

To: Education and Children Policy Board

On: 18 August 2016

Report by: Director of Children's Services

Heading: Children's Services Health and Safety Policy

1. Summary

- 1.1. The council's health and safety policy requires each service to review its health and safety policy every 3 years, or earlier if there have been significant service changes. Children's Services' was formed in April 2015 when the education service and children and justice social work services merged. This required a review of the health and safety policy ensuring that it covered the full functions of the new Children's Services.
 - 1.2. The policy, attached as Appendix 1 has been revised to reflect standard health and safety industry guidance on effective policies which set a clear direction for the service to follow.
 - 1.3. The policy contributes to business performance and shows a demonstrable commitment to continuous improvement.
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2. Recommendations

- 2.1 It is recommended that the education and children policy board approves the Health and Safety Policy for children's Services attached at Appendix 1.
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3. Background

- 3.1. The council health and safety policy requires each council service to maintain its own health and safety policy.

- 3.2. In line with council policy, health and safety policies are required as a minimum, to be reviewed and updated every 3 years or following significant changes in a service. Children's Services' was formed in April 2015 when the education service and children and justice social work services merged. This required a review of the health and safety policy ensuring that it covered the full functions of the new Children's Services.
- 3.3. Children's Services policy has been revised to reflect standard health and safety industry guidance on effective policies which set a clear direction for the service to follow.
- 3.4. The service health and safety policy sets out the organisation of, and responsibilities for, health and safety within the service and provides details of the arrangements made for the service to meet its legal obligations.

Implications of this report

1. Financial Implications

None.

2. HR and Organisational Development Implications

Improved health, safety and welfare of employees.

3. Community Plan/Council Plan Implications

Community Care, Health and Well-being - Improved health, safety and welfare of users.

Safer and Stronger - The implementation of the council's health and safety policy will contribute to improvement of service delivery.

4. Legal Implications

This report must allow and assist the department to meet its legal requirement under health and safety legislation.

5. Property/Assets Implications

Implementation of the council's health and safety policy will ensure sustainability in service delivery.

6. Information Technology Implications

None.

7. Equality and Human Rights Implications

The Recommendations contained within this report have been assessed in relation to their impact on equalities and human rights. No negative impacts on equality groups or potential for infringement of individuals' human rights have been identified arising from the recommendations contained in the report because for example it is for noting only. If required following implementation, the actual impact of the recommendations and the mitigating actions will be reviewed and monitored, and the results of the assessment will be published on the Council's website.

8. Health and Safety Implications

This policy reflects the commitment of the director, heads of service and managers to ensure that the main priorities for action are achieved within an environment, which is safe and is not harmful to the health of employees, clients and other users.

9. Procurement Implications

None.

10. Risk Implications

None.

11. Privacy Impact

None.

12. COSLA Policy Position

None.

List of Background Papers

None.

Children's Services

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RENFREWSHIRE COUNCIL

CHILDREN'S SERVICES

**Policy on
Health and Safety at Work**

August 2016

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1 Introduction

This health and safety policy is designed to contribute to the performance of Children's Services as part of its commitment to continuous improvement in health and safety performance. It complements the Council's Corporate Health and Safety policy.

Management are responsible for motivating and empowering employees to work in a safe and healthy manner, and encouraging a positive attitude towards health, safety and well being in the workplace.

This policy requires the commitment, support and action from everyone working within Children's Services and is central to the ongoing effective management of health and safety. It updates and replaces the previous Social Work Service and Education and Leisure Service policies on Health and Safety at Work.

The policy reflects the legal obligations placed upon Children's Services by the Health and Safety at Work etc. Act 1974 and the Management of Health and Safety at Work Regulations 1999 (as amended).

In addition to this policy there are a number of other policies and guidelines which detail the service's organisation and arrangements for successful implementation of health, safety and well being in relation to its services at a local level.

2 General Statement

The Director of Children's Services has responsibilities and obligations in relation to health, safety and well being at work for all Children's Services employees and to all other persons who may be affected by the duties and functions of the service.

The Director is committed to providing and maintaining, so far as is reasonably practicable, high standards of health, safety and well being in the delivery of services, paying particular attention to the following:-

- (a) Maintaining and continuing to develop a positive health and safety culture, ensuring commitment and participation of all employees in all aspects of health, safety and well being.
- (b) Meeting responsibilities to employees, other persons and the environment in a way which recognises that legal requirements are the minimum standard to be achieved.
- (c) Implementing the Policy in a planned and systematic way to ensure, so far as is reasonably practicable:
 - i) Provision and maintenance of a working environment for employees that is safe and without risks to health and adequate facilities and arrangements for their well being at work;

- ii) Provision of information, instruction, training and supervision as is necessary to ensure the health, safety and well being of employees and other persons who may be affected by the undertaking;
 - iii) Provision and maintenance of premises, equipment and systems of work that are safe and without risk to health;
 - iv) Arrangements are in place to ensure safety and absence of risks to health in connection with use, handling, storage and transportation of articles and substances which are inherently or potentially dangerous; and
 - v) Maintenance of the workplace which provides safe access and egress without risks to health and safety.
- (d) Having a commitment to risk management by identifying and assessing significant risks associated with the activities and duties of the service with the aim of eliminating or controlling the risks, so far as is reasonably practicable.
- (e) Allocating resources, so far as is reasonably practicable, to meet the requirements of the health and safety policy.
- (f) Planning for health and safety including the setting of realistic short and long term objectives, setting priorities and establishing adequate performance standards.
- (g) Monitoring and reviewing performance on a regular basis to ensure standards are being maintained by adding to or modifying arrangements relating to the work of particular sections and or duties of employees.
- (h) Maintaining an effective system of joint consultation with recognised trade union safety representatives and other representatives of employee safety as appropriate by providing safety representatives with appropriate resources, so far as is reasonably practicable, to enable them to carry out their functions.

The effectiveness of this policy relies on all employees accepting responsibility for its implementation and adhering to the relevant policies, procedures, standards and guidelines.

Signed _____
Peter MacLeod
Director of Children's Services

3 Arrangements

This section of the policy details the arrangements which the service and its employees will follow to fulfil their responsibilities as expressed in section 4 of this document. It includes information which relates to the principal function and activities of the service. In addition, it details the principal hazards associated with these activities, methods of communication, planning and implementation as well as the systems to monitor health and safety within the service.

3.1 Principal Function

Children's Services within Renfrewshire provides education services, social work services for children and families, and criminal justice social work services. Much of what the service does is statutory, that is, there is a legal requirement for the Council to provide that service. Some of these services, such as education for everyone up to the age of 16, are universally provided whilst others, such as acting as the corporate parent for looked after children, are provided on the basis of need. In Renfrewshire, the Children's Services vision is:

"Working together to get it right for children, families and communities – protecting, learning, achieving and nurturing."

3.2 Principal Activities

Listed below are the principal activities which are carried out by the service:

- the provision of formal education for children and young people in 3 special schools, 11 secondary schools, 49 primary schools, 22 nursery classes and 12 pre-5 centres (pre-5 provision currently offered through partnership agreements with 34 private and voluntary sector providers);
- the discharge of our statutory protection duties in relation to child protection;
- discharging our public protection duties to address offending behaviour;
- working with partners to improve life opportunities for vulnerable children across Renfrewshire;
- acting as a corporate parent for looked after children;
- improving community safety;
- support services to all service users, through quality assurance, children's support services, the Educational Psychology service, the Homelink service and services which deal with finance and resources;
- services which support young people in education through learning activities;
- the adult learning and literacy service which supports adults and vulnerable families to engage in community learning opportunities;
- continued provision of a range of learning and training opportunities for secondary aged pupils; and
- supporting our most vulnerable children and families through our early years strategy and by getting it right for every child.

3.3 Principal Hazards

It is essential that ALL employees are aware of the principal hazards associated with the activities carried out within the service:

- (a) Violence to employees whilst working with service users in establishments, offices and home-based services.
- (b) Injuries associated with manual handling to employees involved in providing care to service users.
- (c) Hazards relating to manual work which includes driving.
- (d) Slip, trips and falls.
- (e) First aid, exposure to infections, disease and bodily fluids.
- (f) Stress related illnesses which can be caused by many factors, some of which may be work related.
- (g) Lone working.
- (h) Display Screen Equipment

ALL employees must be aware of their responsibilities in terms of 4.2.8 below, in addition they should:

- become familiar with the routines and procedures related to safety, including emergency evacuation in whichever work location they are working in; and
- never misuse anything in such a way as to create a hazard.

3.4 Planning and Implementation

3.4.1 Effective Health and Safety Management

The service will continue to pursue progressive improvements which will lead to reduction of injury and ill health. This will be achieved by the continued monitoring, review and development of the service's health and safety management system, which reflects the objectives set out in the corporate and service health and safety plans. This will be evidenced through internal audit by Finance and Resources, Health and Safety officers and also regular external accreditation against the standard BS OHSAS 18001:2007.

3.4.2 Health and Safety Senior Leadership Team (SLT) and Health and Safety Policy and Plan

The Senior Leadership Team (SLT) which comprises the Director with senior representatives across the service assist in the formulation, implementation and monitoring of the service health and safety policy and plan. They identify and prioritise actions, and agree key performance indicators including achievable targets for implementing the various elements of the health and safety plan.

A health and safety plan outlining service specific health and safety objectives with timescales for their accomplishment is developed each year. An evaluation of the achievements from the plan forms part of the service's annual health and safety report.

3.4.3 Children's Services Health and Safety Planning Group

The role of the group primarily exists to take forward actions within the health and safety action plan, is a means to raise health and safety concerns which have not been or cannot be addressed at local levels and as a forum for Trade Union consultation. In addition the forum enables monitoring and review of health and safety performance and recommends action(s) to maintain high standards within all establishments of the service.

3.4.4 Annual Health and Safety Report

This report evaluates the service's health and safety performance and is presented annually to the Education and Children Policy Board. This report refers to the profile of the service and its main functions and activities; management of health and safety within the service including progress of the previous year's health and safety plan; training and the proposed health and safety plan for the coming year.

3.4.5 Risk Management

Children's Services provides a wide range of services to a variety of service users, individually and in groups, from a number of locations and as such the service, its service users and employees may potentially be exposed to hazards which have a risk to health, safety and well being. There is a legal requirement to provide a safe place and systems of work, so far as is reasonably practicable. Information is available which identifies potential hazards, evaluates risks, implements appropriate control measures and establishes targets to minimise the potential risk to the delivery of the service.

The service is committed to risk management for all employees and others who come into contact with the service and so far as is reasonably practicable all necessary steps are taken to minimise risk.

4 Organisation and Responsibilities for Health and Safety

4.1 General

The Director and the Head of Service have overall responsibility to ensure continuous improvement in health, safety and well being at work is implemented effectively throughout the service.

The Head of Service, through Finance and Resources, Health and Safety section and Resources Manager will provide advice, guidance and assistance to employees with regard to the implementation of this and other health and safety policies and guidance.

4.2 Organisational Responsibilities

The responsibilities of the staff within Children's Services is noted in this section.

4.2.1 Director

To ensure the highest standards are maintained the Director of Children's Services, so far as is reasonably practicable, will :-

- (a) Ensure the service health and safety policy reflects the corporate health and safety policy document and is kept up to date in accordance with legislative and corporate requirements. The policy will identify the service's objectives and key risks related to its activities.
- (b) Set out the organisation and delegation of duties within Children's Services through which the policy will be implemented.
- (c) Set out the arrangements, detailing the means by which the objectives listed in the policy will be met.
- (d) Ensure finance and other resources, so far as is reasonably practicable, are made available to enable the implementation of the policy.
- (e) Continue to implement measures to achieve a high standard of health and safety within the service in order to develop a positive attitude to health and safety among employees.
- (f) Maintain, review and continue to develop an effective health and safety management system, which will include assessing, planning, organising, monitoring and reviewing the measures required to eliminate, reduce or control risks.
- (g) Ensure an annual report evaluating the health and safety performance of Children's Services, including a health and safety plan which sets out future objectives and measurable targets, is prepared.
- (h) Bring to the attention of Heads of Service, Senior Service Managers, Locality/Unit Managers, Heads of Educational establishments and other appropriate officers whom have the responsibility for health, safety and well being is shared and that they will be accountable for the areas within their responsibility, for the health, safety and well being of employees or others who may be affected by the work of the service.

To ensure the implementation of the health and safety policy the following post holders have delegated responsibility for specific tasks, so far as is reasonably practicable, to ensure that health, safety and well being is maintained at the highest standard:

- Head of Service
- Finance and Resources, Health and Safety Section
- Resources Manger
- Senior Service Managers, Locality/Unit Managers
- Head Teachers / Head of Centres
- Designated Responsible Officers
- All employees.

4.2.2 Head of Service

The Head of Service will:-

- (a) Assume the delegated authority in the absence of the Director for ensuring the health, safety and well being at work of all employees within the service.
- (b) Undertake such duties in terms of Health and Safety at Work which are delegated specifically to the Head of Service by the Director.
- (c) Develop, monitor and review the health and safety plan.
- (d) Have overall responsibility for the preparation and regular updating of the service health and safety policy.
- (e) Monitor the effectiveness of the policy within Children's Services, performance indicators and ensure necessary modification of the policy takes place.
- (f) Undertake the responsibility for the implementation and operation of the service health and safety policy within headquarters as the Designated Responsible Officer
- (g) Chair the service Health & Safety Planning Group.
- (h) Prepare the annual report and the health and safety plan.

4.2.3 Finance and Resources- health and safety section

Finance and Resources health and safety section will advise Children's Services and all employees in matters of the health and safety policy, assisting the Head of Service with the delegated responsibility for health and safety.

Finance and Resources, health and safety section will undertake the following main duties:-

- (a) Assist in the implementation, monitoring, reviewing and development of the health and safety policy, plan and annual report.
- (b) Establish, maintain and disseminate information on statutory requirements, changes in legislation, codes of practice, provision and maintenance of equipment.
- (c) Investigate accidents / incidents in conjunction with appropriate senior officers, carry out analysis of accident / incident data and statistics, process safety audits and monitor subsequent action as indicated.
- (d) Liaise with Designated Responsible Officers, Safety Representatives, other services and agencies.
- (e) Notify the Health and Safety Executive of accidents, dangerous occurrences and diseases which are within the scope of RIDDOR 1995 and retain records of such incidents.

4.2.4 Designated Managers / Heads

Senior Service Managers, Locality/Unit Managers, Head Teachers / Head of Centres will, so far as is reasonably practicable, be responsible for:

- (a) Delegating the health and safety responsibility to the appropriate Service Managers / Designated Responsible Officers for each area of service within their remit.
- (b) Ensuring the responsibilities are carried out as detailed in sub-sections below.
- (c) Ensuring these responsibilities are carried out in their absence.
- (d) Reporting back to the Director and/or the Head of Service all relevant information on health and safety matters.

4.2.5 Service Managers, Head Teachers, Head of Centres, Senior Resource Officers, or other appropriate officers with delegated responsibility for a specific area of service

Managers will be responsible for ensuring the service health and safety policy is implemented within their area of service so far as is reasonably practicable by:

- (a) Ensuring that Designated Responsible Officers are nominated for all workplaces under their control and that they carry out their responsibilities in an effective manner ensuring that all statutory requirements affecting the provision of service are observed.
- (b) Monitoring the implementation of the health and safety policy.
- (c) Reporting to the appropriate Senior Service Manager, Locality/Unit Manager on the implementation of the relevant aspects of the service risk management and health & safety plans, and other relevant information / guidance within their area of service by the regular supervision of the Designated Responsible Officer.
- (d) Ensuring that Designated Responsible Officers under their control receive sufficient instruction and training to enable them to undertake their duties in a safe and competent manner.
- (e) Co-operating fully with Safety Representatives, elected by employees and/or recognised trades unions and the service Health and Safety Planning Group in accordance with the general policy of Renfrewshire Council.
- (f) Ensuring that accidents / incidents including violence, dangerous occurrences and instances of industrial disease involving employees under their control are reported and assisting in any subsequent investigation in accordance with the procedures.

4.2.6 Designated Responsible Officer

The Designated Responsible Officer can be unit managers, project leaders, senior social workers, head teachers, head of centres, depute heads, principal teachers or other appropriate officers with operational responsibility for an establishment or work group. They will report, to their appropriate line management, on all matters on health, safety and well being. They should undertake these responsibilities in accordance with this policy document and are responsible, so far as is reasonably practicable for:

- (a) Ensuring that all duties in relation to health and safety are carried out within their workplace, to the highest standard and in accordance with these policy guidelines.
- (b) Maintaining up to date relevant information on the regulations which govern service provision to ensure health, safety and well being is maintained to a high standard.
- (c) Ensuring that all employees within their area of responsibility are:
 - Made aware of the policy and procedures for ensuring its implementation.
 - Informed of relevant health and safety related communications.
- (d) Ensuring that duties are formally delegated to nominated members of employees in their absence.
- (e) Detailing the process by which the policy will be implemented in the establishment to ensure compliance with the arrangements as stated in the Children's Services health and safety policy.
- (f) Risk Assessment and Management

To ensure that systems of work operated within the establishment are safe so far as is reasonably practicable and the findings of risk assessments and control measures are implemented, reviewed and communicated to all appropriate employees/agencies.

To circulate and display information to employees and others about hazards which may be encountered in the course of their duties and the precautions which must be taken to avoid them.

To provide suitable personal protective equipment and training on how to use, store and clean it.

To implement the relevant aspects of risk management to enable identification, analysis and control of hazards and to monitor the effectiveness of this plan within the establishment.

- (g) Reporting of Accidents and Incidents

To ensure that accidents/incidents including dangerous occurrences, near misses and instances of occupational ill-health involving employees of the establishment and others are reported in accordance with the procedures and are reported on the Accident Incident Reporting Database. Violent incidents must always be reported as per service procedure.

To assist with investigation of accidents/incidents and reporting the findings as appropriate.

(h) Fire Precautions and Fire Risk Assessment

The designated responsible officer must ensure a suitable and sufficient fire risk assessment is in place, is kept up-to-date and, where required, the structural section is reviewed and completed by the Corporate Landlord.

Ensure the provision and maintenance of all fire and safety equipment and systems for prevention of and protection from fire in the workplace in accordance with procedures.

Implement fire drills at the specified intervals with appropriate personnel in accordance with procedures.

Ensure all appliances are inspected at the designated regular intervals by suitably qualified individuals in accordance with procedures.

(i) First Aid and Welfare Facilities

Ensure the provision of first aid and welfare facilities within the establishment for employees and service users.

(j) Health and Safety Inspection

Ensure that all places of work under their control are safe and without risk to health, so far as is reasonably practicable, are regularly inspected to ensure that statutory requirements are observed and safe conditions are maintained. In addition, to ensure all responsibilities within sub-section 4.2.8 are being implemented in line with agreed procedures.

Ensure that all hazards are reported and that prompt and appropriate action is taken to remedy these.

Arranging the safe use, handling, storage, conveyance and disposal of articles and substances, within the establishment.

(k) Health and Safety Training

Ensure that employees within the establishment receive sufficient instruction and training to enable them to undertake their duties in a safe and competent manner through regular supervision, nomination for specific training and the dissemination of information on relevant safety matters to all employees in the establishment.

(l) Statutory Inspection of Equipment and Machinery

Ensure the machinery and equipment provided is safe and, so far as is reasonably practicable, without risk to health; that all such machinery is properly maintained and inspected in accordance with the procedures.

Ensure that all statutory documents are displayed and circulate within the establishment.

Any formal inspections will be undertaken by the Corporate Landlord or a contractor appointed by the Council. Regular visual inspections will be the responsibility of employees. Any concerns should be reported through the correct channels.

4.2.7 Teaching and instructional staff

Will be responsible to their designated senior member of staff, and in so far as is reasonably practicable shall be responsible for:

- (a) ensuring a healthy working environment and safety of pupils in their care;
- (b) ensuring that pupils make use of safety equipment and protective clothing where provided and that instructions are given in their use;
- (c) ensuring that pupils are instructed in safety procedures;
- (d) taking reasonable steps to ensure that no pupil uses any machine or process or takes part in any activity, which is prohibited or unsafe;
- (e) report any known defect in any machine or process; and
- (f) informing their designated senior member of staff and initiating appropriate action in the event of an accident / incident.

4.2.8 Employees

All employees are reminded that health, safety and well being is everyone's responsibility and that co-operation is required to implement Council and service health and safety policies, procedures and safe systems of work by:

- (a) Acting with due care in the course of their employment for the health, safety and well being of themselves, other employees, service users and other people who may be affected by their acts or omissions at work.
- (b) It is also their responsibility to inform all service users, contractors, sub-contractors and visitors, while on Children's Services premises, to take reasonable care for the health, safety and well being of themselves and others.
- (c) Adhering to service procedures for ensuring a safe place of work and safe working practices. In particular, this can be achieved through the correct and appropriate use of protective clothing and all work equipment provided by the service in accordance with any statutory requirement or training and instruction received to enable them to use the equipment safely.
- (d) Reporting to their immediate supervisor any hazard or incident that has led or may lead to injury, any defects in or lack of equipment provided, or any defect in systems of work.
- (e) Co-operating with management in all matters relating to health and safety, accident investigation and accident prevention which will enable the service to perform its duty or to comply with any arrangement, which relates to health and safety legislation.

4.2.9 Corporate Landlord

The Corporate Landlord is responsible for managing the service's public building estate and related maintenance requirements other than in certain non Council premises. They are the first point of contact in providing advice and guidance, prior to any works being carried out for individual building users, working with and highlighting their obligations, so to ensure that statutory compliance is upheld. For further guidance contact the Corporate Landlord section within Development and Housing Services.

5 Methods of Communication

5.1 Commitment

The Director recognises that employees have an important contribution to make to the health and safety culture. Responsible managers / officers will ensure that health and safety is an integral part of service delivery and they will seek to continue to develop a positive attitude to health and safety amongst employees by:

- Visibly demonstrating a clear commitment to improving health and safety performance; by setting and monitoring measurable objectives;
- Promoting co-operation and consultation across the service by identifying common work interfaces and sharing and agreeing best practice;
- Ensuring the communication of necessary health and safety information throughout the service; and
- Securing the competence of employees by including health and safety within the recruitment process and systematically identifying and providing training needs.

5.2 Advice on Legislation and other Health and Safety Guidance

Advice on the interpretation of the Health and Safety at Work Act 1974 and other appropriate legislation or guidance is available from Finance and Resources health and safety section.

5.3 Health and Safety Training

Health and safety training is an important factor in the reduction of accidents and prevention of ill health. The service actively supports training by providing, as far as is reasonably practicable, the necessary resources and organisation to carry out such training. Where health and safety training needs are identified by the service, suitable training is arranged through Children's Services training. All health and safety training courses available are included within the Training Course Planner, which is available from Finance and Resources and on the Council's intranet site, Renfo.

The Training and Development Manager has, along with Designated Responsible Officers, responsibility for keeping up-to-date training records on all attendance at health, safety and well being training courses. These records are available for access by appropriate officers within the Council and are held on relevant information systems.

6 Service Monitoring Systems

Monitoring the effectiveness of the health and safety management systems will be the role of the Head of Service through established planning group, teams and the appropriate employees detailed in sub-section 4.2 above. Monitoring will include:

6.1 Accident and Incident Analysis

Reported accidents and incidents will be analysed by Senior Leadership Team, Finance and Resources health and safety section, and the service health and safety planning group involving employee representation, with a view to determining and, where possible eliminating the causes of these.

6.2 Accident Investigation and Reporting

Accidents and incidents (including an incident which relates to violent and aggressive behaviour or near miss) will be reported on the Accident Incident Reporting Database (AIRD) and investigated by the injured person's supervisor or line manager to the degree required to prevent recurrence. Every employee who suffers personal injury at work must give notice of any accident / incident as soon thereafter as is practicable. For information on accident and incident reporting refer to the current Council guidance (available on Renfo) and the service guidance on the reporting of violent and aggressive behaviour. Further advice can be obtained from the Finance and Resources health and safety section as required.

Incidents that fall within the reporting criteria of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995, for example fractures other than to fingers, thumbs or toes or where an employee is absent from or unable to carry out their normal work for more than 7 days may be investigated by Finance and Resources health and safety section.

6.3 The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995

To ensure compliance with The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR 1995), the appropriate supervisor / line manager must liaise with the Finance and Resources health and safety section who will notify the Health and Safety Executive of accidents, dangerous occurrences and diseases which are within the scope of RIDDOR 1995.

6.4 Proactive Monitoring

Regular health and safety workplace inspections will be scheduled by Finance and Resources health and safety. Workplace Observation Inspection Reports (WOIRs) (Appendix 1) shall be undertaken within all premises by each Designated Responsible Officer. Educational establishments will invite relevant trade unions to be involved in this process.

The service will receive audits of its health and safety management systems, at establishment / team level, by Finance Resources health and safety section on a time scale agreed by the service health and safety planning group. In addition, assessments may also be conducted by external agencies.

7 Provision and Maintenance of Premises and Equipment

7.1 In General

Prior to the purchase or acquisition of plant, premises or equipment or the modification of existing plant, premises or equipment, consultation must take place with Finance and Resources health and safety section to ensure that all legal and service health, safety and well being standards are adhered to.

7.2 Construction and Maintenance Contractors

The service, through the Director of Property Services, Finance and Resources will monitor the activities of construction and maintenance contractors to ensure that any risks presented to employees, service users, members of the public or visitors are minimised.

7.3 Duties of Designated Responsible Officer

All premises and equipment should be inspected and maintained on a regular basis, in accordance with service health, safety and well being guidance to ensure against defect. This inspection and maintenance management is the responsibility of the manager / officer of the establishment or group of employees concerned. It will also be the Designated Responsible Officer's duty to report to corporate landlord and provide information to ensure that defective plant, premises and equipment are restored to a safe standard/replaced as soon as possible and are removed from use pending such restoration/replacement.

7.4 Duties of ALL Employees

It is the duty of all employees to use plant, premises and equipment in a safe and proper manner and in accordance with service health, safety and well being guidance. Moreover, it is the duty of every employee to report any defects in plant, premises and equipment to their Designated Responsible Officer and to comply with any prohibitions on the use of such defective plant, premises and equipment pending repair.

7.5 Duties of Service Users and Other Persons

It is the responsibility of both the Designated Responsible Officer and all other employees to ensure that service users and other persons (for example visitors, contractors, sub-contractors, pupils and volunteers) are made aware and where necessary, adhere to the requirements of the service health and safety policy and establishment specific health and safety arrangements.

8 Safety Representatives

Safety representatives must be appointed by a recognised trade union. Children's Services consult with safety representatives in accordance with the Council and service health and safety policy.

Safety representatives are entitled to inspect workplaces every three months, if necessary more frequently. The Designated manager / head in each establishment will encourage Safety Representatives to carry out these inspections at agreed frequencies and will accompany them. Safety representatives shall be allowed to inspect any statutory document which the service is required to maintain and will also be given on request any information necessary for the performance of their functions.

9 Raising Health and Safety Concerns

Should an employee require to raise a health and safety concern, the procedure detailed below should be followed which is in line with service procedures:

- STAGE 1 Raise concern with Designated Responsible Officer.
- If concern is not resolved:
- STAGE 2 Raise concern with appropriate service manager/ head
- If concern is not resolved:
- STAGE 3 Raise concern with Safety Representative who should raise the concern with the Designated Responsible Officer.
- If concern is not resolved at this stage:
- STAGE 4 Safety Representative can raise the concern with next level of management and/or the Finance and Resources health and safety section

If the matter remains unresolved, the action which follows will depend on the nature of the concern and the practical timescale within which a solution can be found. The problem may be referred to the service Health and Safety Planning Group; the Finance and Resources health and safety section or the Safety Representative may involve a full time trade union official.

10 Review of Health and Safety Policy

This policy and documentation produced in relation to it will be added to or modified as required and formally reviewed every three years unless an earlier revision is prompted by significant changes in legislation, procedures or best practice. Any subsequent revisions will be circulated to all Children's Services establishments in order that it can be drawn to the attention of every employee.

Procedural and Practice Guidelines - The Arrangements for Health and Safety

Detailed below is a list of the legislation, procedures and practice guidelines which govern the way that Children's Services provides its services. These arrangements ensure the highest standards of health, safety and well being are maintained for employees and others who may be affected by the work of the service. Documentation relevant to the service area will be held and maintained in each establishment, this can either be in hard copy format or electronically or via RENFO.

General

The following documentation is relevant to Children's Services.

1 Legislation

In addition to the legislation listed below there may also be available Approved Codes of Practice and/or specific Guidelines, if appropriate this has been indicated. Such information should be consulted in conjunction with the Regulations. Children's Services must comply with relevant Health and Safety Legislation including, but not limited to, the following:

1	Health and Safety at Work Act 1974
2	Health and Safety (First Aid) Regulations 1981 (<i>Approved Code of Practice</i>)
3	Electricity at Work Regulations 1989 (<i>Approved Codes of Practice and Guidelines</i>)
4	The Control of Noise at Work Regulations 2005
5	The Health and Safety Information for Employees Regulations 1989
6	Personal Protective Equipment at Work Regulations 1992 (<i>Guidelines</i>)
7	Workplace (Health, Safety & Welfare) Regulations 1992 (<i>Approved Code of Practice</i>)
8	Management of Health and Safety at Work Regulations 1999 (as amended) (<i>Approved Code of Practice</i>)
9	Control of Substances Hazardous to Health Regulations 2004 (<i>Approved Code of Practice and Guidelines</i>)
10	The Manual Handling Operations Regulations 1992 (as amended)
11	Construction (Design & Management) Regulations 2007

2 Internal Policy

1	Children's Services Health & Safety Policy
2	Children's Services Health and Safety Annual Update and Plan
3	Eye Examination for Employees
4	Health and Safety Consultation with Employees
5	Renfrewshire Council's Violence and Aggression at Work Policy
6	Social Work Service' Violence and Aggression Policy
7	Guidance on Risk Assessment
8	Revised Guidance on Inspection, Maintenance and Use of Portable Electrical Appliances

9	Guidance on Work Equipment, Lifting Equipment and Lifting Operations
10	Guidance on Mobile Phone use whilst Driving
11	Guidance on Manual Handling Operations
12	Occupational Health Guidance for Managers
13	Corporate Policy on Tobacco - Control of Smoking at Work
14	Revised Guidance on Work with Display Screen Equipment
15	Revised Guidance on Working at Height
16	Corporate Policy on Stress
17	Corporate Policy on Management and Control of Asbestos (Rev)
18	Guidance on Fire Precautions and Procedures for Renfrewshire Council Premises
19	Guidance on Blood Borne Viruses
20	Guidance on the Control of Legionella
21	Guidance on Statutory Inspections
22	Guidance on the Selection and Use of Personal Protective Equipment
23	Guidance on Occupational Road Risk Management
24	Revised Guidance on Control of Substances Hazardous to Health
25	Corporate Guidance on First Aid Arrangements Within the Workplace
26	Guidance on Health and Safety Selection and Control of Contractors

3 Administration Documentation

1	Accident Incident Reporting Database (AIRD) - This includes Reporting of an Injury or Dangerous Occurrence to the Health & Safety Executive
2	Reporting of a Case of Disease to the Health & Safety Executive (Form F2508A)
3	Violence and Aggression Policy – AIRD Recording Form
4	Risk Assessment Guidance, General Risk Assessment Database (GRAD) and Documentation
5	Workplace Observation Inspection Report (WOIR)

4 Other Relevant Policies and Procedures

1	Social Work Client Manual Handling Assessment Guidelines
2	Health & Safety Care Homes (HSE)
3	Guidance on inspection procedures from the Scottish Commission for the Regulation of Care (SCRC)
4	Health and Safety at Work: Guidance to Heads of Establishments on First Aid Provision
5	Guidance for the Control of Infection
6	Food Hygiene Handbook R.E.H.I.S.
7	Registration of Food Premises
8	Procedures for a Suspected Outbreak of Food Poisoning
9	Health & Safety in Kitchens & Food Preparation Areas
10	Renfrewshire Council's Guidelines for Planning a Safe Accessible Quiet Environment
11	Gas Safety (Installation and Use) Regulations
12	Health and Safety Flashes/Bulletins - Issued to relevant establishments based on content
13	Health and Safety on Educational Excursions (Scottish Executive)

5 Documentation for Specific Areas of the Service

In addition to the list of General Policies and Procedures and Practice Guidelines detailed in sections 1- 4 above the following are specifically relevant to the services listed below.

COMMUNITY CARE - (for all community care units which include residential and day care units for both adults and older people).

Social Work Service Operational Procedures - No 3 {Residential and Day Care - Community Care}
Operational Procedures - Assessment & Care
Commissioning, Contracting & Purchasing Procedures Manual
Health and Safety in Care Homes (HSE)
Guidance on Washing and Bathing Service users (HSE)
Guidance on the Administration of Medicines
Revised Home Care Employee Manual

CRIMINAL JUSTICE

Community Service by Offenders Scheme

LOCALITY OFFICES

Social Work Service Operational Procedures - No 2 {Fieldwork}
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EDUCATIONAL ESTABLISHMENTS

Educational Excursions

Fire Precautions

Emergency & Early Closure of Schools

First Aid Guidance for Educational Establishments

Code of Practice – Physical Education Home Economics and Technical Education.
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Head Lice Treatment – Guidance

Infection Control – in Schools and other childcare settings

Supervision of pupils by janitors

Capacity of Schools – Standard Circulars 60 and 61
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Renfrewshire Council Workplace Observation and Inspection Report

Service:	Name of Inspector:
Division:	Name of TU (if applicable):
Location:	Date

GENERAL WORKPLACE	Ok	n/a	ACTION				
1.1 Floors & Working Areas	<input type="checkbox"/>	<input type="checkbox"/>	1	5	6	7	9
1.2 Stairs & Passageways	<input type="checkbox"/>	<input type="checkbox"/>	1	6	7	9	
1.3 Exits & Egress	<input type="checkbox"/>	<input type="checkbox"/>	1	6	9		
1.4 Roadways	<input type="checkbox"/>	<input type="checkbox"/>	1				
1.5 Vehicle Parking	<input type="checkbox"/>	<input type="checkbox"/>	1	2	9		
1.6 Pathways	<input type="checkbox"/>	<input type="checkbox"/>	1	2	5	6	9
1.7 Ladders	<input type="checkbox"/>	<input type="checkbox"/>	1	2	4	5	9
1.8 Authorised Access Arrangements	<input type="checkbox"/>	<input type="checkbox"/>	1	2	4	9	
1.9 Confined Spaces	<input type="checkbox"/>	<input type="checkbox"/>	1	3	8	9	

ENVIRONMENT & WELFARE	Ok	n/a	ACTION				
2.1 Ventilation & Fresh Air	<input type="checkbox"/>	<input type="checkbox"/>	1	2	6	7	
2.2 Lighting	<input type="checkbox"/>	<input type="checkbox"/>	1	2	6	9	
2.3 Temperature	<input type="checkbox"/>	<input type="checkbox"/>	1	2	7	9	
2.4 Clothing Storage	<input type="checkbox"/>	<input type="checkbox"/>	1	2	6		
2.5 Kitchens	<input type="checkbox"/>	<input type="checkbox"/>	1	5	6	8	9
2.6 Eating Areas	<input type="checkbox"/>	<input type="checkbox"/>	1	2	6	8	9
2.7 Toilets & Wash Rooms	<input type="checkbox"/>	<input type="checkbox"/>	1	6	7	9	

EMERGENCY ARRANGEMENTS	Ok	n/a	ACTION				
3.1 First Aid Boxes & Facilities	<input type="checkbox"/>	<input type="checkbox"/>	1	2	3	9	
3.2 Fire Extinguishers	<input type="checkbox"/>	<input type="checkbox"/>	2	3	4	7	9
3.3 Fire Alarms	<input type="checkbox"/>	<input type="checkbox"/>	1	2	3	7	8
3.4 Fire Doors	<input type="checkbox"/>	<input type="checkbox"/>	1	9			
3.5 Assembly Points	<input type="checkbox"/>	<input type="checkbox"/>	2	3	4	8	
3.6 Emergency Instructions & Notices	<input type="checkbox"/>	<input type="checkbox"/>	1	2	3	9	
3.7 Safety & Fire Signs	<input type="checkbox"/>	<input type="checkbox"/>	1	2	6	8	9

WORKING PRACTICES	Ok	n/a	ACTION				
4.1 Use of PPE	<input type="checkbox"/>	<input type="checkbox"/>	3	4	8	9	
4.2 Use of Equipment	<input type="checkbox"/>	<input type="checkbox"/>	3	4	8	9	
4.3 Manual Handling Techniques	<input type="checkbox"/>	<input type="checkbox"/>	3	4	8	9	
4.4 Communication	<input type="checkbox"/>	<input type="checkbox"/>	2	3	4	9	
4.5 Working Methods	<input type="checkbox"/>	<input type="checkbox"/>	3	4	9		
4.6 Working Safety	<input type="checkbox"/>	<input type="checkbox"/>	3	4	9		

ACTIONS KEY	
1 Repair	6 Clean
2 Replace/Obtain /Arrange	7 Schedule Maintenance/Test
3 Arrange Training	8 Conduct Risk Assessment
4 Notify Supervisor/Manager	9 Rectify Immediately
5 Confine/Confiscate	

STORAGE AND OPERATIONS	Ok	n/a	ACTION				
5.1 Hazardous Substances - Storage	<input type="checkbox"/>	<input type="checkbox"/>	1	2	3	6	8
5.2 Hazardous Substances - Identified	<input type="checkbox"/>	<input type="checkbox"/>	1	2	9		
5.3 Flammable Substances - Storage	<input type="checkbox"/>	<input type="checkbox"/>	1	2	3	6	8
5.4 Flammable Substances - Identified	<input type="checkbox"/>	<input type="checkbox"/>	1	2	9		
5.5 Storage Cupboards & Shelves	<input type="checkbox"/>	<input type="checkbox"/>	1	2	6	9	
5.6 Stacking	<input type="checkbox"/>	<input type="checkbox"/>	3	4	9		
5.7 Workplace Tidiness	<input type="checkbox"/>	<input type="checkbox"/>	4	6	9		
5.8 Waste Disposal Containers	<input type="checkbox"/>	<input type="checkbox"/>	1	2	3	4	9
5.9 Mechanical Handling Devices	<input type="checkbox"/>	<input type="checkbox"/>	1	2	3	5	8
5.10 Lifting Tackle & Equipment	<input type="checkbox"/>	<input type="checkbox"/>	1	2	5	6	7
5.11 PPE - Storage Facilities	<input type="checkbox"/>	<input type="checkbox"/>	1	2	3	6	

EQUIPMENT & PLANT	Ok	n/a	ACTION				
6.1 PAT Testing	<input type="checkbox"/>	<input type="checkbox"/>	7	9			
6.2 Hand Tools	<input type="checkbox"/>	<input type="checkbox"/>	1	2	5	9	
6.3 Electrical Fittings	<input type="checkbox"/>	<input type="checkbox"/>	1	2	5	6	7
6.4 Electrical Wiring & Cabling	<input type="checkbox"/>	<input type="checkbox"/>	1	5	9		
6.5 Machinery Guarding	<input type="checkbox"/>	<input type="checkbox"/>	1	2	4	7	
6.6 Machinery Safety Devices	<input type="checkbox"/>	<input type="checkbox"/>	1	2	4	7	
6.7 Apparatus Locks & Interlocks	<input type="checkbox"/>	<input type="checkbox"/>	1	2	4	7	
6.8 Mobile Plant Test & Maintenance	<input type="checkbox"/>	<input type="checkbox"/>	3	7	8		
6.9 Traffic & Pedestrian Segregation	<input type="checkbox"/>	<input type="checkbox"/>	1	4	8	9	
6.10 FLT operation + flashing lgt	<input type="checkbox"/>	<input type="checkbox"/>	1	2	3	4	7
6.11 Pressure systems	<input type="checkbox"/>	<input type="checkbox"/>	1	2	8	9	
6.12 Compressed Air usage	<input type="checkbox"/>	<input type="checkbox"/>	3	4	9		
6.13 Vehicle/Equipment Daily Pre use checks	<input type="checkbox"/>	<input type="checkbox"/>	2	3	4	9	

OFFICE	Ok	n/a	ACTION				
7.1 Furniture	<input type="checkbox"/>	<input type="checkbox"/>	1	2	6	9	
7.2 Chairs	<input type="checkbox"/>	<input type="checkbox"/>	1	2	6	9	
7.3 Filing Cabinets/Storage	<input type="checkbox"/>	<input type="checkbox"/>	1	2	9		
7.4 DSE Workstations	<input type="checkbox"/>	<input type="checkbox"/>	1	2	3	8	
7.5 Portable Steps	<input type="checkbox"/>	<input type="checkbox"/>	1	2	5		

Workplace Observation and Inspection Report

[illegible]

Responsible person:	Approved: Y/N
Date:	Review date: