge, which needs to be gained under adequate supervision.

The School must have in place arrangements to manage Health & Safety competence and capability in relation to the following:

- Recruitment and Selection;
- Employees changing role;
- Induction;
- Temporary employees, agency workers and volunteers;

- Performance management;
- Taking action when employees fail to perform on health and safety (see also section 10.6 of this Policy).

ECC Standards & Regulations on competence are included in generic risk assessments. It must be ensured that these competence requirements are met.

Performance management: Schools follow a nationally set performance management review system that is focused on improving teacher practice and pupil achievement. Health and safety should be considered as part of the PMR process and it would be appropriate to include a health and safety objective where there are specific areas that need development.

For the Headteacher, account should be taken of the results of health and safety internal monitoring and audit reports, Ofsted reports and self-evaluation. Where these show areas that need development, health and safety should be included as a specific objective under Leadership

For non-academic staff health & safety should also be considered as part of the performance management process.

Training (legal requirement): There is a legal requirement to take account of an employee's health and safety capabilities when giving them tasks. More specifically there is a requirement to provide employees with adequate health and safety training on recruitment and on being exposed to new risks (for instance due to a change of job role).

Where the Council provides training in order to meet a specific legal requirement, Headteachers must comply with the Council's requirements, by ensuring attendance by a suitable member of school staff.

NOTE: If all or part of the school was built before 2000 and there is no architects statement available that asbestos was not used it is a requirement that there is at least one member of staff who has been trained in asbestos management within the previous 3 years. This would normally be the site supervisor and/or a member of the senior management team.

Training and development can be delivered in a variety of ways. In some cases formal training will be needed. In other cases if can be achieved through coaching by another member of staff or reading relevant health and safety standards.

EES for Schools organise the following health and safety courses:

- Health and Safety for Headteachers, Managers & Co-ordinators (1/2 day)
- Asbestos Management (1/2day)
- Legionella Management (1/2day)

Contact EES for Schools on:

- Telephone: 0333 013 9834 / Email: EEStraining@EESforschools.org

Schools **must** keep a record of any Health & Safety training undertaken by employees.

It is also advised that Schools keep a record of any Health & Safety induction / instructions given to volunteers.

8.4 Health and Safety Standards

How we do things safely is detailed in health and safety standards on the Health and Safety pages of the Schools Infolink covering a range of activities. It is important that managers and employees follow these standards, as they are the way the Council ensures it is meeting its legal obligations for health and safety. Your contract of employment (Conditions of Service) requires that you co-operate with the Council by complying with its standards for health and safety. Failure to do so can result in disciplinary action. It may also expose the Council and individuals within the school to the risk of prosecution.

Standards are available on the health and safety pages of the Schools Infolink.

8.5 Health and Safety Risk Assessments

Risk Assessment is a legal requirement. Our health and safety standards and generic assessments were prepared following an assessment of the likely risks in the area to which they relate and in general form the basis of most routine risk assessments. However, as generic assessments they have limitations and it is the responsibility of Headteachers and managers to ensure assessments are modified and extended to take account of local circumstances or produced for activities not covered by Standards.

Managers are responsible for:

- Ensuring controls detailed in standards and generic risk assessments are implemented in their area of control;
- Ensuring that where there are generic risk assessments these are added to in order to reflect local circumstances and controls.
- Ensuring that where there are no standards or generic risk assessments on the School's Infolink, an assessment is undertaken where there are significant risks.
- Ensuring risk assessments have been undertaken relating to hazards to which directly managed staff are exposed (this will include stress risk assessments).
- Ensuring risk assessments are carried out as part of the planning of new projects or initiatives that may have health and safety implications.

8.6 Communication

Communication to Schools: The Council communicates health and safety information, standards, guidance and forms to Schools through the Health & Safety pages of the Schools Infolink. (Note: health and safety standards are kept on a secure part of the Infolink, so staff involved in helping to manage health and safety will need access to the H&S pages as part of their login).

The health and safety pages of the Infolink are regularly updated. This is notified to Schools through alerts (latest news) on the health and safety homepage and through the 'Education Essex' weekly newsletters sent to Schools.

It is essential that the health and safety homepage of the Schools Infolink is regularly checked.

Communication within Schools: Good health and safety communication systems are essential to ensure everyone knows about the risks associated with their work, what they need to do to protect themselves and others from harm and how they can contribute to a safe school, by raising health and safety concerns. Headteachers and managers must ensure there are effective systems in place to communicate with the employees, pupils, volunteers and contractors under their control.

Getting Help on Health & Safety: The Council has a range of professionals available to provide competent advice to schools. (see section 7 and Appendix B).

Headteachers must ensure employees have ready access to information on key people with health and safety responsibilities within the school. This will normally be through displaying a suitable notice (e.g. *The Health and Safety Arrangements Notice* in Appendix A) in a prominent position.

9.0 CONSULTATION ARRANGEMENT

Health and Safety Consultation

Employees need to be involved in health and safety decisions that affect them and the risk assessment process. Consultation involves not only giving information to employees, but also listening to them and taking account of what employees say before making any health and safety decisions. The law requires that employees must be consulted before implementing changes that may affect their health and safety and regarding risk assessments that cover their work activities.

Local Consultation: Headteachers are responsible for ensuring there are adequate arrangements in place for consulting with employees and/or their representatives. In the main consultation can be achieved through including health and safety on the agenda of team meetings. Team meetings can also be used by employees to discuss any concerns they have about health and safety issues affecting them or the team. Larger schools could also consider setting up their own health and safety or wellbeing groups or committees.

Employees should raise health and safety concerns directly with their manager. They also have the right to raise them with a union appointed safety representative, who can take the matter up on their behalf.

Safety Representatives are employees, appointed by the trade union they belong to, to represent employees on health and safety. They can assist any employee who has a health and safety concern (not just those belonging to their Union). If the school has a union

appointed safety representative, their details should be brought to the attention of employees by their inclusion in the Health and Safety arrangements notice (see Appendix A).

Safety representatives at a County level are listed in Appendix B.

Schools Safety Committee: The Council has arrangements in place for consulting with employees on strategic issues. For schools this is through the Schools Health, Safety and Wellbeing Committee.

Full details of the council's consultation arrangements can be found on the Schools Infolink Health & Safety pages under Health & Safety Management (HSP 7.0 – Health and Safety Information, Communication and Consultation & HSP 8.0 - Health and Safety Consultation with Trade Unions).

10.0 MONITORING AND REVIEW

The Council has established the following systems to discharge its responsibility for health and safety monitoring in schools. Data collected through these monitoring systems are also used to inform the development and review of health and safety standards.

10.1 Audits and Compliance Visits:

The Corporate Health & Safety Team is responsible for an auditing programme which will include community and voluntary controlled schools. Following completion of an audit or compliance visit, the school will receive an action plan which the Headteacher must implement. The completed action plan, detailing action that has been taken to address areas for improvement must be returned to the Corporate Health & Safety Team within four months of the audit. Section 10.7 of this Policy details the action that will be taken if schools fail to respond appropriately. Data will be collected from audits and used as a basis for a statistical report to the Education Leadership Team.

10.2 Internal Monitoring:

Schools are required to complete electronic internal monitoring checklists, to confirm compliance with the Council's health and safety standards. It is expected this will be on an annual basis. Schools will be notified through the Health & Safety pages on the School's Infolink and the Education Essex Newsletter. The system will provide schools with an action plan, which they must implement. Data collected will also be used as a basis for a statistical report to the Education Leadership Team. The Health & Safety Champion for Schools will be notified of any schools that fail to submit the appropriate internal monitoring checklists within the specified deadline.

10.3 Health and Safety Incident Investigation:

The Corporate Health & Safety Team monitors accident / incident report forms submitted by schools. Where necessary they may seek further information from the school or carry out an

investigation. Statistical data on trends is regularly reported to the Education Leadership Team.

10.4 School Based Monitoring:

Headteachers are also required to ensure they have systems in place for monitoring health and safety. This will include:

- Termly inspections of the premises;
- Monitoring of contractor operations under their control;
- Routine checks on equipment and electrical, gas, mechanical and other services;
- Reporting and investigation of health and safety accident / incidents;
- Systems for reporting hazards and safety concerns.

Further details and checklists to assist with monitoring are available on the Schools Infolink.

10.5 Health and Safety Performance Reporting and Review

Headteachers and governing bodies must review the health and safety performance of the school regularly. To facilitate this Headteachers must report on health and safety performance to their Governing body at least annually. The report should provide information on action taken in response to outcomes of:

- School health and safety inspections, including asbestos and legionella, monitoring checks and incident investigations;
- Health and safety audits, internal monitoring and investigations carried out by the Council and action taken by the school to address areas for improvement;
- Health and safety investigations and inspections carried out by enforcing bodies (e.g. HSE, Fire and Rescue Service, Environmental Health);
- Any surveys carried out by the school, which provides data that relates to employee health, safety and wellbeing (e.g. Outcomes from Stress Assessments or any Employee Support Programme (see section 7.4).

10.6 Consequences of Non-Compliance with the Council's Health and Safety Policies and Standards

It is a requirement for all employees to fulfil their responsibilities as outlined in this policy. Where there is a failure to comply with the Policy (including the Councils standards), whether observed in routine activities, active or reactive monitoring or auditing, an appropriate response is required to hold managers and employees to account and remedy the failure. Several options are available depending on the severity of the circumstances:

- As part of the normal line management process;
- Through performance reviews;
- For serious breaches, through disciplinary action. If sufficiently serious, this could include dismissal for gross misconduct.

See Appendix D - "Protocol for Escalation of Non-Compliance with the Council's Health and Safety Policies and Standards".

10.7 Failure of Headteachers to Comply with Statutory Requirements and to implement the Council's Health and Safety Standards

It is necessary for the Council to have procedures in place, to ensure that all employees and managers in schools fulfil their legal responsibilities, so that the Council is able to meet its legal health and safety obligations as the employer. A failure to manage health and safety could lead to enforcement action by the Health and Safety Executive.

Specialists within Education and the Council's competent health and safety advisers are expected to make reasonable efforts to secure information, co-operation or compliance with health and safety legislation, to prevent enforcement action against the Council.

- Where a Headteacher fails to co-operate, and this puts employees and pupils at risk of harm or the Council at risk of prosecution, the issue will be passed in writing to the Director for Education. All documents, including details of telephone or verbal conversations with the Headteacher will be provided as evidence that reasonable steps have been taken to secure compliance.
- The Director for Education will then directly intervene, either verbally or in writing with the Headteacher and Governing Body to establish a timescale in which the Headteacher will comply with the County Council's requirements.
- Where a Headteacher continues to fail to co-operate with the Council, the Director for Education will issue a Performance, Standards and Warning Notice under Section 60 of the Education and Inspection Act 2006. The Governing Body will then become eligible for statutory intervention within the DfE Schools Causing Concern Guidance (February 2018).
- If non-compliance continues, the LA may apply to the Secretary of State to remove the governing body and implement an Interim Executive Board. In addition disciplinary procedures will ensue, for serious breaches this could result in dismissal for misconduct or gross misconduct.
- In the event of further non-compliance, the Director for Education will refer the matter to the Executive Director, Children and Families and Education who holds the statutory post of Director of Children & Families.
- In the event of further non-compliance, the matter may be referred to the Chief Executive.
- The Council, as employer under the *Schools Standards and Framework Act 1998* has the authority to recoup costs from school budgets where it is forced to undertake additional work in schools in order to meet legal requirements. This will be done only when the Council has made all reasonable efforts to achieve compliance.
- Ultimately, compliance would be enforceable through the courts. Substantial or persistent non-compliance with the policy requirements is grounds for suspending delegation, subject to the governing body's right of appeal.

See Appendix D - "Protocol for Escalation of Non-Compliance with the Council's Health and Safety Policies and Standards".

10.8 Review and Revision of this Policy

This Health, Safety and Wellbeing Policy will be reviewed periodically, at least every 2 years or sooner if necessary in the light of changes in circumstances and/or legislative requirements.

If you have any queries or comments on the policy, please contact The Corporate Health & Safety Team.

11.0 RECORD KEEPING

Please refer to the Retention of Health and Safety Documents Policy (HSP 3.0) on the health and safety pages of the schools Infolink.

12.0 REFERENCES

The Councils health and safety standards, codes of practice, guidance and forms are all on the health & safety pages of the Schools Infolink (From the Schools Infolink homepage Health & Safety is under the School Management tab). Health and Safety standards are kept on a secure part of the Infolink, so staff involved in helping to manage health and safety will need access to the H&S pages as part of their login.

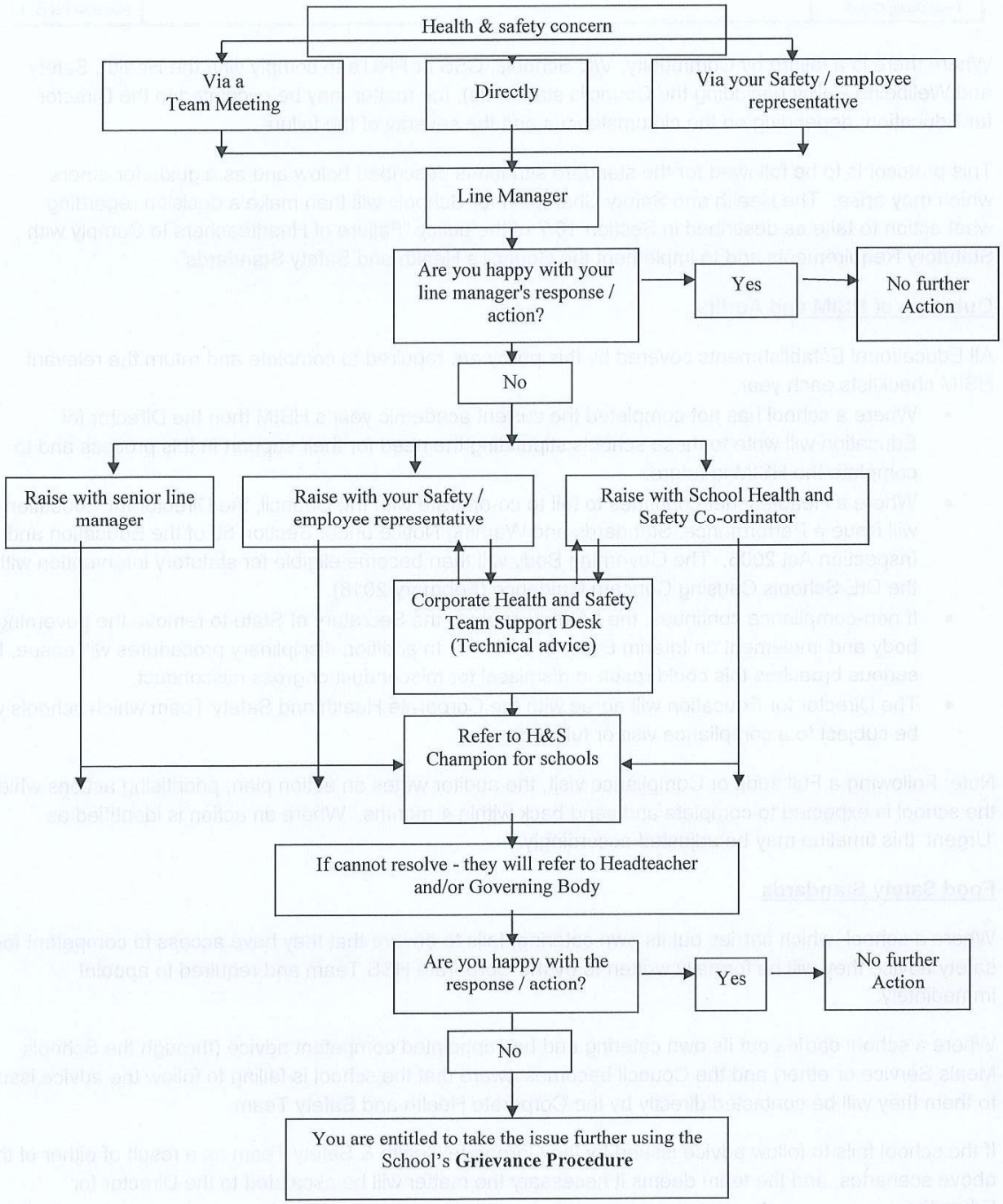
Appendix A: Health, Safety and Wellbeing Policy for Community & VC Schools and CSS & PRU's

Essex County Council	SCHOOLS / CSS: HEALTH AND SAFETY ARRANGEMENTS	Form Number: HSF130 Version: 4.0 Date: December 2018 Procedure: HSP(S) 1.0

School Name	
Headteacher who has overall responsibility for health and safety at the establishment.	
School Health and Safety Coordinator	
School Educational visits co-ordinator	
Trade Union Health and Safety Representative (or Employee Representative if one appointed)	
Report health and safety incidents to:	
Report hazards to:	
Person(s) responsible for undertaking H&S inspections:	
Person responsible for co-ordinating fire evacuation arrangements:	
Fire marshals:	
Fire assembly point(s):	
Day and time of weekly fire alarm tests	
First aiders / appointed persons:	
Designated DSE Assessor(s):	
ECC Counselling Service (Confidential) (if school purchases)	Tel: 0333 013 5859
Where to find:	**Location:**
Incident / Accident report forms	Schools Info link – Report online
Hazard book	
Health and Safety Standards and Information relevant to school / curriculum area.	
Location of ECC health and safety information:	All standards are on the health & safety pages of the schools Infolink, under School Management
Members of staff who have Infolink health & safety access:	

ECC Contacts	Name(s)	Contact No. / email
ECC Corporate Health & Safety Team	H&S Support desk	Tel: 0333 013 9818 hs@essex.gov.uk
Health and Safety Champion for schools	Clare Kershaw	Tel: 0333 013 6580
Health and Safety Co-ordinator for Schools (Children and Families)	Covered by part-time post.	Tel: 0333 013 7876
Asbestos / legionella / contractor management advice (this will be schools property consultant or other competent contractor)		
School meals	School Meals Help line:	e-mail school.meals@essex.gov.uk
Educational Visits Adviser	Norberto Fusi	Tel: 01245 221022 Educational.visits@eesforschools.org
ECC Counselling Service (Confidential service) (if school purchase)	Occupational Health Centre	Tel: 0333 013 5859
ECC Safety / Employee representatives: (These representatives sit on the ECC Schools Health & Safety Committee).	Paul Bundy (NUT) Simon Smith (Voice) Jeff Fair (ATL) Joe Legerton (GMB) Julie Saggers (UNISON) Sue Gainey (UNISON) Tracey Sparkes (UNISON)	pb006c4108@blueyonder.co.uk simons@sweynepark.com jfair@essex.atl.org.uk gmb2joe@gmail.com unisonjcs@gmail.com sue.gainey@essex.gov.uk t.sparkes@unison.co.uk
Other contacts		
School's Property Consultant		
School's food safety advisor		
Occupational health advice	ECC Occupational Health Service 0333 013 5859 (*Or enter details of own provider*)	
School nurse		
Essex Health Protection Unit (Infection control advice):	0300 303 8537 EastofEnglandHPT@phe.gov.uk	

Essex County Council	SCHOOLS / CSS: RAISING A HEALTH & SAFETY CONCERN	Form Number: HSF132 Version: 4.0 Date: December 2018 Procedure: HSP(S) 1.0



Where there is a failure by Community, V/C Schools, CSS or PRU's to comply with the Health, Safety and Wellbeing Policy (including the Councils standards), the matter may be escalated to the Director for Education, depending on the circumstances and the severity of the failure.

This protocol is to be followed for the standard situations described below and as a guide for others which may arise. The Health and Safety Champion for Schools will then make a decision regarding what action to take as described in Section 10.7 of the policy "Failure of Headteachers to Comply with Statutory Requirements and to implement the Council's Health and Safety Standards".

Outcome of HSIM and Audits.

All Educational Establishments covered by this policy are required to complete and return the relevant HSIM checklists each year.

- Where a school has not completed the current academic year's HSIM then the Director for Education will write to these schools stipulating the need for their support in this process and to complete the HSIM in future.
- Where a Headteacher continues to fail to co-operate with the Council, the Director for Education will issue a Performance, Standards and Warning Notice under Section 60 of the Education and Inspection Act 2006. The Governing Body will then become eligible for statutory intervention within the DfE Schools Causing Concern Guidance (February 2018).
- If non-compliance continues, the LA may apply to the Secretary of State to remove the governing body and implement an Interim Executive Board. In addition disciplinary procedures will ensue, for serious breaches this could result in dismissal for misconduct or gross misconduct.
- The Director for Education will agree with the Corporate Health and Safety Team which schools will be subject to a compliance visit or full audit.

Note: Following a Full audit or Compliance visit, the auditor writes an action plan, prioritising actions which the school is expected to complete and send back within 4 months. Where an action is identified as 'Urgent' this timeline may be adjusted accordingly.

Food Safety Standards

Where a school, which carries out its own catering, fails to ensure that they have access to competent food safety advice they will be formally written to by the Corporate H&S Team and required to appoint immediately.

Where a school carries out its own catering and has appointed competent advice (through the Schools Meals Service or other) and the Council becomes aware that the school is failing to follow the advice issued to them they will be contacted directly by the Corporate Health and Safety Team.

If the school fails to follow advice issued by the Corporate Health & Safety Team as a result of either of the above scenarios, and the team deems it necessary the matter will be escalated to the Director for Education.

Where a Headteacher continues to fail to co-operate with the Council, the Director for Education will issue a Performance, Standards and Warning Notice under Section 60 of the Education and Inspection Act 2006. The governing body may then become eligible for statutory intervention within the DfE Schools Causing Concern Guidance (February 2018). If non-compliance continues, the LA may apply to the Secretary of State to remove the governing body and implement an Interim Executive Board. In addition disciplinary procedures will ensue, for serious breaches this could result in dismissal for misconduct or gross misconduct.

Educational Visits

The Educational Visits Adviser is responsible for providing professional advice on and setting and monitoring health and safety standards for all educational visits, including Adventurous, Residential and Overseas visits, involving children and young people. Where the Educational Visits Adviser deems that a school is not meeting the Council's standards with respect to Educational Visits they will first make the Headteacher, or an appropriate Senior Manager, aware of the matter and offer advice. If this advice is not heeded and the risk persists the matter will be escalated to the Corporate Health and Safety Team.

If they are unsuccessful in resolving the issue they will escalate the matter to the Director for Education. Where a Headteacher continues to fail to co-operate with the Council, the Director for Education will issue a Performance, Standards and Warning Notice under Section 60 of the Education and Inspection Act 2006. The governing body will then become eligible for statutory intervention within the DfE Schools Causing Concern Guidance (February 2018). If non-compliance continues, the LA may apply to the Secretary of State to remove the governing body and implement an Interim Executive Board. In addition, disciplinary procedures will ensue, for serious breaches this could result in dismissal for misconduct or gross misconduct.

Complaints and Other Matters

Where a complaint with respect to health and safety standards is made to an ECC employee they will bring it to the notice of the appropriate ECC Support Service or, schools health and safety Champion.

That service will contact the Headteacher, or an appropriate Senior Manager, and give them an opportunity to respond. If the service is concerned that the appropriate standards are not being met and this represents a significant risk to ECC then the matter will be escalated to the Director for Education.

Where a Headteacher continues to fail to co-operate with the Council, the Director for Education will issue a Performance, Standards and Warning Notice under Section 60 of the Education and Inspection Act 2006. The governing body will then become eligible for statutory intervention within the DfE Schools Causing Concern Guidance (February 2018). If non-compliance continues, the LA may apply to the Secretary of State to remove the governing body and implement an Interim Executive Board. In addition, disciplinary procedures will ensue, for serious breaches this could result in dismissal for misconduct or gross misconduct.

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Contact the **Corporate Health and Safety Team**
on **03330 139818** or by email at **hs@essex.gov.uk**