



Stockingford  
Nursery School

# HEALTH AND SAFETY POLICY ARRANGEMENTS

**Passed and adopted by Governing Body:**

**Dated:** *CS Phillip*

**Signed: 27.01.25**

Review Date: January 2025

Next Review Date: January 2026

## Contents

### **Health & Safety Policy Arrangements for Stockingford Nursery School**

- 3.1 Accident reporting, recording and Investigation
- 3.2 Bullying and Harassment
- 3.3 Child protection
- 3.4 Contractors (Management of)
- 3.5 Contractors (Management of Asbestos)
- 3.6 Contractors and Visitors on Site
- 3.7 Control of substances hazardous to health (COSHH)
- 3.8 Defect reporting procedures
- 3.9 Display screen equipment (DSE)
- 3.10 Electricity at work
- 3.11 Online Safety
- 3.12 Extended Services
- 3.13 Fire Precautions and Emergency Plans
- 3.14 First aid & Medication
- 3.15 Glass and Glazing Risk Assessment
- 3.16 Health & Safety Advice
- 3.17 Housekeeping, Cleaning & Waste disposal
- 3.18 Information dissemination procedure
- 3.19 Lifting equipment (including lifts and hoists)
- 3.20 Lone working/Personal Safety
- 3.21 Maintenance/Inspection of equipment
- 3.22 Manual & people handling
- 3.23 Monitoring Arrangements
- 3.24 Offsite & Educational Visits
- 3.25 Outdoor Play Equipment / Forest School
- 3.26 Personal Protective Equipment
- 3.27 Risk Assessments
- 3.28 Security
- 3.29 Smoking
- 3.30 Staff Consultation / Trade Unions
- 3.31 Stress and Staff Wellbeing
- 3.32 Training and Development related to Health & Safety
- 3.33 Vehicles on site/car park arrangements
- 3.34 Violence and aggression towards staff
- 3.35 Water Hygiene
- 3.36 Work experience pupils
- 3.37 Working at height
- 3.38 Front Powered Doors
- 3.39 How do we know our Policy is being implemented?

### **Appendices**

- Appendix 1 Defect Reporting Form
- Appendix 2 Information circulation form
- Appendix 3 WCC Health & Safety Roles, Responsibilities and Accountabilities
- Appendix 4 Workplace Health and Safety Concerns Procedure
- Appendix 4.1 Health and Safety Referral Form
- Appendix 4.2 Health and Safety Notice

### **HEALTH AND SAFETY POLICY ARRANGEMENTS**

The arrangements and procedures laid down in this section of this Health & Safety Policy have been devised in order to assist those responsible to meet their duties.

### **3.1 Accident reporting, recording and investigation**

- All serious accidents that occur on the site should be notified to the Headteacher / School Business Manager who will record the information on the WCC Accident/Incident Reporting Online System. ([https://apps.warwickshire.gov.uk/accidentreport/users/sign\\_in](https://apps.warwickshire.gov.uk/accidentreport/users/sign_in)). They will forward the details immediately or as soon as possible.
- All minor accidents should be recorded on the minor accident sheets which will be replaced in January 2024 with Medical tracker. Where necessary, parents / guardians or other persons should be notified of the accident.
- If the accident is serious, senior staff should be made aware and immediate action taken to ensure the location of the accident is still safe to use. The Headteacher, School Business Manager or the Health and Safety Governor will conduct an investigation following an accident. Necessary action should be taken and where possible details recorded for an accident investigation. If members of the public are involved, names and addresses should be taken (including any witnesses).
- Accident Reports and investigation records should be kept for 3 years if the accident involved a member of staff, or if the accident involved a pupil / student until they reach the age of 21.

### **3.2 Bullying and Harassment**

- Please refer to WCC Bullying and Harassment in the Workplace Policy & Procedures.
- These can be found in the Policies folder in the main office.
- In the first instance discuss the issue with the Headteacher.

### **3.3 Child Protection**

- The School refers to WCC Safeguarding and Child Protection Policy in all matters regarding safeguarding in the building.
- A copy of the Safeguarding and Child Protection Policy is located in the policy file located in the main office.
- Staff follow the School procedures and report any incidents to the designated safeguard lead or deputy designated safeguard lead. There are currently 4 staff with this responsibility – Katherine King, Sally Phillips, Tina Shepherd and Jo Stubbs.

### **3.4 Contractors (Management Of)**

- Please refer to the Health and Safety information for Integrated Partners/ Contractors/Visitors leaflet, (copies are available on Reception) and the Construction and Contractor Work Policy (in the Policy folder).
- The majority of contractors are selected and work managed by WCC Property Services. Local contractors are occasionally used on an ad-hoc basis.
- The School Business Manager/Headteacher have attended the Safe Management of Contractors course.
- Any concerns regarding the work or conduct of contractors should be initially reported to the Headteacher/School Business Manager who will immediately inform WCC Property Services

### **3.5 Contractors (Management of Asbestos)**

- As the building is a relatively new build, there is no asbestos on the premises
- However staff are aware of the WCC Asbestos Policy and Managers' Guide to Asbestos
- The Headteacher and School Business Manager have attended the WCC relevant training.

### 3.6 Contractors and Visitors on Site

- All contractors and visitors to the building, with the exception of parents/guardians and members of the public using the library and attendees at Children & Family Centre (CFC) will be required to sign in and out of the main reception desk.
- They will be asked to provide identification and state the purpose of their visit
- All contractors and supply staff are required to produce their photographic identification at Reception. Office staff are able to check the Atlas system to check DBS information for WCC approved contractors.
- Adults attending training courses/meetings will be asked to sign in and out of the room they are in, if not on a weekly register.
- A member of staff will inform all contractors/visitors of any health and safety issues that may affect them during their visit and provide them with the Health and Safety Information for Integrated Partners/Contractors/Visitors leaflet.

### 3.7 Control of substances hazardous to health (COSHH)

The building follows the WCC COSHH policy which is located in the main office.

- The building has 2 COSHH files – one located in the main office and one located in the laundry.
- All staff are made aware of how to identify COSHH materials and the importance of storing them correctly. A data sheet will be kept in the main office (for staff reference) and in the Laundry.
- Most purchases are made through ESPO and COSHH sheets obtained at the same time. If staff purchase items elsewhere, these should be brought to the attention of the School Business Manager, who will source the appropriate documentation.
- An audit of COSHH will be carried out annually by the **School Business Manager**.
- The building follows WCC guidelines for the disposal of hazardous materials.

### 3.8 Defect reporting procedures

The Governing Body will ensure that regular reports of accidents and dangerous occurrences are provided by the Headteacher and that any necessary alterations to working practices and procedures are implemented.

The arrangements for reporting defects on a day-to-day basis are set out in this section.

- Any member of the School staff who discovers any defect shall complete a copy of the 'Health and Safety – Defect Report Form (APPENDIX 1)'
- This form, once completed, shall be passed to the School Business Manager/Reception who will ensure the defect form is dated.
- The report form shall then be acted on and passed to the Headteacher / School Business Manager (SBM) who is responsible for ensuring that the defect is rectified.
- The person responsible will take the necessary steps to:
  - a) have the defect rectified, within a reasonable period of time, and record the details on the defect Report Form and file it in the health and safety file;

- b) remove the hazard or reduce the risk of injury to an acceptable level, pending corrective action including if necessary informing staff and children of the hazard and / or taking the equipment / area concerned out of use.
- If the defect is likely to affect the 'normal' running of the building the Headteacher shall inform the LA and governing body.
- Once the defect has been repaired / item taken back into use, the date that this occurs shall be entered on the Report Form.
- In order to monitor the action that has been taken and / or any delays in work being carried out, the forms shall be checked weekly by the School Business Manager and a report produced at termly intervals to the Governing body, at which recent defects should be identified and outstanding works discussed if this is required.
- Defect reporting records should be kept for a minimum of 7 years.

### **3.9 Display screen equipment (DSE)**

- The building is fully aware of and adheres to the WCC DSE policy and acts in accordance with the Display Screen Regulations.
- The Headteacher identifies members of staff who qualify as a VDU operator. These staff are monitored regularly by the Headteacher, and risk assessments will be carried out.
- Appropriate training will be given as and when necessary.
- DSE Self assessments for all staff members using a display screen equipment, including laptops, have been completed and will be reviewed at least every 3 years or sooner if changes to equipment or location occur.
- The School Business Manager will monitor and arrange for any problems relating to display screen equipment and its use to be resolved.

### **3.10 Electricity at work**

- All portable appliances for the Nursery and Library are tested as required through Spark Services – a register is kept in the Health and Safety Folder and the register is kept on the shared drive/in the office. .
- All equipment will be labelled with the date when it is checked.
- Defects are reported, and a copy of the report will be sent to the Headteacher/SBM.
- Defective equipment will be removed until it can be repaired or replaced.
- Electrical repairs will be carried out by an external qualified electrician if necessary.

### **3.11 Online Safety**

- An Online-Safety committee meets termly.
- The committee are investigating the 360 degree standards and regularly review the Online-Safety Policy which encompasses an Acceptable Use Policy and other elements of online-safety.

### **3.12 Extended Services**

- Stockingford Nursery School, Children & Family Centre (CFC) and Library houses a Maintained Nursery School, a CFC, and a Library.
- The building is open from 8.30 am – 5pm week days only, closing only on public holidays.
- Some staff are employed on a 52 week contract with some of the Nursery School staff being term time only.
- Therefore all policies and procedures are relevant all year round.

### 3.13 Fire Precautions and Emergency Plans (please refer to BEEP)

- Procedures for fire and emergency are displayed in prominent positions throughout the building
- Staff are made aware of the procedures and are trained in evacuating their area of work efficiently
- Persons in the Big Nursery, Group room, Middle Nursery, Little Nursery, Head teacher's office, and SENDCo room, evacuate to the Nursery outdoor area.
- Persons in the main office, Clinic Room, Library Meeting Room, Library, Staff Room and Training room A, Integrated Partners' office and Training Room B evacuate to the Staff Car park
- Staff who are leading sessions/groups will be responsible for checking their area is evacuated and taking the registers/log sheets.
- WCC ensure as part on the Indemnity Scheme that all equipment is tested on a rolling programme via Property Resources. This includes fire extinguishers, emergency lighting etc.
- Fire alarm tests are carried out weekly by the caretaker and Fire Evacuation drills will be held once a term
- Any incident involving fire will be reported to the Headteacher /SBM.
- The Fire Risk Assessment is located in the Fire Policy & Procedures Folder in the main office
- The Health and Safety Governor monitors fire exits/escape routes and emergency evacuation notices as part of the termly inspection.

### 3.14 First Aid and Medication

#### First Aid

It is a statutory requirement for an employer to make adequate First Aid provision for all staff. It is recognised that the provision should also cover all children and adults present in the building.

#### Aims

- To provide First Aid treatment where appropriate for all users of the building with particular reference to children, students and staff.
- To provide or seek secondary aid where necessary and appropriate.
- To treat a casualty, relatives and others involved with care, compassion and courtesy.

#### Guidelines

- To ensure that there are sufficient qualified First Aiders available to aid cover during the activities undertaken in the building.
- To ensure that First Aid information is readily available and that all staff are aware of the way in which to call help if needed.
- To ensure that First Aid kits for minor injuries are available for use throughout the building by all staff and that they are regularly maintained.

#### Procedures

- There is a qualified First Aider in the building during open hours. Qualified First Aiders are detailed on a list which is displayed in each room and is updated regularly.
- A high proportion of staff also hold Paediatric First Aid certificates
- All staff/users of the building will be able to contact a First Aider via Reception
- Once informed of an accident the First Aider will go to the casualty without delay and provide emergency care.
- Secondary aid will be sought if necessary and at the same time the parent/carer (or other appropriate friend or relative) will be informed.
- If an appropriate adult cannot accompany a casualty to hospital a member of staff will accompany him/her if this is deemed appropriate.
- The staff when clearing up after an incident involving vomit, blood etc. will take all appropriate precautions (see Biological Risk Assessment and Infection Prevention and Control Policy). Personal Protective Equipment (PPE) is available.

- The first aid trained member of staff/School Business Manager is responsible for recording on Medical tracker.
- The First Aider is responsible for ensuring where appropriate that the Local Authority's Accident procedures are followed.
- If a member of staff acknowledges that a child is unwell and therefore needs to go home, then the child's parent, or an adult from their list of contacts, is asked to collect the child as soon as possible.
- If a child has an accident and incurs an injury, then their name, the date and how the injury occurred and was dealt with are entered onto Medical Tracker and notification will be sent to parents/carers from the app where they must click to confirm receipt of the email.
- When the injury is of a significant nature, then the advice of the First Aider is sought.
- If hospital treatment is necessary a member of staff will arrange for an ambulance to be called immediately.
- If a child has an injury to the head, then a Head Form is completed by the member of staff who witnessed the accident or treated the child. This form is signed by both the member of staff and the parent/carer. The form is photocopied, one copy is filed in Nursery and the other is given to the parent/carer.
- The administration staff are responsible for checking and restocking the first aid kits for the Nursery School and Library termly.
- The First Aid Policy is located in the Policies folder in the main office.

**Medication** - see Medication Policy

### **3.15 Glass and Glazing Risk Assessment**

This Risk Assessment has been carried out by Property Resources and is kept in the main office in the Health & Safety folder.

### **3.16 Health and Safety Advice.**

- The School obtains competent health and safety advice from WES Safety and Premises Service, Warwickshire County Council, WCC Corporate Health and Safety Service.
- This happens through personal contact, reading guidelines, newsletters etc on a regular basis and annual training courses.

### **3.17 Housekeeping, Cleaning & Waste disposal**

- The School employs a caretaker and cleaners and they maintain the building to a very high standard.
- During working hours, the staff assume the responsibility of making sure that all areas are clean, any spills are mopped up immediately and areas are safe and fit for purpose.
- The caretaker takes responsibility to ensure that all access pathways are kept safe and free from hazards such as ice, snow and leaves.
- External bins are located in the staff car park and are secured to the railings.
- Hazardous waste is disposed of according to WCC guidelines/procedures.

### **3.18 Information dissemination procedure**

Information and instructions on health and safety matters are available/given to teachers/nonteaching staff/children, governors and visitors as follows:

#### **Employees**

- Staff members have been informed about all of the existing information held on the site and have signed a form to indicate that they have received and read those documents which relate to themselves and their work.

- All documentation referred to above is kept in or with the Health and Safety folders which are located in the office. These folders are readily available for staff for reference purposes at any time.
- New documentation arriving will be copied and discussed at staff meetings. The original will be held on file and the copy circulated to appropriate staff. Staff will be required to sign a form to indicate that they have read the document concerned. After circulation the document will be put in the health and safety folders referred to in (b) above. The circulation form will be kept on file with the document.

### **Children**

- It will be the responsibility of teachers to ensure that children are made aware of existing and new health and safety information, as developmentally appropriate. The children use Super Ted to identify risks in the learning environment. The children also complete simple health and safety checks with an adult to keep their environment as safe as they can.

### **Visitors / contractors**

- The Head teacher / SBM shall ensure that visitors and contractors are informed of any health and safety arrangements which may affect them during their visit
- A leaflet is provided.

### **Governors**

- The Headteacher shall ensure that Governors are informed of any existing and new health and safety information.
- Health and safety is a standing item on termly full Governor Meetings to include regular updates, and an annual report compiled.

### **Trade unions**

- When necessary, the Headteacher will ensure that Trade Union health and safety representative are informed of new health and safety information.

## **3.19 Lifting equipment (including lifts and hoists)**

- The building has a 2FL Kalea Platform Disabled Passenger lift
- The lift is serviced by WCC under the Professional Indemnity Insurance scheme.

## **3.20 Lone working/ Personal Safety**

- The School has adopted the WCC Lone Working & Personal Safety guidelines.
- Lone working is limited to the Caretaker and Cleaners.
- Staff who work alone are made aware of the need for personal safety at all times.
- Personal safety training is given to all staff

## **3.21 Maintenance/Inspection of equipment**

- Portable Electrical Safety Testing (Nursery School and Library) annually
- Ladders and Access equipment (Nursery School and Library) annually
- Data Projector servicing Jackson Office Products as & when required
- Outdoor Play Equipment – termly
- Hydroboilers – serviced by annually
- Lift – 4 service visits per year
- Roller shutters in office – service annually
- Convector Heaters –service annually
- Automatic Doors –service twice a year



- Boiler – service annually
- Air conditioning – 2 service visits per year
- Fans –service annually
- Fire Alarm/Smoke detection - service visits twice a year
- Emergency Lighting, service visit twice a year
- Intruder Alarm/Panic Alarms - service twice a year
- Fire Extinguishers/Hose Reels – service visit annually
- Mixing valves/TMV's – 2 service visits per year
- Moveable walls/partition doors – service annually
- Kitchen extractors – service annually
- Evacuation chair – service annually
- Fixed wire installations – 5 yearly inspection

All checks are organised under the Property Indemnity Service (Service Contracts), and records kept on Atlas (Water Hygiene Management Folder is in the Laundry).

### 3.22 Manual & people handling

Many activities within the building require a degree of manual handling. These activities include:

- Lifting, pushing, pulling equipment, both indoors and outdoors
- Lifting children – handling plans are developed for individual children where required attending Nursery School provision
- Staff are responsible for assessing the risk involved and ensuring safe practices are adopted.
- Staff receive training on manual handling training as part of the annual refresher training for Health and Safety.

### 3.23 Monitoring Arrangements

The Governing Body recognise the importance of monitoring health and safety matters. Monitoring will be carried out in a number of ways:

(a) The Governors will call for annual reports to include:

- accidents/incidents;
- results of internal or external health and safety inspections;
- maintenance reports;
- complaints, hazards and defects reports;
- reviews of any procedures carried out by the Headteacher Manager/School Business Manager/Caretaker.

(b) The LA's health and safety officer or his / her representative shall inspect the site on a regular basis and report back any issues, as may other LA officers.

To help this process, the Governors and Headteacher will ensure that all reasonable inspection facilities and information are provided on request to officers of the LA, inspectors of the health and safety executive (HSE) and any other bona fide health and safety officials.

### 3.24 Offsite and Educational Visit

- Educational activities/visits will be organised by Nursery School **Teaching** staff.
- Risk assessments will be completed prior to the visit, and if it is not possible for the visit to go ahead an alternative plan will be put in place.
- The ratio of adults to children will depend on the risk assessment of the visit.
- "Evolve" is used for Educational trips – online system for planning, approval & management
- Staff will carry mobile phones in case of emergency

- In the case of an emergency, staff will telephone the Reception/office who will immediately put into place the WCC policy for dealing with emergencies
- The Acting Head Teacher and Nursery Teacher are the Educational Visits Co-ordinator.
- The Centre is insured by the Risk Protection Arrangement (RPA), through the DfE.

### **3.25 Outdoor Play Equipment / Forest School**

- Outdoor Play equipment is inspected termly through WES and a report is kept on Atlas Web.
- Any defective items found are removed from use until repaired or replaced.
- A daily inspection of outdoor play equipment will be undertaken by a member of staff prior to the start of the session and recorded on the appropriate sheet.
- Risk assessments have been carried out.
- Any newly installed equipment will be risk assessed before use.
- Cobble Stream Play Surface – has a separate Risk Assessment
- Risk Assessments are in place for Forest School
- 3 members of staff are appropriately trained to run Forest School
- Forest School Leaders follow systems and procedures as outlined in their training.
- The Forest School area is maintained, with safety sweeps undertaken before children visit.
- Staff in Forest School can communicate with Nursery either verbally or by the use of a walkie talkie.

### **3.26 Personal Protective Equipment**

- Personal Protective Equipment (PPE) will be provided free of charge for employees where it has been identified through risk assessment.
- The appropriate line managers have the responsibility to identify this equipment and to ensure that it is used eg. Gloves and aprons for nappy changing.
- They also take on the responsibility for maintaining supplies.

### **3.27 Risk Assessments**

- The School has carried out written Risk Assessments, based on the regulations issued by the LA. These are located in the risk assessment folder, next to the Health & Safety Policy with a copy on the shared drive.
- Risk assessments are either carried out by senior leaders, office staff or staff responsible for the activity involved.
- Special risk assessments (eg for New and Expectant Mothers), are completed as necessary following the WCC Policy & Risk Assessment Guidance.
- All Risk Assessments will be reviewed annually.
- Named child risk assessments are kept in appropriate area and on the shared drive.
- Staff read and sign risk assessments that are pertinent to them.
- All off site activities/visits are risk assessed
- The Health and Safety Governor regularly checks risk assessments as part of her inspection.

### **3.28 Security**

- The School follows the WES Security policy (available from WES Safety & Premises).
- The School adheres to Risk Management Inspections and information available from WES.
- The School employs a key guarding company for alarm call outs.
- When the caretaker is on annual leave, the School may source temporary cover through WES Corporate Facilities Service to ensure continuity of security.
  - Local families are very vigilant and report any unusual behaviour to ourselves or to the local police.

### 3.29 Smoking

- The building is a designated “No Smoking and no vaping Site”.
- Smoking is not permitted in any part of the building
- Signage is displayed throughout the building.
- The School adheres to the WCC Corporate Smoke Free Workplace Policy.
- The School Smoke Free Policy is located in the Policies folder in the main office

### 3.30 Staff Consultation / Trade Unions

Health and safety is the responsibility of everyone within our building.

The Health and Safety at Work Act 1974 states:

'It shall be the duty of every employee while at work:

- to take reasonable care for the health and safety of herself/himself and of any other persons who may be affected by her/his acts or omissions at work; and
- as regards any duty or requirement imposed on her/his employer or any other person by or under any of the relevant statutory provisions, to co-operate with her/him so far as it is necessary to enable that duty or requirement to be performed or complied with'.

The Act also states:

- 'No person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare in pursuance of any of the relevant statutory provisions.'
- Health and safety is a standing agenda item at termly meetings of the full Governing body.
- Staff are encouraged to report or raise concerns about anything that may compromise the health and safety within our building. This can be via staff meetings, team meetings or by individuals.
- The Headteacher will inform and consult in good time with trade union health and safety representatives on the introduction of any measures (work equipment, processes or organisation) which may affect the health and safety of employees on site.
- Appointment of competent persons on site who will comply with health and safety requirements
- Risks to employees health and safety and preventative measures
- Planning and organising of health and safety training
- Introduction of new technology and health and safety consequences

The health and safety law poster is situated in the Staff Room and in Reception.

### 3.31 Stress and Staff Wellbeing (see also WCC Managing Resilience, Stress and Wellbeing Policy and also the Mental and Emotional Health & Well-being Policy)

- The School recognises that due to the nature of our work, staff will be exposed to upsetting and stressful information and situations on a daily basis.
- Information relating to stress is held in the main office and is available to all staff.
- Risk Assessments will be carried out and renewed regularly.
- Support is in place to help staff deal with stressful situations.
- Anyone experiencing problems can refer to a member of the Senior Management Team or the Headteacher.

- Regular supervision sessions for staff enable them to discuss issues and for these to be addressed before they affect well being.
- The Managing Resilience, Stress and Wellbeing Policy is located in the Policies folder in the main office
- Senior staff are aware that individual stress risk assessments can be carried out by referral to the Occupation Health Service.
- Senior staff are aware of the procedures to obtain health advice, counselling etc. for employees e.g. referral to Occupational Health Service
- The staff room is available for staff breaks and private office space can be made available for staff if they need a quiet place to rest.
- The School has two qualified Mental Health First Aiders. Refer to Mental and Emotional Health Policy.

### **3.32 Training and Development related to Health and Safety**

- The Headteacher is the person initially and ultimately responsible for achieving the objectives of the Health and Safety Policy in this building. However other staff members take on some of the duties.
- The Headteacher & SBM are responsible for the induction of staff who are new to their areas.
- The Headteacher is responsible for ensuring that the competencies of the caretaker are monitored and that they attend regular training courses provided by WES/WCC
- Training records are kept on the SIMS database and/or the staff training matrix.
- Reminders of key training/refresher updates are provided by WES/WCC and the Headteacher ensures that the appropriate staff attend.

### **3.33 Vehicles on Site/car park arrangements**

- The building has a car park for staff/ visitor use only.
- Notices clearly state that the School holds no responsibility for damage to vehicles within the car park
- As the building is situated on a main road, care is taken to ensure that deliveries do not block the highway.
- Anyone parking on the zig zag lines are politely asked to move their vehicle, reminders go out on newsletters and to the School App.
- The local PCSOs regularly monitor parking in front of the building at our request.

### **3.34 Violence and aggression towards Staff**

- The School follows the WCC guides for Managing Violence and Aggression.
- Due to the nature of our work, all workers are at risk from violence and aggression.
- No specialist training is available but safety and self protection are always of paramount importance. WCC Guidance for personal safety and lone working is shared with staff annually.
- There is a requirement for all staff to report all incidents of verbal & physical violence
- Risk assessments are carried out for identified hazardous circumstances.
- Refer to Lone Working policy.

### **3.35 Water Hygiene**

- The School has adopted the WCC Legionnaires and Water Hygiene Policy.
- The School subscribes to WCC who take the responsibility for water hygiene sampling on our behalf.
- The Water Hygiene book is located in the Caretaker's cupboard in the Laundry

### **3.36 Work experience pupils**

- The School has adopted WCC guidelines for Work Experience Pupils
- Induction is given by line managers/mentors and this includes all aspects of health and safety
- The line managers/mentors will monitor and supervise the students while they are on site.

### **3.37 Working at Height**

- Step-up stools and step ladders are available for staff use.
- Ladders are locked and located in the electric cupboard outside.
- Step-up stools are located around the building.
- Annual inspections of the equipment are carried out by Spark Electrical Testing.
- Staff are advised to make visual checks of the equipment before use.
- Staff are trained to use step-up stools or stepladders for high level access but are only advised to use ladders when absolutely necessary.
- All staff will be made aware of the importance of wearing appropriate clothing and footwear when using this equipment.

### **3.38 Front Powered Doors**

- WCC Guidance is available
- Risk assessment is available.
- There are keys available for the locks for both sets of doors and also for the power mechanism (one key serves both doors for the power mechanism)
- Keys for both the locks and the power mechanism are available on Reception
- Further keys for both the locks and the power mechanism are available in the Secure Store next to the office
- Key holders have their own front and/or inner door lock keys. Signed keyholder agreements are in place.
- Doors are maintained by WCC.
- Doors are able to be secured during a lock down procedure, by turning off the power mechanism and then locking.

### **3.39 How do we know our Policy is being implemented?**

- Staff meeting agenda at business meetings
- Near miss / defect reports completed
- Accident reporting
- DSE assessments completed if required
- Governors walkabouts and inspections
- Buy into WES Safety and Premises service and inspections
- Buy into outdoor play equipment inspections
- Electrical equipment is PAT tested
- Buy into WES water hygiene management
- WES training accessed – record on SIMS
- Headteacher report to Governors
- Annual report to Governors
- Learning Hub (WCC) training used for all staff
- Health and Safety induction for all new staff
- Health and Safety leaflet for Integrated Partners / Contractors / Visitors
- Risk assessments reviewed regularly
- Related policies reviewed regularly
- First Aid qualifications kept up to date
- EASEE policy in place
- BEEP in place

- PEEPS in place as required
- Regular liaison with integrated partners
- Advice sought from WES regularly.
- PPE equipment available
- Annual refresher training provided for all staff
- Half termly accident analysis
- Daily indoor and outdoor environment checks
- Caretaker checks • Lockdown procedures practised.
- COSHH registers reviewed annually and 3 yearly inspection

# Defect Reporting Form

(and warning sign if needed)



<b>TYPE OF DEFECT</b> Building / Furniture / Equipment / Other (please specify)		<b>REPORTED BY</b>	<b>SIGNED</b>
<b>DATE DEFECT FOUND</b>	<b>IMMEDIATE ACTION TAKEN TO PREVENT ACCIDENTS</b> (e.g. removed / locked away)		
<b><i>*Please pass this form to the responsible person *</i></b>			
<b>NAME OF PERSON RECEIVING FORM:</b>			
<b>DATE FORM RECEIVED:</b>		<b>FORM No:</b>	
<b>ACTION TAKEN</b> (e.g. repaired by / replacement ordered / defect disposed of etc)			
<b>DATE BOUGHT BACK INTO USE / REPLACEMENT RECEIVED:</b>		<b>SIGNED</b>	<b>DATE</b>

-----CUT / TEAR HERE -----

**DO NOT USE  
DEFECT**









**Warwickshire County Council**



APPENDIX 3

# HEALTH AND SAFETY

## ROLES, RESPONSIBILITIES & ACCOUNTABILITIES

Understanding Individual Roles, Responsibilities and  
Accountabilities for the Management of Health & Safety in  
Warwickshire County Council

Version: v.1  
Date Issued: May2024  
Reference No: HS-MS-003  
Document Owner: Workforce and Local Services  
Government Classification: Official





**Contents**

Introduction ..... 19

Scope ..... 19

Duty of Care ..... 19

Council Leader and Elected Members ..... 19

Chief Executive and Executive Directors ..... 20

Delegated Executive Champions for Health and Safety ..... 20

Directors ..... 21

Managers (including Head Teachers within Warwickshire County Council maintained Schools and Managers within Warwickshire Fire and Rescue Service) ..... 22

Employees ..... 23

Implementation ..... 26

Review of Arrangement ..... 26

Further Information and References ..... 26



## Introduction

This document supports the implementation of the Council's Corporate Health and Safety Policy and forms part of the Council's Health and Safety management system by:

- defining the Health & Safety roles, responsibilities, and accountabilities for all employees.
- outlining the governance arrangements in place and how statutory consultation on Health and Safety matters is undertaken.

## Scope

This document describes the arrangements that must be followed by all Council employees, (which includes employees within Warwickshire County Council maintained schools and Warwickshire Fire and Rescue Service) to ensure the Council remains compliant to legislation and delivers the commitments defined in the Health and Safety Policy.

Arrangements apply to all Council employees, and those carrying out work on behalf of Warwickshire County Council.

## Duty of Care

To meet the Council's legal duty of care there is a cascade of delegated Health and Safety accountability that runs through the Council, primarily via the structured organisational responsibilities outlined in this document. This is supported by the Health and Safety policy commitments ensuring responsibilities are adequately implemented via monitoring and reporting measures.

## Council Leader and Elected Members

The individual and collective attitudes, behaviours and beliefs of Elected Members play a key role in how employees and the residents of Warwickshire perceive the Council's approach to managing Health and Safety risk.

Through the Council's policy and decision-making processes, Elected Members have a crucial role in ensuring employees and the public are protected from Health or Safety risk. They also have an integral and key role in ensuring the Council achieves its Health and Safety Policy commitments.

**The Council Leader** will confirm the commitment of Members to the management of Health & Safety through the Council's Health and Safety Policy commitment statement.

The **Cabinet member with the portfolio for Customer and Transformation** will be the lead Councillor for Occupational Health, Safety and Wellbeing matters and be part of the Council's annual review of Health and safety.

**All Elected Members** will, individually and collectively:

- Promote a positive Health and Safety culture.
- Ensure Health, Safety and Wellbeing matters are considered and accounted for in decision making and that all such decisions conform to Health & Safety legislation and the Council's commitment to Health & Safety.



## Chief Executive and Executive Directors

The Chief Executive and Executive Directors along with the Council's appointed Monitoring Officer and the Deputy S151 officer make up the Council's Corporate Board.

The Chief Executive retains the overall accountability and responsibility to ensure Health and Safety is managed appropriately and effectively within the organisation.

The Executive Directors have been delegated to support the Chief Executive in discharging the legal duties. However, the Chief Executive still retains the overall accountability and responsibility (as this cannot be transferred).

The Chief Executive and Executive Directors will lead by example, supporting the development of a culture of positive behaviours and compliance, enabling continuous improvement in the Council's management of Health and Safety.

Collectively and individually the Chief Executive and the Executive Directors are responsible for:

- Providing clear and visible Health and Safety leadership and commitment that champions the importance of proportionate Health and Safety risk management within the workplace and encourages employee involvement in this process.
- Ensuring that all decisions made reflect the Council's Health and Safety commitment statement. Consulting and seeking advice from the Workforce Health and Safety Technical Specialist on Health and Safety matters when required.
- Ensuring suitable and sufficient resources are provided to ensure effective management of Health and Safety risks.
- Ensuring Health and Safety matters receive appropriate priority and are considered within the organisational decision-making process and strategic planning (as set out within policies and arrangements, and any statutory provisions set out in legislation).
- Setting and monitoring Health & Safety performance targets and objectives through the Directorate quarterly reports and the Corporate annual review process.
- Personally, responding to any legal notice received by the HSE (Health & Safety Executive) or other enforcing bodies, (although the Chief Executive may assign this requirement to the most appropriate member of Corporate Board.) seeking advice and guidance from the Workforce Health & Safety Technical Specialist throughout any investigation and / or correspondence.
- Ensuring that the Council has competent professionals appointed to provide Health and Safety assistance, advice, and guidance, as required by The Management of Health and Safety at Work Regulations 2006.
- Ensuring consultation with Trade Unions and elected staff safety representatives on matters of Health and Safety.
- Attending relevant Health and Safety training courses and subsequent refresher courses every 5 years to ensure they remain competent to undertake their Executive Health & Safety duties.

## Delegated Executive Champions for Health and Safety

To ensure Health and Safety consideration at Corporate Board the Executive Directors have been authorised by the Chief Executive to be the delegated Executive Champions for Health and Safety in their areas of responsibility.



The Executive Champions will:

- Promote the adequate and proper consideration of Health and Safety to Corporate Board / senior Managers and more widely within the County Council.
- Be accessible to the Workforce Health & Safety Technical Specialist so that significant Health and Safety concerns can be raised and corrected immediately.

## Health and Safety Consultation Arrangements (Part of the Quarterly Joint Consultative Committees)

The Council currently operates a Joint Consultative Committee (JCC) with all recognised trade unions and elected employee safety representatives to discuss Corporate Health and Safety matters. The senior Managers in HR&OD regularly arrange these meetings.

The purpose of the Health and Safety consultation arrangements are to:

- Be the statutory consultative committee as required under the Safety Representatives and Safety Committees Regulations 1977 and the Health and Safety (Consultation with Employees) Regulations 1996.
- Be a forum for consultation on Health and Safety matters, sharing information and raising concerns over workplace hazards or unsafe practices.
- Be a forum for sharing appropriate Health and Safety information.

Further information on the Joint Consultative Committees can be found by searching 'Trade Unions' on the Council's iWarwickshire intranet pages.

## Directors

Directors have responsibility for ensuring effective management of Health, Safety and Wellbeing and ensuring that all Managers are aware of, and held accountable for, the specific application of their Health and Safety duties outlined below.

Where the Director delegates Health and Safety responsibilities, they must ensure that those nominated are competent to undertake the role and understand their delegated responsibilities.

Directors will:

- Support the Executive Directors to deliver their Executive Health & Safety champions duties.
- Implement Corporate Health and Safety action plans to ensure continuous improvements to the Council's Health and Safety management arrangements.
- Ensure Managers and all employees (including 'Interim Managers' and Agency Employees) under their management are made aware of and understand their specific roles and responsibilities; and are accountable for their duties regarding Health and Safety.
- Use relevant data and information to develop, monitor and review Health and Safety objectives, targets, and priorities in line with the overall Corporate / Directorate objectives and action plans.
- Attend relevant Health and Safety training courses and subsequent refresher courses every 5 years to ensure they remain competent to undertake their Health & Safety duties.



- Support and co-operate with any Health and Safety workplace inspections and audits where necessary.
- Maintain risk registers with attention on the most significant risks within their business areas and ensure risks are being appropriately assessed, controlled, and managed through effective and sensible risk management.
- Ensure that the Executive Directors and the Workforce Health and Safety Technical Specialist are informed of any breach of Health and Safety statutory requirements; and immediately when there is Health & Safety Executive (HSE) or other enforcing body involvement.

## **Managers (including Head Teachers within Warwickshire County Council maintained Schools and Managers within Warwickshire Fire and Rescue Service)**

For the purpose of these arrangements, the term 'Manager' relates to all WCC employees and interim / agency personnel who are responsible for managing people, projects and activities with potential Health and Safety risks.

Managers will:

- Ensure they attend the appropriate Health and Safety training course for the Management of Health & Safety and refresh every 3 years.
- Ensure they comply with any Manager responsibilities within the relevant Health and Safety policies and arrangements, (for example, the Asbestos Policy) and ensure that local arrangements to manage Health and Safety are in place (for example, Site Responsible Persons are named and appointed) as required.
- Ensure that risk assessments are undertaken and recorded for their work activities / processes / operations identifying all significant risk(s), and control measures that eliminate risks or reduce them to the lowest possible level are put in place. Further guidance on completing risk assessments can be found on the Council's iWarwickshire intranet pages under Health and Safety.
- Provide and maintain safe and healthy working conditions, including plant, machinery and work equipment and suitable welfare provision is provided (e.g., drinking water, adequate toilets and washing facilities, etc.).
- Ensure all new starters are provided with an appropriate Health and Safety induction upon commencement with Warwickshire County Council.
- Ensure that arrangements are in place detailing their responsibilities for the Health and Safety management of agency workers as the host employer and detailing the responsibilities of the agency as employer. Similarly, arrangements must be in place for all volunteers.
- Ensure that relevant information, instruction, training, and supervision programmes are in place, provided, maintained, and monitored to help secure the competence and knowledge of all employees and others carrying out work on behalf of the Council.
- Ensure they consider Health and Safety implications at the planning stage of any new plant and / or equipment purchases, changes in processes or building designs and alterations.
- Ensure that all Health & Safety incidents resulting in injury or ill health are investigated, with the assistance of a competent Health and Safety adviser where necessary, so that



appropriate action can be taken to prevent any recurrence. Further guidance on accidents and incidents can be found on the Council's iWarwickshire intranet pages under Health and Safety.

- Report to the Health and Safety service, without delay, any situations that could be described as a 'near miss' (any incident that could have resulted in injury, damage or loss but did not on this occasion but could in the future)
- Ensure that all employees, including Site Responsible Persons, can carry out their responsibilities, and encourage them to work with Managers to promote an attitude of safe working across Warwickshire County Council.
- Ensure that Health and Safety inspections and audits are supported.
- Ensure that communication arrangements are in place to brief and inform employees on Health and Safety matters as required.
- Ensure co-operation and consultation with employees, including colleagues from other services, organisations, and employees' safety representatives, when sharing premises.
- Reinforce a positive attitude to Health and Safety with employees (i.e., recognise positive contributions and safe behaviours of employees).
- Ensure any Health and Safety reports or concerns are openly discussed at management meetings.
- Seek Health and Safety assistance from the Health and Safety Service where necessary.

Managers may choose to delegate responsibilities to specific employees / post holders. However, they must ensure that those nominated are competent and understand and accept the responsibilities being delegated to them. The Manager will remain accountable for Health and Safety management within their area of responsibility.

## Employees

For the purpose of this document, the term 'employees' includes any individuals working on behalf of Warwickshire County Council as well as direct full-time employees (which also includes employees within Warwickshire County Council maintained schools and Warwickshire Fire and Rescue Service).

All employees have a responsibility to:

- Take reasonable care, while at work, of their own and other's Health and Safety.
- Co-operate with their employer or other person (i.e., Line Manager, Senior Manager, or Directors in respect of their Health and Safety duties and follow all instructions, control measures, training, arrangements, etc. (written and verbal) to protect their own and other's Health and Safety.
- Ensure they follow relevant arrangements (i.e., risk assessment controls, safe systems of work, arrangements, etc.) to avoid Health and Safety risks, and consult their line Manager on any areas of concern.
- Not misuse or interfere with anything that has been provided in the interest of their Health, Safety and Welfare (for example, personal protective equipment, machinery guarding, toilets and welfare facilities etc.).
- Check that any equipment, plant, or substances used at work are in a safe condition prior to use. Report any defects, loss, or damage to their manager immediately.





- Report all work-related accidents, incidents (including incidents of violence/ aggression, diseases, and dangerous occurrence) to their Manager and the Council's Accident Reporting System, which can be found on the iWarwickshire intranet pages under Health and Safety.
- Report to their Manager and the Health and Safety service, without delay, any situations that could be described as a 'near miss' (any incident that could have resulted in injury, damage or loss but did not on this occasion but could in the future)
- Never take short cuts or change work activities which could create unnecessary risks to their Health and Safety without first consulting with their manager or Health and Safety service.
- Always use safety equipment and / or personal protective equipment that is provided.
- Confidentially report any unsafe or dangerous practices witnessed to the Health and Safety service.
- Be aware of the first aid provision at their workplace and understand the fire / emergency evacuation and fire prevention arrangements, position of fire alarms and equipment and participate in fire drills as required.
- Take part in Health and Safety awareness training and development, as necessary.
- Co-operate with health surveillance programmes and other control strategies for the protection of their health, as necessary.
- Set a good personal example in respect of Health and Safety.
- Make suggestions and comments to improve Health and Safety through communication channels found on the Council's iWarwickshire intranet.

Please note these responsibilities relate to all employees. If an employee has additional post holder responsibilities for Health and Safety, for example, they are a manager, then they must comply with those responsibilities in addition to those above.

## Workforce Health and Safety Service

The Health and Safety Service are the Council's subject matter experts providing advice to the Council in matters of Health & Safety legislation.

In addition, the service undertakes the following activities.

- Provide professional, technical, practical, and competent Occupational Health and Safety advice, guidance, and support as required.
- Develop and maintain the Council's Occupational Health and Safety management system in accordance with ISO:45001.
- Produce Corporate Health and Safety policies, standards, advice, and guidance.
- Provide updates, guidance and alerts relevant to changes in Health and Safety legislation.
- Undertake a programme of internal Health & Safety audits on Council workplaces (including schools where the Council is the employer) tracking actions and recommendations through to completion.
- Undertake a schedule of workplace Health and Safety inspections with the appointed Managers.
- Raise any Health & Safety concerns with the Executive Champions for Health and Safety and senior management teams as deemed necessary and appropriate.
- Provide and deliver a range of Corporate Health and Safety training sessions and advise Managers on local Health and Safety training needs.





- Assist the responsible Manager to complete reports to the Health and Safety Executive under the RIDDOR regulations for reportable incidents for employees and non-employees.
- Assist Managers with the completion of significant rated accident / incident investigations, as appropriate.
- Advise the Chief Executive and Executive Directors on any regulatory interventions or investigations by the Health and Safety Executive and other enforcing authorities.
- Provide quarterly Health and Safety performance insight reports to Directorate leadership teams.
- Use Executive powers (on behalf of the Chief Executive, Cabinet Members and Executive Directors) to stop any work activities where there is a serious and imminent risk of injury or ill health.
- Advise on pro-active preventative projects to reduce incidents of work-related ill health and injuries to the Executive champions of Health & Safety.
- Advise Corporate Board and Executive Directors on Health and Safety matters.
- Produce an annual Staff and Pensions Committee report in conjunction with the Executive Directors outlining the Council's Health and Safety performance and detailing progress on objectives and targets set.
- Analyse trend data to inform organisational Health and Safety strategies.
- Create and deliver Health and Safety training (mandatory and bespoke).

*The Corporate Health & Safety service does not provide direct Health and Safety advice to the Warwickshire Fire & Rescue Services. Professional Health and Safety advice is provided through the operational arrangements within the specific WFRS Group, and the responsibility is delegated from the Chief Executive to the Chief Fire Officer.*

## **Health and Safety Arrangements Relating to Specific Buildings and Properties**

Strategic Asset Management are responsible for the development, implementation and monitoring of building related Health and Safety compliance policies and arrangements, including legally required Responsible Persons for Fire arrangements, Asbestos management, Legionella and water Hygiene and Construction design and management etc...

Strategic Asset Management will:

- Consult with the Workforce Health & Safety technical specialist on Corporate Health & Safety matters.
- Provide professional, technical, practical, and competent Health and Safety advice and guidance on building regulations as required.
- Ensure appropriate levels on responsible persons have been appointed wherever required by legislation or best practice.
- Raise any Health & Safety concerns with the senior management teams as deemed necessary / appropriate.
- Undertake a schedule of programmed inspections to Council premises to advise on compliance arrangements for Health and Safety.
- Produce quarterly and annual reports with the support of the Health & Safety technical specialist on the Council's Health and Safety objectives and targets on Asset Legal Compliance.



## Implementation

It is the personal responsibility of every individual to ensure they are viewing the latest version; this will always be published on the Council's iWarwickshire intranet pages.

## Review of Arrangement

This document will be reviewed by the Health & Safety service every three years or more frequently where there has been any notable change or incidents, and if new legislation requires changes to current best working practice.

## Further Information and References

- x The Health and Safety at Work etc Act 1974
- x The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013
- x The Management of Health and Safety at Work Regulations 1999
- x The Safety Representatives and Safety Committees Regulations 1977
- x The Health & Safety (Consultation with employees) Regulations 1996

### INFORMATION IN OTHER FORMATS

If this information is difficult to understand, we can provide it in another format, for example, large print, audio tape, easy read, or in another language.

Please contact the Health & Safety Service on 01926 476803  
Email: [healthandsafety@warwickshire.gov.uk](mailto:healthandsafety@warwickshire.gov.uk)

**THIS IS  
THE DIFFERENCE  
YOU MAKE**





**Warwickshire County Council**

*Working for  
Warwickshire*

## Workplace Health and Safety Concerns Procedure



### 1. Purpose

This procedure has been written to support the implementation of the Health and Safety Policy by providing further information and guidance on the process for employees and Health and Safety Representatives to raise health and safety concerns internally and the process for responding to them.

### 2. Objective

The objective of this procedure is to outline a process whereby any County Council employee and/or their H&S Representative can raise health and safety issues/concerns and identify the protocols in place for dealing with and adequately resolving those issues/concerns. This will formalise the partnership approach between Trade Union appointed Health and Safety Representatives and Warwickshire County Council with regard to concerns raised by members/ identified by reps.

### 3. Scope

This Procedure is applicable to all areas and activities of Warwickshire County Council, including schools where WCC is the employer.

### 4. Definitions

The key definitions for this procedure are as follows:

- 4.1 Health and safety concern** – is where an employee deems that minimum standards in the workplace are being ignored and that there is a risk to their or others health and safety, or health and safety legislation is being breached.
- 4.2 Health & Safety Representative** – as an employer WCC recognises trade unions. Therefore, for the purpose of this procedure the ‘Health and Safety Representative’ is an appointed Trade Union Health and Safety Representative. This representative

is duly appointed under the auspices of the Safety Representative & Safety Committee Regulations.

**4.3 Significant risk - serious and imminent risk to health and safety** – high probability risk likely to have a significant impact resulting in serious injury or ill health.

**4.4 Significant breach of health and safety legislation** - non-compliance of statutory requirements. For the purposes of this Procedure, this is evidence of prolonged and persistent issues of non-compliance over a period of time which could give rise to 'significant risk', see above, or an immediate and significant breach of one or more pieces of health and safety legislation.

## **5. Roles and Responsibilities**

The roles and responsibilities that apply to this procedure are contained within the general roles and responsibilities placed on all managers, employees and those with additional professional duties, as identified within Warwickshire County Council's Health and Safety Policy.

However, for ease, the key responsibilities associated with the topic of this procedure have been detailed below.

### **5.1 Employee**

- Have a responsibility to co-operate with their employer and thus follow relevant arrangements (i.e. risk assessment controls, safe systems of work, procedures, etc...) to avoid health and safety risks, and consult their line manager on any areas of concern.
  - If there is a work situation that might present a serious or imminent danger/risk to themselves or others, then they should report it without delay to their manager.

### **5.2 Manager**

- Must make adequate provision for the effective management of health and safety within their area of responsibility. Where health and safety deficiencies are identified, they have the responsibility to take appropriate action.

### **5.3 Corporate Health, Safety and Wellbeing (HSW) Service**

These responsibilities within this procedure relate to the Corporate Health, Safety & Wellbeing Manager, Senior Health and Safety Advisors, and Health and Safety Advisors only.

#### Corporate HSW Service will:

- Provide the competent assistance to the County Council as per The Management of Health and Safety at Work Regulations, Regulation 7.
- Provide professional, technical, practical and competent health, safety and wellbeing advice, guidance and support as required. The Corporate HSW Service

responsibilities include, but is not limited to, liaising with managers, undertaking inspections, auditing, monitoring and reviewing incident reports/data, etc. The Corporate HSW Service may identify or be informed about health and safety concerns (which include, significant risk(s) and/ or significant breaches of health and safety legislation).

- Use executive powers (on behalf of the Chief Executive, cabinet members and Strategic Directors) to stop any work activities where there is a serious and imminent risk of injury, and set appropriate health and safety management standards to make sure WCC acts within the law. In this instance a formal Health and Safety Notice will be issued.
- The Corporate Health, Safety and Wellbeing Manager has a responsibility to raise any concerns to the Champion for Health and Safety and senior management as deemed necessary/appropriate.

#### **5.4 Champion for Health and Safety (member of Corporate Board)**

- Has the responsibility to be accessible to the Corporate Health, Safety & Wellbeing Manager so that significant health and safety concerns can be raised immediately.

#### **5.5 Health and Safety Representatives**

As per the Safety Representatives and Safety Committees Regulations the Appointed Trade Union Health and Safety Representative functions include (but aren't limited to):

- Investigate potential hazards and dangerous occurrences at the workplace, complaints by an employee relating to health, safety and welfare at work, and examine causes of workplace accidents.
- Provide representation to the employer on the above investigations, and on general matters affecting the health and safety of the employees they represent.

##### Health and Safety Reps will:

- Raise this in the first instance with the relevant manager, any occasions where there is a significant, serious and imminent risk to health and safety and / or a significant breach of health and safety legislation for which they have evidence.
- Following manager notification, and where it is evident that sufficient action has not been taken, and where significant and serious risk is still imminent they should formally escalate to the Corporate HSW Service. This is undertaken via a formally recorded referral to the Corporate Health, Safety and Wellbeing Manager, using the form in Appendix 1. In the absence of the Corporate HSW Manager, the relevant Senior Health and Safety Advisor should be contacted. Please note, the Corporate HSW Service may need to seek further information/ detail or clarity on the returned form from the person making the referral.
- They should inform the relevant manager at the time that this course of action is being followed and confirm this in writing. Where possible this notification should be made to the manager, however, in their absence it may be appropriate to notify the managers' manager.

Please note:

*Where Health and Safety Representatives work with non-WCC employees, such as, work with members within Voluntary Aided/*

*Foundation/Trusts/Academies/Free/Independent Schools, this referral process does not apply - they should go directly to the employer.*

*However, within Voluntary Aided and Foundation Schools, the local authority may intervene where they are satisfied that there is evidence of a significant risk to pupils' safety or the school environment whether by a breakdown of discipline or otherwise. This is a 'discretionary duty' under the Education and Inspections Act 2006 for these categories of schools.*

## 5.6 Other WCC officers

This refers to those WCC employees who are required to provide a service to other WCC services/team as per their role/service offering, as they may be in a position to potentially identify issues that they feel have a potential health and safety risk when visiting premises/observing WCC activities.

Other WCC Officers will:

- Raise this in the first instance with the relevant manager, any instances where there is a significant, serious and imminent risk to health and safety and / or a significant breach of health and safety legislation within a WCC premises where they are working or observing a WCC activity.
- Following manager notification, and where it is evident that sufficient action has not been taken, and where significant and serious risk is still imminent they should formally escalate to the Corporate HSW Service. This is undertaken via a formally recorded referral to the Corporate Health, Safety and Wellbeing Manager, using the form in Appendix 1. In the absence of the Corporate HSW Manager, the relevant Senior Health and Safety Advisor should be contacted. This will include informing the manager that this is the course of action that is being taken and confirming this to them in writing. Please note, the Corporate HSW Service may need to seek further information/ detail or clarity on the returned form from the person making the referral.

Please note:

1. *The members of the schools of concern group may also raise a health and safety concern in accordance with the terms of reference and process for that group. Please note, the Corporate Health, Safety and Wellbeing Service is part of the membership of that group.*
2. *Where WCC Officers work with non-WCC employees, such as, work with private organisations (this includes, but is not limited to, work with other Councils, private nurseries, independent organisations, etc), this referral process does not apply - they should go directly to the employer.*

## 6. Procedure

### 6.1 Procedure - Guiding Principles

This procedure outlines the guiding principles of what should happen if an employee identifies a health and safety concern so that the responsible person can be notified in a timely manner and action to remedy the concern can be instigated. It is acknowledged that each instance/circumstance will present different factors to consider, however, as a baseline these guiding principles should be followed.

#### **Stage 1 – identification of a health and safety concern**

Employees (refer also to Section 5.1)

- Must inform their manager, without delay, about any health and safety concern.
- If the manager is absent, then it must be raised to the most relevant person to undertake this role in their absence (e.g. manager's manager, or another manager within the team). This should be recorded in writing.
- Must provide the manager with sufficient time to take action as they deem necessary.
- If the issue is of a serious nature (e.g. significant risk) or there are delays in resolving the concern, the employee reporting the concern may wish to raise it again to their manager/managers manager or to H&S representative or to the Corporate Health, Safety and Wellbeing Service (if reporting extends beyond the manager, then the employee should inform their manager that they are taking this action).

Please note: Other Policies and arrangements are in place for reporting other concerns such as those of a safeguarding nature, or act/s of malpractice. Please refer to the HR A-Z on the internet [www.warwickshire.gov.uk/hr](http://www.warwickshire.gov.uk/hr)

WCC Officers/ H&S Representatives

- Must inform the relevant manager in the first instance, if they have evidence that there is a significant, serious and imminent risk to health and safety and/or a significant breach of health and safety legislation within a WCC premises where they are working or observing a WCC activity.
- Where it is evident that sufficient action has not been taken, and where significant and serious risk is still imminent they should formally refer this to the Corporate Health, Safety and Wellbeing Manager in writing (or Senior Health and Safety Advisor in the absence of), using the form in Appendix 4.1.

#### **Stage 2 – Manager has been informed/ in receipt of the concern**

Manager

- acknowledges receipt of this concern and where reasonably practicable the manager should process any health and safety issues as soon as possible and try to resolve them within a satisfactory period of time. The time/ level of urgency will depend on

the level of risk involved. Managers are required to take action as deemed necessary for all concerns.

### **Stage 3 – Resolving the concern**

Manager

- Review the risk assessment for the activity. Are the controls adequate?
- If the issue cannot be resolved straight away or it is going to be sometime before the hazard or risk is permanently corrected, then it may be necessary to take appropriate/temporary action to minimise risk(s) until the longer term control can be implemented. For example, such action may include, but not be limited to, one or more of the following;
- Isolating the hazard or risk or protecting persons from it
- Changing working arrangements
- Monitoring arrangements
  
- Any information regarding temporary arrangements or the proposed final control/solution should be effectively communicated to all relevant parties. Please note: *risk assessments must be carried out when any significant change, permanent or temporary, takes place. Following any changes, ensure risks assessments are reviewed following any changes, to ensure they are kept up-to-date.*
- Once the permanent control/solution has been completed and the issue closed all relevant parties should be informed.
- Should the situation arise whereby specialist health and safety advice is required or an agreed solution cannot be achieved, contact should be made with the Corporate Health, Safety and Wellbeing (HSW) Service ([healthandsafety@warwickshire.gov.uk](mailto:healthandsafety@warwickshire.gov.uk) or telephone 01926 476803). The manager should make this initial contact.

#### **Corporate HSW Service**

- Corporate HSW Service will always ensure that the responsible manager has been informed in the first instance. Where a serious or significant risk is brought to the attention of the Corporate HSW Service, from whatever source, members of that Service have the right to investigate. Following an investigation, the manager will be provided with a recommendation for remedial action.
- May use their executive powers to stop an activity and/or issue a Health and Safety Notice if there is a serious and imminent risk of injury/breach of health and safety legislation that requires urgent attention/remedy.
- Should escalate matters through the management chain as appropriate (refer to section 5.3).

## **6.2 Escalation/Formal Intervention**

In the unfortunate situation, whereby, the normal procedures for reporting and resolution have failed, formal intervention may be necessary. Formal intervention should only be used as a last resort, when the normally agreed reporting and resolution procedure has been exhausted and depending upon the particular



circumstances, this may include the following (all of which are instigated by the Corporate Health, Safety and Wellbeing Service):

- **Health & Safety Notice** – a formal written notice issued by the Corporate Health, Safety and Wellbeing Manager, Senior Health and Safety Advisor or Health and Safety Advisor in conjunction with the Senior H&S Advisor, to a manager identifying the issue/contravention, explaining the seriousness of the issue and indicating a timeframe in which the issue should receive actioned or be resolved. A copy of which is provided in Appendix 4.2.

Actions contained within the Health and Safety Notice will be monitored to ensure that appropriate action is taken within the set timescales. This will be formally recorded and will be copied into the responsible managers' manager for their information.

- **Escalation to Senior Manager or GLT** – health and safety issue of a serious nature that have not been resolved using the normal resolution procedures can be elevated to Senior Managers or GLT where it is considered that this action will assist in achieving a solution.
- **Escalation to Champion for Health and Safety** - The Corporate Health, Safety and Wellbeing Manager has a responsibility to raise any concerns to the Champion for Health and Safety and senior management as deemed necessary/appropriate. The Champion for Health and Safety is a member of Corporate Board and is the final stage of an escalation process that will seek a remedy to the concern/contravention.

Appendix 4.1

	<h2 style="margin: 0;">Warwickshire County Council</h2>	
---	---	---

<h3 style="margin: 0;">HEALTH AND SAFETY REFERRAL FORM</h3>
---

<b>Service/ Team/ Premise/ School</b>	
<b>Responsible Manager</b>	
<b>Date</b>	

Issue(s) identified	Significant risk(s)/breach of health and safety legislation	Issue(s) reported to (name, job title, and date)	Recommendations put forward and to whom (include name, job title, dates and references to any documents)

<b>Completed by (name)</b>		<b>Completed by (signature)</b>	
<b>Completed by (position)</b>		<b>Name &amp; position of person notified of this referral</b>	

<b>Date of notification</b>		<b>Copy of referral sent to (if applicable)</b>	
-----------------------------	--	---	--

**Upon completion this referral should be forwarded to the Corporate Health, Safety and Wellbeing Service [healthandsafety@warwickshire.gov.uk](mailto:healthandsafety@warwickshire.gov.uk). FAO Corporate Health, Safety and Wellbeing Manager or Senior Health and Safety Advisor.**

**Appendix 4.2**

	<p><b>Warwickshire County Council</b></p>	
---	---	---

<p><b>HEALTH AND SAFETY NOTICE</b></p>
--

**\*Only to be completed by a representative of the Corporate Health, Safety & Wellbeing Service\***

<b>Service/ Team/ Premise/ School</b>	
<b>Manager/ Headteacher responsible</b>	
<b>Date</b>	

During a visit to the above site, the representative of the Corporate Health, Safety and Wellbeing Service named below identified the following item(s) that require immediate attention in order to comply with the Health and Safety at Work etc. Act 1974:

Area of concern	Timescale

Please note, the stated area(s) of concern breaches legislative requirements and therefore pose a significant risk to the health and safety of employees and/or non-employees.

<b>Issued by - Corporate Health, Safety &amp; Wellbeing Manager/ Senior Health and Safety Advisor/ Health and Safety Advisor</b>	
<b>Signed</b>	

<b>Received by (print name)</b>	
<b>Signed</b>	
<b>Date</b>	
<b>Position</b>	

**Please ensure this notice is brought to the attention of the Responsible Manager/ Head teacher**

For internal use only by the Corporate Health, Safety and Wellbeing Service

<p>Actions taken by the Service/ Team/ Premise/ School</p>
--

<b>Date completed</b>		<b>Signature</b>	
-----------------------	--	------------------	--