

Wakefield Council Health & Safety Policy

HSD01/2023

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Safety Health Environment & Quality

Health & Safety Policy & Procedures

Health & Safety Wakefield Council

Section 1 **The Wakefield Council Health and Safety Statement of Intent & Policy Implementation.**

Section 2 **Health and Safety Management Structure – Roles & Responsibilities**

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Section 1 General Statement of Intent

As a requirement under the **Health & Safety at Work Act 1974**, the following Statement and Policy Guidance sets out the health and safety objectives for:

Wakefield Council
Town Hall,
Wood Street,
Wakefield,
WF1 2HQ.

Council Leader:	Councillor Denise Jeffery
Chief Executive:	Andrew Balchin
Elected Member – Health and Safety Portfolio Holder:	Cllr Les Shaw

The Council is made up of many different services. The risk that is presented in each service can be very different. The Council is committed to ensuring proportionate measures are taken to respond to general and service specific risks. Wakefield Council, where reasonably practicable to do so, will comply with all statutory legislation, regulations, and Approved Codes of Practice. This will include the following:

- To integrate health and safety responsibilities into everyday working practices and managerial responsibilities.
- To ensure all employees are adequately trained and supervised, ensuring each employee takes reasonable care of their own health, safety, and wellbeing, and that of others.
- To ensure all employees are provided with clear instruction, information, and supervision to undertake safe working practices.
- To ensure hired contractors work safe and are competent.
- To ensure the safe handling, use and storage of substances.
- To provide and maintain safe plant and systems, machinery, and work equipment.
- To provide all workplaces with safe access and egress.
- To provide accessible, safe, healthy, and comfortable working environments for all persons including the provision of adequate welfare facilities.
- To ensure the health, safety, and welfare of all persons on council premises who are not employees.
- To prevent accidents and cases of ill health, monitor accident data, undertake investigations with a view to reduce incidents and prevent recurrence.
- To consult with trade unions, safety representatives and employees on all safety matters.
- Carry out regular risk assessments of its activities and take adequate measures to reduce and eliminate identified risks.
- To ensure separate policy and procedures are in place to manage emergency evacuations and incidents.

As Chief Executive, supported by the Corporate Management Team, we are committed to continuous improvement of our health and safety performance in providing health and safety leadership within the organisation. Responsible and Competent Person(s) will be appointed to support these requirements. Health and safety arrangements will be produced. Risk assessment and safe systems of work will consider the complexity and diverse operations of the Council. This policy and procedures will be regularly reviewed.

Andrew Balchin, Chief Executive

Signature:

Date:

Section 1.1 Policy Implementation

The Corporate Management Team acting collectively, will ensure the following implementation:

- Ensuring there are adequate resources in both staffing and finance to manage Health and Safety matters.
- Ensuring arrangements and operational instructions, guidelines and Approved Codes of Practice are understood and made available to all employees.
- Undertaking suitable and sufficient risk assessment as required by legislative and statutory requirements. Ensuring that significant risks are identified and controlled with safe systems of work.
- Ensuring managers and staff are competent and suitably trained in matters of health, safety, and welfare applicable to specific roles and responsibilities.
- The recording of accident and incident data with a view to reduce and remove recurrence, preventing ill health and injury to all employees and non-employees engaged with Council business.
- Reporting annually to the central Governance Committees and CMT on health and safety matters connected with the Council.
- Ensuring that “so far is reasonably practicable”, all hazards are identified, “near miss incidents” are recorded and accident investigations are undertaken, within there are of business.
- Ensuring that all new and existing employees are familiar with and comply with the requirements of this policy and other departmental safe systems of work.
- Ensuring that contractors and sub-contractors are managed and have effective arrangements for health, safety and welfare and comply with Council contractor policies, safety arrangements and procedures.
- Ensuring that no employee deliberately misuses equipment or fixed systems that is provided for the purposes of health, safety, and welfare.
- Establishing effective monitoring and review of all health and safety policies and procedures both proactively and reactively, with regular review of risk assessments and safe systems of work.
- Maintaining and risk assessing all work equipment, materials, and substances to ensure they are suitable and fit for the purpose intended, and do not endanger the health safety of staff, or other people.
- Ensuring all statutory surveys and safety registers are in place, including the undertaking of tests and treatments associated with health and safety environmental factors.
- Maintaining and risk assessing all purchases of vehicles, mobile plant, equipment, fitments, and fixtures, conforming to CE compliance, BS EN and other industry standards as applicable.
- Ensuring all fixed, mobile plant and equipment is maintained to statutory requirements and schedules.
- Develop and maintain separate policy and procedures to manage Fire Precautions and other emergency evacuations and incidents supported by SHEQ and Facilities Management Services.
- Ensuring Health and Safety Committees take place in Joint Consultation with Trade Unions and Employees on a quarterly basis, both Corporately Centrally, and within each Directorates including Maintained Schools.

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Section 2 Strategic Health and Safety Management

Wakefield Council is committed to the continuous improvement of a positive health and safety culture. This will be with a cohesive and consistent approach across all Directorates, Services and Teams, working within the principles set out in “Managing for Health and Safety” (HSG65). To enable this and in line with the Health & Safety Policy the Council will:

- Appoint a senior lead for championing health, safety, and wellbeing. This is currently:
Corporate Director for Communities, Environment and Climate Change.
- Employ Competent Person(s) to lead on Safety, Health, and associated Environment and Quality matters. (SHEQ). The Competent Person is currently:
**Service Manager SHEQ – reporting to:
Service Director - Property, Facilities and Health and Safety**
- The “Competent Person” has the responsibility for directly advising and supporting, CMT, DMT, SMT, employee’s and their work activities on SHEQ requirements. The Competent Person also has responsibilities for liaising with the appropriate Inspection Authorities regarding Fire and Health and Safety and is a lead for the Council within regional Safety Advisory Groups.
- The Competent Person is required to employ other competent persons to assist in managing and maintaining the diverse SHEQ matters on behalf of the council. Adequate resources will be provided as stated within the wider Policy Implementation statement.

Overarching, strategic health and safety will be resourced and managed to:

- Establish robust systems for planning, monitoring, reporting, and inspecting health and safety performance across the Council. This will be set against principals in Managing for Health and Safety (HSG65).
- Developing and embedding a positive safety culture which recognises the importance of effective safety management.
- Define roles and responsibilities for all employees at all levels, ensuring all significant health and safety risks which arise from Council activities are effectively managed, removed and or reduced to as low as is reasonably practicable.
- Take steps to ensure compliance with all relevant health and safety legislation. Providing the appropriate information, training, and supervision to all persons as applicable in each case.
- Accept responsibility as an Employer to provide adequate resources to implement this policy and provide competent persons. This is with the aim to provide and manage effective Safety, Health and related Environment and Quality systems and processes.
- Take advice and assistance from external specialists and consultants to ensure best practice as is necessary.
- Expect all employees, contractors, and visitors to co-operate with Council policies and comply with all legal obligations, by taking care of their own health and safety and have regard for the health and safety of others. Invoke other Council Policies as is necessary.

- Acknowledge and actively support the role of employee representatives and give full co-operation to elected Safety Representatives of recognised Trade Unions to enable them to carry out their duties effectively.
- Monitor and report accidents, record accident statistics, carry out accident investigations and take actions to rectify risks and hazards both reactively and proactively. This will be with the aim of reducing accidents and injuries to all persons.
- Carry out comprehensive, General, and Generic Risk Assessments. These will be monitored, recorded, and reviewed as applicable and/or when changes occur.
- Set out full details of the Councils safety arrangements (known as numbered Health and Safety Documents – HSDs) and policies for health and safety, in separate documents.

Section 2.1 Health and Safety Management Structure – Roles & Responsibilities

The Duty Holder is defined as the Responsible Person who has, to an extent, control of employees, premises, and day to day operations as well as overall financial control, will appoint Competent person(s) to take responsibility of health and safety management for the Council.

Delegated Responsible Persons will be defined. In some instances, persons and Competent Contractors will be named specifically. This will enable compliance with primary statutory legislation, regulations and Approved Codes of Practice as enabled under, but not exhaustive to:

- Health & Safety at Work Act 1974
- Management of Health and Safety at Work Regulations 1999
- The Regulatory Reform (Fire Safety) Order 2005
- The Control of Legionella L8
- The Control of Asbestos Regulations 2012

1 Leader of the Council & Elected Members

The Leader of the Council is elected by all members of the Council at the annual Council meeting. The Leader chairs the Council's Cabinet meeting and is accountable for proposing and directing the overall strategy, budget, and policy arrangements of the Council. This is a political role and although the Leader ensures that the CX fulfils their role he/she does not have any specific responsibility under this policy.

The Leader of the Council will appoint an Elected Member Portfolio Holder and Deputy with responsibility for the service. The Deputy Portfolio Holder will be the Member Health and Safety Champion. This will enhance a positive safety culture within the Council. The responsibility of this role is to support and inform The Leader and other Cabinet Members of current and upcoming Council health and safety matters including:

- Ensuring the declared Statement of Intent is attained, so far as is reasonably practicable.
- Ensuring health and safety initiatives receives and maintains appropriate resources to maintain compliance with legal duties.
- There is adequate monitoring of the effectiveness of this policy.

An annual assurance report will be presented to the Audit and Governance Committee

2 Chief Executive

The Chief Executive (CX) is the Principal Duty Holder of Wakefield Council. The CX is responsible for:

- Ensuring full implementation of the Health and Safety Policy.
- Ensuring the Corporate Management Team take responsibility for ensuring that the requirements of this policy and subsequent arrangements are managed effectively utilising staff and resources as appropriate.
- Leading by example and taking direct responsibility to undertake safety tours, audit and review of health and safety matters relating to the Chief Executive Unit Services and wider Council. This will be with the support of SHEQ Services.

3 Corporate Management Team

CMT is made up of the CX and Corporate Directors. They have specific responsibility to ensure strategic health and safety is embedded and executed, so far as is reasonably practicable across the Council. This includes the successful implementation of this policy. It is their respective responsibility to take all necessary and proportionate action, to ensure all requirements of health and safety legislation, procedures and guidelines are met in full within their Directorates or Services areas within. Principal responsibilities include:

- Overarching Duty Holder leadership within their Directorates, supporting improvements in health and safety standards Corporately across the organisation.
- To undertake IOSH Safety for Executives and Directors (or Equivalent)
- Responsible for strategic health and safety planning with annual review of the health and safety performance within their own Directorates.
- Providing adequate resources and provisions to ensure the effective management of health, safety, and welfare of all employees and those who may be affected by their Service provision and the Councils' undertakings.
- Create and maintain a positive safety culture, leading by example within Directorates, maintaining effective communication including consulting with all employees and Trade Unions.
- To ensure quarterly Director Management Team Health and Safety Meetings take place. These will be named as Joint Consultation Committees and take place with Trade Unions.
- Undertaking proportionate "Safety Tours" within chosen areas of their selected services. This will be supported by the SHEQ Service to audit and review health and safety matters relating to their Services and across the Council. This should be undertaken at least once annually. Reporting their findings to CMT, DMT and the Safety Health, Environment and Quality Service.
- Review policies, procedures, and strategy, actively monitoring health and safety performance across the Council, ensuring that robust health and safety management systems exist in all areas.
- In the absence of a Corporate Director, a named Service Director will deputise on all matters involving health and safety at work.
- To receive reports at least annually, and act accordingly upon advice from Health and Safety Responsible and Competent Persons.
- Making provision to support Maintained Schools and School Duty Holders to manage health and safety.
- To monitor and audit all Council owned Schools to ensure Health, Safety and Statutory Compliance is undertaken.
- Have separate policy and process in place to effectively manage Schools non-compliance of health and safety.

4 CMT Health and Safety Lead - Corporate Director for Communities, Environment, Climate Change

The health and safety CMT lead has overarching management responsibility of the Safety Health Environment and Quality Service. This will ensure there is provision of Competent health and safety management, which is maintained to support and advise all Directorates. Principal responsibilities include:

- Ensuring sufficient personnel and financial resources are made available to manage Council SHEQ activities adequately.
- Promoting the provision of a robust health and safety management system, including the adequate provision of health and safety training resources.
- Supporting the implementation of health and safety Policies and Procedures, including monitoring their effectiveness.
- Assisting CMT on the development of annual objectives and promotion of new initiatives.
- Providing a corporate steer for the Council on health and safety matters, ensuring CMT are kept abreast of all new and relevant legislation.
- To receive quarterly SHEQ updates and quarterly Director Management Team Health and Safety – Joint Consultative Committee reports for comment and action.

5 Director Management Team - Service Directors

Service Directors are responsible for the implementation and the effective application of this Policy within their directorates and specific Service. DMT is responsible for implementing the requirements of this policy and subsequent arrangements. Service Directors will ensure their Service Managers take responsibility for ensuring that the requirements of this policy are applied and managed effectively, utilising staff and resources as appropriate. Principal responsibilities:

- Service Directors will always lead by example and undertake Director led management Safety Tours, audit, and inspections of their operational areas on a regular basis. This will be based on risk and supported by the SHEQ Service.
- To undertake IOSH Safety for Executives and Directors (or Equivalent)
- Will ensure their Corporate Director is kept abreast on matters in relation to health and safety from activities within their services.
- Attend their directorate quarterly Joint Consultancy Committees and present updates on Health and Safety matters.
- Ensure their Service Managers manage and maintain regular and specific Health and Safety meetings, briefings, and investigate incidents and accidents associated with their operations and report findings to feed into DMT JCC quarter reporting.
- Ensure comprehensive safe systems of work, and risk assessments are implemented across all their operational Services in all their locations and work scenarios.
- Ensure Service Managers apply all policies and procedures relating to health and safety management across their Services.
- Clearly define roles and responsibilities for health and safety in job descriptions.
- Provide sufficient resources to health and safety including information, instruction, training, and supervision, proportionate to the level of risk.

- Align Service health and safety systems with the corporate Safety, Health, Environment and Quality Management System, ensuring that these are implemented and maintained, as far as is reasonably practicable.
- Fully support SHEQ to undertake or instigate investigations promptly into incidents, or health and safety inadequacies, taking appropriate timely action in line with Accident and risk reporting procedures.
- Ensure that all employees within their Services are aware of their roles and responsibilities towards health and safety and emergency procedures. This includes the appointment of health and safety responsible persons to support specific tasks such as first aiders, fire wardens and emergency evacuation scenarios.
- Ensure all contractors and non-employees providing paid and voluntary services are Competent and abide by this policy.
- Ensure visitors and non-employees have safe access and egress and inducted in site safe systems and emergencies as applicable.
- Undertake and support audits of health and safety compliance as defined by SHEQ at least annually.
- Advise the Corporate Director and the SHEQ Team, if additional measures are required to comply with health and safety procedures.
- Ensure all health and safety matters are managed appropriately, including the recording, reviewing, and issuing of health and safety advice and information and actions taken with changes to risk assessment or safe systems of work.

6 Service and Team Managers

Service/Team managers are responsible for assisting the Service Director in fulfilling all their duties under this policy. They are responsible for all persons associated within their Service areas, including employees, non-employees, contractors, and the visiting public.

In addition to supporting Service Director duties, Service Managers responsibilities include:

- Always leading by example, communicating across their responsible areas in an effective manner, ensuring health and safety is a standing item on the agenda at all department/management meetings.
- To undertake mandatory Managing Safely Training.
- Undertaking safety tours, audit and review of health and safety matters relating to their Services on a quarterly basis. This will be based on risk and supported by the SHEQ Service. Results to be highlighted in quarterly DMT JCC meetings.
- Prepare health and safety reports to feed into quarterly DMT JCC, including new and revised health and safety initiatives undertaken, accident investigations and data and any remedial actions taken to prevent recurrence.
- Ensure their employees report all incidents, near miss incidents or noticeable hazards that may give rise to accident or injury. Reporting on their findings, actions taken to develop learning and prevent future loss, feeding back on the findings and changes to processes.
- Taking responsibility for ensuring all applicable occurrences are reported under the Reporting of Injury, Disease and Dangerous Occurrence Regulations (RIDDOR) 2013.

- Fully support SHEQ to undertake or instigate investigations promptly into incidents, or health and safety inadequacies, taking appropriate timely action in line with Accident reporting procedures and risk assessment outcomes.
- Ensure adequate procedures and processes are in place for the reporting of defects to property, plant, equipment, and made safe without delay.
- Ensuring adequate resources for health and safety are made available to manage service specific operational activities adequately including emergency evacuations and incidents.
- Advising the Service Director and the SHEQ Team, if additional measures or resources are required to comply with health and safety procedures.
- Maintaining, recording, and managing health and safety information, instruction, training, and supervision for all employees, including agency employees, proportionate to the level of risk.
- Ensuring particular attention is given to new or young employees who may be unaware of the risks of the work they are required to perform.
- Ensuring that all policies, procedures, and safe systems of work relating to health and safety management are fully observed and always implemented.
- Managing the day-to-day health, safety, and welfare requirements within their area of control and for ensuring that all employees are aware of their responsibilities.
- Appoint safety support representatives within their teams to ensure there are adequate numbers of fire wardens, first aiders and personal support personnel for any individual requiring personal emergency evacuation plans (PEEPs). PEEPs will be mutually agreed, taking in to account statutory responsibilities made under the Equality Act 2010. This will be supported by Facilities Management Services in buildings where they are responsible. See Appendix “Premises Management Sites”
- Support in the coordination of Fire and other Emergency Evacuation drills and events where they are occupier in charge of premises.
- Ensure all risk assessments remain suitable and sufficient including safe systems of work, that are regularly reviewed or following a significant change or incident. Record action taken, clearly communicating changes with those employees affected.
- Implement relevant health surveillance, ensuring employees can attend within work hours, all recommendations made by Occupational Health Unit are actioned.
- Make safe and restrict physical access to any dangerous or unsafe occurrence associated with the building or the site they occupy, reporting the occurrence to the appropriate teams and services within the Council including the Corporate Landlord Team and SHEQ.
- Implement permits to work for applicable activities, ensuring SHEQ are consulted prior to any permit to work being invoked.

7 Corporate Health and Safety Committee - Central Joint Consultation Committee

Through visible and active commitment, will ensure:

- Health and safety is an integral part of business performance and that the Corporate Health and Safety Policy is acknowledged, implemented and enforced by all levels of the Council;

- Provide appropriate communication and consultation with employees and Trade Unions on health, safety, and welfare matters.
- Support the Council's health and safety objectives and targets, ensuring they are implemented, with monitoring, and reviewing performance accident and ill health statistics each quarter. This will primarily be through DMT and Central JCC meetings.
- Ensure health and safety management systems, procedures and arrangements are developed, implemented, maintained, and adequately resourced.

8 Safety, Health, Environment and Quality (SHEQ) Service Manager

SHEQ Service Manager is the Council's Competent Person for the management, monitoring audit and review of health, safety and associated environmental matters for the Council. This includes providing advice and support to all senior leads, managers and employees noted within this policy. Principally working with the requirements of Managing for Health & Safety (HSG65) and Management of Health and Safety at Work Regulations 1999, duties include:

- Leadership and management of the Health and Safety, Environment and Quality Teams.
- Day to day support to Senior Managers, employees, contractors, and stakeholders.
- The named, competent strategic lead and advisor for safety, health, environment, and quality within the Council.
- Responsible for development and continual improvement of health, safety, environment, and quality management systems.
- Deliver and maintain health and safety change programmes to drive a positive culture.
- Develop, maintain, and review health and safety policies, procedures, and safety arrangements, ensuring effective communication with employees and Trade Unions.
- Remain competent for the role, ensuring CPD is kept up to date for the whole SHEQ Service.
- Ensure the Chief Executive, CMT and Champion for Health and Safety is kept informed and alerted to any matter concerning health and safety as applicable based on severity of risk.
- Report annually to CMT on the health and safety performance of the Council.
- To disseminate any current or intended health and safety legislation to CMT and Directorates.
- Promote awareness of health and safety best practices throughout the Council.
- Support all Services on all matters relating to the health, safety and welfare including information, instruction, and training of all employees.
- Lead and take appropriate action to implement any recommendations made by the Health and Safety Executive and other enforcing authorities.
- Monitor the effectiveness of policies and procedures of health and safety throughout the Council
- Attendance at Corporate Health & Safety Committee, Joint Consultation Committee's, and any other relevant health and safety meeting.

9 Safety, Health, Environment and Quality (SHEQ) Managers and Team

Primary role is to support the SHEQ Service Manager in fulfilling the legal duties of the competent person, providing additional competent and responsible advisory services and specialist knowledge to all levels of the Council including Maintained Schools.

Duties include:

- Providing support and advice on all health and safety matters as well as specialist advice.
- Manage and monitor health and safety management systems, ensuring they remain current.
- Provide information, instruction, and training support to all levels of the Council.
- Undertake pro-active monitoring of health and safety across the Council, providing quarterly written reports.
- Undertake re-active monitoring including investigations across the Council, providing statistical information to Directorates and Trade Unions in written reports.
- Provision of written safety guidance documents including policies, procedures, and generic risk assessments.
- Taking responsibility for ensuring all service managers' report occurrences as applicable under the Reporting of Injury, Disease and Dangerous Occurrence Regulations (RIDDOR) 2013, and maintain central records.
- Attend and report at all health and safety meetings and committees, coordinating quarterly health safety reports for each directorate.
- Manage and maintain centrally, accident and ill health data, presenting trend analysis data to directorates to support in the reduction of incident and severity rates.
- Liaison with regulatory bodies as deemed necessary.
- Ensure the Health and Safety Management System is maintained and kept up to date, this includes access to CLEAPPS (schools science and technology service) and the schools educational visits risk assessment review system.
- Remain competent for the role, ensuring CPD is kept up to date.

10 Occupational Health Unit (OHU)

Specialist branch of health care concerned with the effects of work upon health and work capacity. Responsible for providing adequate health surveillance provisions as required by the Management of Health and Safety at Work Regulations 1999 and other specific legislation.

Duties:

- Provide support, advice and guidance on health issues regarding short and long-term absence and where there is concern about underlying health problem or health related disability, affecting work.;
- Escalate cases to Occupational Health Physician where a medical practitioner's opinion is required.
- Provide health surveillance as required under specific Regulations and Legislation.

- Notify the SHEQ Team of reportable diseases as identified in the Reporting of Injury, Disease and Dangerous Occurrence Regulations (RIDDOR) 2013.
- Maintain a database of health surveillance records for vibration, audiometry, and spirometry and skin surveillance.
- Facilitate requests for counselling and physiotherapy.
- Offer advice and help on operational risk assessments including workstation assessments.

11 Employees

All employees regardless of their position within the Council have specific legal duties placed upon them by the Health and Safety at Work etc. Act 1974. This includes but not exhaustive, that employees will:

- Take reasonable care of their own safety and that of others for the work they are carrying out.
- Not recklessly interfere with, or misuse equipment or anything provided in the interest of health, safety, and welfare.
- Not access any area that has temporary or permanent health safety restrictions in place or is designated Authorised Personnel Only. To take note and abide by all Safety Signs and Signals as posted.
- Co-operate with management to enable compliance with all statutory and Council safety policies and procedures.
- Support Service Managers in providing Fire Warden, First Aider, PEEP, and any other local safety representative support as able to do so.
- Work as trained and instructed, following risk assessments and safe systems of work. To request training on any work activity where it is felt the employee is not competent to undertake.
- Familiarise themselves with all health safety arrangements associated with work activities and their work environment.
- Not initiate, or continue, any process or activity that places themselves or others, in danger, or is in breach of statutory obligations with respect to health and safety policies and procedures.
- Report all accidents, injuries and incidents including near miss occurrences to their line manager as soon as is possible. Notify SHEQ via the online accident and incident reporting system on the day of the incident or as soon as is reasonably practicable.
- Report all unsafe incidents including verbal/physical abuse and instances of threatening behaviour to their manager.
- Report all defects noted of property, plant, equipment, and related processes to their line manager and the Councils Corporate Landlord Team centrally on the day of the observation or as soon as is reasonably practicable.
- Attend health surveillance and health and safety meetings as invited within works time.
- Wear appropriate personal protective equipment as provided reporting defects and concerns to their manager with immediate effect.

12 Trade Unions and Safety Representatives

Trade Unions and safety representatives will:

- Raise all health and safety concerns, presenting the findings of investigations to CMT, DMT, SMT and the SHEQ Team as appropriate.
- Represent employees generally and supporting when to consult them about specific matters that will affect the health, safety, and welfare of the employees.
- Represent employees when Health and Safety Inspectors from HSE or local authorities consult them.
- Investigate complaints made by an employee they represent about their health, safety, or welfare in the workplace
- Attend Joint Consultative Committees and local health and safety meetings.
- Carry out health and safety inspections and investigations of the workplace and inspect relevant documents with the assistance of Managers and SHEQ.
- Engage with Management and SHEQ as appropriate to find solutions to problems in a collaborative and proactive manner.

13 Maintained and other Schools

This Policy applies to all Wakefield Council employees, including Centrally Employed Teachers. In addition, Schools must have their own health and safety policy in place. This should be an integral part of the school's culture, values, and performance standards.

The key elements of the policy should:

- Set out the roles and responsibilities within risk management processes
- Implement the mechanisms to control risk
- Embed specific control measures that need to be implemented.

In most schools, the headteacher is responsible for implementing this. Based on a thorough risk assessment, they should update the assessment to reduce and reflect new risks. The risk assessment must cover the risks to the health and safety of employees and of persons (including pupils) who are not employees of the school.

The Councils **Corporate Director Children & Young People**, supported by the **Service Director for Education & Inclusion** are responsible to ensure Maintained School Governing Bodies and Head Teachers are aligned and understand their roles and responsibilities to manage health and safety as applicable.

They will also define who the "Employer" is as Duty Holder within all types of school. They are required to ensure that in those schools identified as Local Authority Maintained, that the LA remains the employer in law of the Headteacher (and all other staff employed to work at the school). Under section 29(5) of the Education Act 2002, local authorities have powers to direct health and safety matters relating to school premises or school activities taking place elsewhere in the following types of school:

- community schools
- voluntary controlled schools
- community special schools

- maintained nursery schools
- pupil referral units

Local authorities should only use these powers when a school's health and safety arrangements are inadequate.

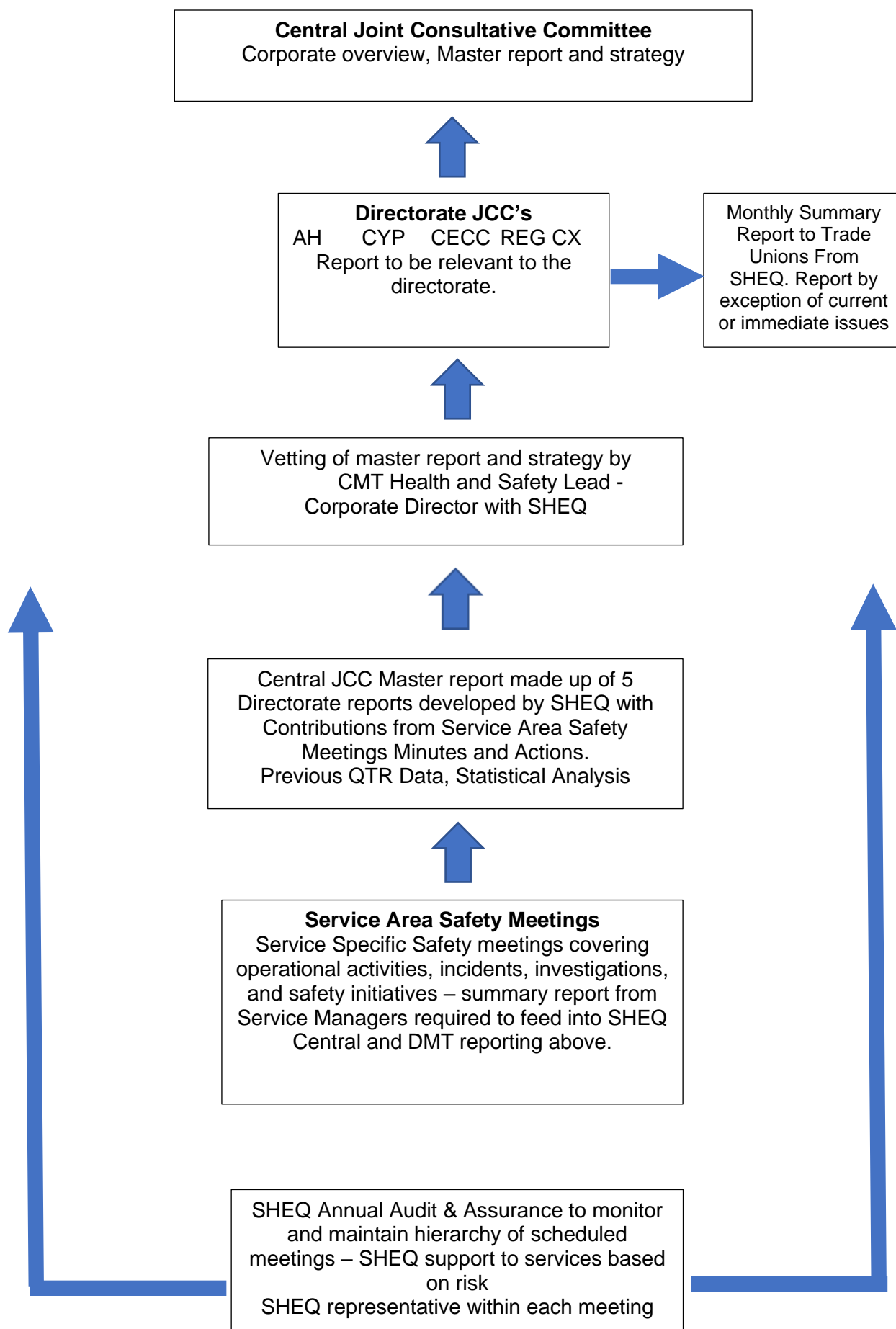
The Council also have duties to support Academies and Free Schools where the Council are owner of the school land or properties. This is associated with Landlord responsibilities and the lease covenants as stated.

Council relationships and or roles and responsibilities with other schools that may impact on health and safety should be clearly defined within separate policy and guidance. This includes where the employer is solely the Governing Body or other Proprietor within:

- Foundation Schools
- Foundation Special Schools
- Independent Schools
- Voluntary Aided Schools

The need to manage Safeguarding and keeping children and vulnerable persons safe in education are separate and are additional policy requirements to this Policy. This does not lessen the general duty of care placed upon the Council to ensure the health and safety of all persons.

15 Quarterly Health and Safety Reporting



Section 3 Health and Safety Arrangements

This Section has a link to the SHEQ SharePoint Open Area site. This site lists all the latest Health and Safety Policy, procedures, and manager support information.

The site is constantly being updated with information being reviewed and added to as and when necessary. Managers and staff should access this information on a regular basis and be familiar with the safe systems of work associated with their operations and services. New and inexperienced employees should be inducted and given access to the site and the available information. This provision of information should be recorded during the induction process as completed and as understood by the employee.

Managers through regular supervision, should ensure all their staff understand their health and safety roles and responsibilities.

[Health and Safety Documents with Manager and Service Information](#)

Core elements of the information available includes:

- Accident and Incident Reporting
- General Policy for Health and Safety and Fire and Emergency Evacuation Safety
- Current A-Z of safety arrangements procedures and guidance in the form of Health and Safety Documents (HSDs)
- Control of Substances Hazardous to Health (COSHH)
- Lone Working and Personal Safety
- Display Screen Equipment (DSE)
- Risk Assessment Templates and Guidance
- Pre prepared Task orientated Safe Systems of Work

Appendix 1 Premises Management Sites.

The current list of sites are those sites, in which Facilities Management either by directly employed teams or through partnership contracts will provide health and safety building management support.

Building management support includes:

- The management, communication, and induction into the building's facilities and all types of emergency evacuation and evacuating procedures.
- The management, communication, and induction into the building's facilities and emergency Fire Policy, procedures.
- The management, communication, and induction into the building's facilities and emergency First Aid procedures
- The management, communication, and induction into the building's security policies, procedures, and systems.
- The management, communication, and induction into the building's welfare facilities.

This does not diminish a Service Managers responsibility to promote and recruit responsible persons within their teams to act as Responsible Persons to enable fully the above requirements. PEEPS are the full responsibility of Managers and their Teams members requiring one.

In a building that supports external and public events within the list of managed buildings, the event organiser is responsible for liaising and consulting with Facilities Management and the Events and Functions Teams where noted, **prior** to any confirmed booking. This is to ensure adequately trained personnel are available to manage any emergency or health and safety situation. This includes ensuring venues are fit for purpose and fully consider there is adequate welfare provision along with safe access and egress for persons with disabilities and or vulnerabilities who may attend site.

Adaptations to buildings or equipment to enable a PEEP, (Evac – Chair for example) should be communicated and Coordinated with Facilities Management in all cases.

Current FM and E&F Supported Sites:

- 6-8 Bond Terrace (Vacant)
- 71 Northgate
- Airedale Business Centre (E&F)
- Castleford Civic Centre Offices (E&F)
- Cedars Business Centre (E&F)
- Chesney Business Centre (E&F)
- Chesney's Centre (E&F)
- City Limits
- County Hall
- Elizabethan Gallery

- Featherstone Town Hall
- Horbury Business Centre (E&F)
- Horsefair House
- Manygates Adult Education
- Newton Bar Depot
- Normanton Depot
- Normanton Town Hall Complex
- Ossett Town Hall (E&F)
- Platform One Youth Hub
- Pontefract Municipal
- Pontefract Town Hall (E&F)
- Queens House
- Wakefield One
- Wakefield Town Hall (E&F)
- West Parade
- Wood Street Former Police Station (Vacant)
- Woodhouse Business Centre (E&F)

Revisions Made to Policy

Revisions Made to Policy		
Date	Section	Change made
08/01/2020	Statement of intent	Interim Chief Executive – Andrew Balchin
	3.4	Champion of H&S changed from Corporate Director of Regeneration & Economic Growth to Corporate Director Business Change
	Revisions	Table included to identify changes made to policy
10/07/2020	Full review – V6	Policy is over 3 years old, full review required
		Reduction in arrangements section due to the use of links and the Corporate Health & Safety Management System
		Removal of appendix – flow chart no longer valid.
September 2021	Statement of intent	Reviewed and updated section 1
	Roles & Responsibilities	Reviewed and updated all roles and responsibilities. Inclusion of SHEQ post
	Arrangements	Checked all hyperlinks in place.
March - July 2023	All Sections – Full review V8	Full revision of Roles and Responsibilities. Addition and clarity of Maintained Schools. Hierarchy of meetings flow diagram