



HEALTH, SAFETY AND WELFARE POLICY 2019-2020

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1.0 LIVERPOOL CITY COUNCIL'S HEALTH & SAFETY STATEMENT

Our Commitment

Liverpool City Council has overall responsibility for the health, safety and welfare of all staff, clients, visitors, contractors and members of the public and others who may be affected by its activities. As a Council, we recognise that good health and safety management makes good business sense.

This Policy sits alongside and supports other Council policies, arrangements and procedures. As a Council, we are committed to the effective implementation of this Policy by:

- continuously improving a health and safety management framework that clearly defines the Council's health and safety requirements and identifies those responsible for implementation of those requirements;
- developing, implementing and reviewing annual health and safety action plans in line with organisational objectives and legislative requirements;
- accepting that health, safety and welfare is an important management responsibility;
- providing competent support to our managers to improve and maintain a consistently high standard of health and safety management in their area(s) of responsibility;
- recognising that the prevention of accidents, incidents or work-related ill-health requires effective management and leadership;
- ensuring our accommodation, equipment, facilities, materials, transport and work practices are safe and without undue risk to health;
- considering the environmental impacts of our undertakings in line with legislation and any other relevant standard
- helping our staff to meet their legal duty of care, by involving them and encouraging their co-operation, in the management of their own health, safety and wellbeing through appropriate information and training;
- proactively promoting and encouraging work-life balance and staff wellbeing; and
- consulting with our staff on matters affecting their health, safety and welfare at work and nurturing a spirit of collaboration among them, their Trade Unions, appointed Safety Representatives, Employee Representatives and Health and Safety Committees.

Your Commitment

In return, the Council expects its staff, clients, contractors and visitors to:

- co-operate on all health, safety and welfare matters, and
- take care of their own health and safety, and that of others who may be affected by their acts or omissions.

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This Statement is communicated to all staff and contractors via appropriate induction sessions. All Managers are accountable for ensuring that the Statement and supporting policies are implemented in their area(s) of control.

This Statement will be reviewed regularly and following significant change or the identification of potential improvements.

For and on behalf of
Liverpool City Council

Signed: Date: 12th January 2012

Ged Fitzgerald

Chief Executive

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2.0 ORGANISATION AND RESPONSIBILITIES FOR IMPLEMENTATION OF THE POLICY

This section clearly defines the health and safety roles, responsibilities and expected competencies of all levels of personnel within Liverpool City Council.

2.1 Elected Members

- Councillors are responsible for ensuring they fully consider all the relevant health, safety and welfare implications of any report, paper or plans presented for their deliberation.
- They will give consideration to any potential adverse effects on the health, safety or welfare of staff and any other persons who might be affected.
(It is the responsibility of the person presenting such reports, papers or plans to highlight any potential health, safety or welfare implications to Elected Members)
- In order to ensure they remain competent to undertake their health and safety responsibilities Elected Members will attend all relevant training sessions provided.
- In addition the Cabinet Member for Finance and Resources will ensure that health and safety issues are given their full consideration within the democratic process.

2.2 Chief Executive

The Chief Executive has overall responsibility within the management structure for ensuring the formulation, implementation and maintenance of the Council's Health, Safety and Welfare Policy and ensuring the organisation complies with all current health and safety legislation. These responsibilities and statutory obligations will be met by:

- ensuring the appointment of competent persons to assist in the management of health, safety and welfare;
- providing such resources as are required to effectively manage health, safety and welfare;
- actively and visibly encouraging and promoting good health and safety practice;
- setting a personal example by demonstrating awareness, knowledge and a positive approach to all relevant health and safety issues; and
- ensuring he/she remains competent to undertake his/her health and safety responsibilities the Chief Executive will attend all relevant training provided.

2.3 Director for Children and Young People's Services

The Director is accountable to the Chief Executive for the effective communication and full implementation of the Council's Health, Safety and Welfare Policy within his/her area of responsibility, ensuring that:

- those he/she appoints to manage are competent in all relevant health, safety and welfare issues;
- those he/she employs to manage, effectively disseminate the Council's Health, Safety and Welfare Policy and other information, as required;
- so far as is reasonably practicable, the procurement, maintenance and use of safe workplaces, work equipment and substances;
- active and visible encouragement and promotion of good health and safety practice;

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- adequate regard is paid to health, safety and welfare considerations in all contracts entered into by the City Council;
- arrangements are in place to measure, monitor and review health, safety and welfare performance; and
- he/she remains competent to undertake his health and safety responsibilities by attending all relevant training provided.

The Director for Children and Young People's Services is responsible for the health, safety and welfare of all staff within his/her span of control.

2.4 Assistant Directors

Assistant Directors are responsible to their Director for ensuring that this Policy is implemented within their respective areas by:

- ensuring those they appoint to manage and assist are competent in all relevant health, safety and welfare issues;
- seeking guidance and advice from competent persons to ensure compliance with this Policy;
- ensuring a Health and Safety Action Plan is developed, implemented, monitored and reviewed in line with this Policy;
- incorporating health, safety and welfare considerations into their Business Plans, including targets for improving health and safety performance;
- ensuring that contractors are properly vetted, selected and monitored with regard to their health and safety performance;
- ensuring that adequate resources are available to effectively manage occupational health and safety;
- ensuring co-operation with other parts of the Council and that adequate arrangements are in place for consultation with staff (including their representatives) on health, safety and welfare issues;
- visibly demonstrating a commitment to achieving and maintaining a high standard of health, safety and welfare performance;
- developing a positive attitude to health, safety and welfare amongst staff and holding individuals at all levels within their service areas accountable for their health and safety performance;
- ensuring that arrangements are in place to measure, monitor and review health, safety and welfare performance within their service areas; and
- ensuring they remain competent to undertake their health and safety responsibilities by attending all relevant training provided.

Each Assistant Director is responsible for the health, safety and welfare of all staff within their span of control.

2.5 Governing Body

The Governing Body is responsible for the effective planning, directing, monitoring and reviewing of all health, safety and welfare matters within the school. In the discharge of its duty and in consultation with the Headteacher, it will make itself familiar with the requirements of the Health and Safety at Work etc Act 1974 and any other health and safety

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legislation and codes of practice which are relevant to the running of the school. The Governing Body will ensure:

- the development and implementation of the school's Health, Safety and Welfare Policy and the organisational arrangements through which the Policy will be implemented;
- the adoption of a planned, systematic approach to health, safety and welfare management in which hazards are identified, risks are suitably assessed and prioritised and objectives are met for risk elimination or reduction;
- that suitable resources are allocated to allow the effective implementation of this Policy;
- there is an adequate system for communicating health, safety and welfare information throughout the school. In particular that there are arrangements for consulting with staff on health, safety and welfare issues and for promoting collaborative working with staff representatives;
- that adequate regard is paid to health, safety and welfare considerations in all contracts entered into by the school; and
- that arrangements are in place to measure, monitor and review health, safety and welfare performance.

2.6 Headteacher

The Headteacher is responsible to both the LEA and the Governors for all matters concerning the safe conduct of staff and students in the school and all its related activities. Assistance in this task is provided by the Leadership Team and the Finance and Admin Officer.

The Headteacher, assisted by the Leadership Team and the Finance and Admin Officer, is required to:

- ensure the incorporation of safety requirements and future objectives in the development and budget planning of the school, and where appropriate, inclusion in the College Development Plan;
- implement a system for protecting all persons on the premises, or involved in school activities, from risks which are reasonably foreseeable by ensuring suitable and sufficient documented risk assessments are undertaken and action plans produced which implement health, safety and welfare measures and monitor and review their effectiveness;
- co-ordinate any necessary safety arrangements with any contractors working on site;
- implement such procedures as are necessary to comply with all legislation concerning health and safety, in accordance with LEA guidance;
- provide regular reports on significant issues and general progress to the Governing Body; and
- foster the growth of a positive safety culture, in which all the staff and pupils share the aim of continuous improvement in health and safety performance.

2.7 Leadership Team

The Leadership Team assists the Headteacher in the day-to-day management of the school, and deputises for her during any period of absence.

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2.8 Subject Leaders

Subject Leaders are responsible to the Headteacher for the safe management of the curriculum, in accordance with LEA guidance and the School Health, Safety and Welfare Policy, and for implementing all school procedures relating to health and safety. Subject Leaders will:

- identify and prioritise both immediate and long term requirements of the subject with regard to health and safety and provide this information to the Headteacher so that it may be included in the normal budget planning arrangements;
- develop suitable and sufficient risk assessments and maintain appropriate records;
- maintain a file of all safety publications and guidance issued by the LEA, or any other relevant bodies or professional associations, relevant to the subject concerned or relevant to his/her subject. It must be freely accessible to all relevant staff, and all subsequent additions be brought to the attention of staff;
- make appropriate arrangements for the periodic monitoring of safety standards, arrangements, and progress towards identified objectives. He/she will report the results to the Headteacher, for incorporation in the regular review of safety matters and inclusion, where appropriate, in the School Development Plan and/or budget planning; and
- assist in the fostering of a positive safety culture within his/her subject.

2.9 Staff

In addition to any specific health, safety and welfare responsibilities described above, all staff are expected to co-operate in the implementation of the School Health, Safety and Welfare Policy by acting with due regard for their own health, safety and welfare and that of others who may be affected by their acts or omissions. This will be achieved by:

- co-operating with their Headteacher, enabling them to carry out their legal responsibilities under health and safety legislation;
- reporting hazards and potential hazards following the school procedure;
- working in accordance with any health and safety training provided and safe working practices;
- not interfering with anything provided in the interests of health, safety and welfare; and
- disclosing to an appropriate person details of any known medical condition that makes them unfit for, or puts them at risk from, any particular work activity.

2.10 Health and Safety Officer

The Health and Safety Officer is responsible for day to day management of the college premises and is responsible and accountable to the Governing Body for co-ordinating the health, safety and welfare arrangements. The responsibility for the work activities and practices of staff within the premises rests with relevant line management.

The Health and Safety Officer will achieve this by:

- carrying out building-related risk assessments and ensuring necessary corrective actions are taken;

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- having documented inspections of all areas within the premises to ensure that buildings, grounds, and equipment under their control are safe and properly maintained and records of all statutory tests and inspections are kept;
- co-ordinating emergency procedures and equipment for their site(s) and ensuring the associated documentation it is kept up-to-date. For sites under the control of other owners this will be undertaken in co-operation with those in control;
- ensuring a legionella risk assessment has been undertaken by a competent person and recommendations implemented;
- where necessary, ensuring an asbestos survey has been carried out for the building and have responsibility for the asbestos management plan. These documents should be shared with any contractors where appropriate;
- ensuring the activities of contractors are supervised they are provided with such instruction and training as to ensure they can fulfil their obligations safely and in-line with legislation and School requirements;
- ensuring access to the school complies with the requirements of the Equality Act 2010 and that access and egress remains unobstructed and safe;
- ensuring appropriate security measures are in place;
- ensuring there is suitable and sufficient first aid provision; and
- ensuring a fire risk assessment is undertaken annually and fire fighting equipment and warning systems are appropriately tested and maintained.

2.11 Hirers

When the premises are used for purposes not under the direction of the Headteacher then the person in charge of the activities for which the premises are in use will have responsibility for safe practices.

The Headteacher or the activity co-ordinator will seek to ensure that hirers who use the school premises conduct themselves and carry out their operations in such a manner that all statutory and advisory safety requirements are met at all times.

When the school premises or facilities are being used out of normal hours but for school sponsored or run activities they are suitably insured. The organiser of a non school sponsored or run activity, even if an employee, for the purposes of this policy will be treated as a hirer. The Headteacher or activity co-ordinator will ensure that hirers who use the school premises provide written confirmation of Public Liability Insurance cover prior to its use. Advice on levels of cover should be obtained from LCC Insurance Manager.

All hirers using the school premises or facilities must be familiar with the Policy and comply with all safety requirements of the school and City Council.

3.0 ARRANGEMENTS FOR IMPLEMENTATION OF THE POLICY

This Health, Safety and Welfare Policy is supported by City Council guidance and procedures available on EDnet and the intranet. All managers with responsibilities outlined in this Policy or related procedures must make certain that effective arrangements are in place to ensure that those functions are maintained in their absence.

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3.1 Health, Safety and Welfare Advice

3.1.1 The Health and Safety Unit

The Health and Safety Unit offers services across all areas of the Council. Its aim is to reduce workplace accidents, work-related ill-health and loss.

3.1.2 Corporate Health and Safety Manager

The Corporate Health and Safety Manager is responsible for the development, maintenance and monitoring of the Health, Safety and Welfare Policy. He/she will advise and support Directors and their staff on all issues of health, safety and welfare.

He/she will:

- provide clear and timely advice to the organisation on all health safety and welfare issues;
- forge effective links with relevant stakeholders to improve health and safety performance;
- report to Management Team and Elected Members on health and safety performance; and
- stay abreast of any changes in legislation or developments in best practice.

3.1.3 Health and Safety Advisors

Health and Safety Advisors are accountable to the Corporate Health & Safety Manager for delivering a professional support service to all Community School Headteachers and Staff. They will achieve this by:

- assisting managers to manage health, safety and welfare issues, in-line with legislation;
- producing policies and guidance to assist managers in the fulfilment of their duties;
- assisting in the production of risk assessments and identification of effective control measures;
- monitoring performance against legal standards and best practice through audits and analysis of statistical data e.g. accident and violent incident rates. This includes the monitoring of health and safety systems and performance of partner organisations;
- investigating accidents and violent incidents, and provide recommendations and advise on remedial actions to prevent reoccurrence; and
- liaison and consultation with Trade Union Safety Representatives and other staff representatives.

3.1.4 The Occupational Health Service

Occupational Health Service is responsible for advising on and assisting with all work-related health issues.

They will provide:

- help in managing sickness absence through medical assessments and advice on rehabilitation/return to work procedures;
- pre-employment screening;
- health surveillance and assessments;

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- information on preventing work-related disease and ill-health; and
- promotion of healthier lifestyles and health awareness among staff.

3.2 Consultation

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

3.2.1 Corporate Health and Safety Committee

The Corporate Health and Safety Committee provides a forum for consultation with staff representatives on health, safety and welfare issues which have corporate significance.

The remit of the committee is to:

- monitor and keep under review the measures taken to ensure the health, safety and welfare of staff at work;
- promote staff/employer co-operation for the improvement of health, safety and welfare standards;
- act as a forum for consultation and the exchange of information on strategic health, safety and welfare issues covering staff, service users and members of the public;
- consider reports from Safety Representatives;
- consider and review statistical information on a variety of health and safety topics;
- assist in the development of the organisation's health, safety and welfare procedures;
- encourage health and safety training at all levels;
- promote a risk assessment based approach to managing health, safety and welfare; and
- provide a link with the appropriate enforcing authority, for example the Health and Safety Executive (HSE).

3.2.2 Trade Union Health and Safety Representatives

Trade Union Health and Safety Representatives may:

- represent their members in consultation with management;
- make representation to management on any matter affecting the health, safety and welfare of those they represent;
- investigate potential hazards, dangerous occurrences and any health, safety or welfare complaint reported by those they represent;
- periodically inspect the workplace; and
- examine potential causes of accidents involving those they represent. Following an accident/incident they may inspect the workplace, related statutory documents and represent their members in consultation with HSE inspectors.

Where no safety representations are on site, union members are aware via unions where to get support.

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3.3 Provision of Information, Instruction and Training

The City Council will fulfil its responsibility to provide information, instruction and training to ensure the health, safety and welfare of its staff:

3.3.1 Information and Instruction

The City Council will ensure that necessary information and instruction is provided to all its staff and others. The form and content of this will be appropriate to the level of risk and will be reviewed in the light of legislative changes, best practice and new guidance from the HSE or other relevant bodies.

3.3.2 Training

Each member of staff will be provided with adequate health and safety information/ training:

- upon appointment;
- before being required to carry out new or unfamiliar tasks, especially when required to use new equipment, plant or machinery; and
- periodically refreshed to ensure skills, knowledge and competency remain.

Specific job-related training will be identified by line managers during performance, review and development interviews.

It is each employee's responsibility to participate in appropriate training and incorporate the learning into their work practice.

3.4 Safety Inspections

The Headteacher and the Health and Safety Officer will undertake a formal health and safety inspection once a term and in the event of an accident.

3.5 Emergency Plan

The Headteacher will ensure that an emergency plan is prepared to cover all foreseeable major incidents which could put at risk the occupants or users of the school. This plan will indicate the actions to be taken in the event of a major incident so that everything possible is done to:

- Save life
- Prevent injury
- Minimise loss

This sequence within the plan should determine the priorities during an emergency, which must be agreed by the governing body.

3.6 Accident Reporting

All accidents to employees and students must be recorded whether there is apparent injury or not. These must be appropriately investigated to identify the cause and to prevent recurrence.

This Council procedure for accident reporting is detailed within the LCC Health & Safety Unit Guidance Note 12 Accident and Incident Reporting and Investigation.

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3.7 Monitoring

The effectiveness of the Health, Safety and Welfare Policy will be monitored in the following ways:

- the Health and Safety Unit will monitor and analyse reported accidents and incidents with a view to determining and eliminating their causes;
- Headteachers will ensure there are regular, documented and systematic inspections of workplaces and operations. These inspections and assessments will be reviewed on an annual basis as a minimum; and
- the College Management Team will be the forum where issues relating to health and safety policy and procedures are raised.

3.8 Control of non-employees

The Headteacher will ensure that any person working on school premises who are not employees are provided with appropriate instructions and information regarding any risks to their health, safety and welfare arising out of that work.

In addition, all schools must have in place procedures for the regular monitoring of non-employees and contractors.

3.9 Review

This statement of the School Health, Safety and Welfare Policy and the organisational arrangements for its implementation will be monitored, reviewed and updated when necessary. This may include the production of new, general or specific safe working procedures and codes of practice.

4.0 POLICY GUIDANCE

4.1 Using this Policy

All school staff and Governors must ensure that they:

- understand their responsibilities, as set out within this Policy;
- give regard to the legal requirements that relate to their activities and the activities of any staff for whom they are responsible; and
- ensure procedures and systems are put in place to achieve those standards to the extent of their responsibility.

This document cannot in itself produce a safe working environment; this can only be achieved with the full co-operation of all staff and others e.g. Partners and contractors. Failure to comply with this Policy may be regarded as a disciplinary matter and lead to appropriate sanctions.



USEFUL CONTACTS

Appendix 1

Contact	Address	Tel	e-mail
Health and Safety Unit	Room 21 Municipal Buildings Dale Street, L2 2DH	225 2648 / 2587 / 2689 / 2639 / 2934 / 2677	healthandsafetyunit@liverpool.gov.uk
Occupational Health Service	2 nd floor Millennium House Victoria Street, Liverpool	233 5233 / 5234	Occupational.health@liverpool.gov.uk
HR and Payroll	Venture Place, Sir Thomas Street, Liverpool	233 3003	hr.payroll@liverpool.gov.uk
Premises Management Unit	Municipal Buildings Dale Street, L2 2DH		PMU@liverpool.gov.uk
Learning and Development	Room 112 Municipal Buildings, Dale Street, L2 2DH	233 3038	learning@liverpool.gov.uk
Health Protection Agency	Moorgate Point, Moorgate Rd Knowsley Industrial Park Kirkby, L33 7XW	290 8360	www.hpa.org.uk
Corporate Health & Safety Committee Trade Union Representatives Jimmy Challoner - UNISON John Schofield - NASUWT			

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