
To: Education and Children Policy Board

On: 9 June 2022

Report by: Director of Children's Services

Heading: Children's Services Health and Safety Policy Update 2022

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.
 - 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.

- 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.

13. Climate Risk
None.

List of Background Papers

- Children's Health and Safety Policy – 18 August 2016

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JC/LB/KO
18/05/22

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Renfrewshire Council

Children's Services

Health and Safety Policy

May 2022

RENFREWSHIRE COUNCIL – CHILDREN'S SERVICES

DEPARTMENTAL HEALTH & SAFETY POLICY STATEMENT

1. Renfrewshire Council's Department of Children's Services accepts its responsibilities under the Health and Safety at Work etc Act 1974, as an employer, to ensure the health, safety and welfare of all its employees, pupils and other persons who may be affected by the operations of the department. Employees must likewise accept their responsibilities under the Act.

2. The Director of Children's Services and those members of staff to whom he/she delegates responsibility will be responsible for implementing the department health and safety policy by creating and maintaining a positive health and safety culture which secures the commitment and participation of all employees, and which ensures so far as is reasonably practicable the provision and maintenance of:
 - a safe place of work with safe access and egress;
 - a healthy working environment;
 - equipment, machinery and systems of work which are safe and without risk to health;
 - safe arrangements for the use, handling, storage, transportation and disposal of materials;
 - sufficient information, instruction, training and supervision to enable all employees to avoid hazards and to contribute positively to their own safety and health at work; and
 - adequate welfare facilities.

Directors

Directors are, so far as is reasonably practicable, responsible for ensuring the health safety and welfare at work of employees and others who may be affected by the undertakings in their respective Services. They will:

- a) Prepare and revise, in accordance with legislative requirements, their Service Health and Safety Policy, which identifies the key risks related to Service undertakings;

- b) Set out the organisational responsibilities within their Service through which the Policy will be implemented;

- c) Set out the arrangements which will assist to control Service risks, as outlined in the Service Health and Safety Policy;

- d) Ensure adequate resources are available to enable the Service Health and Safety Policy to be implemented;

- e) Implement and introduce measures to achieve and continually improve standards of health and safety performance within their Services in order to develop a positive attitude to health and safety amongst employees, contractors and service users;

- f) Implement and maintain an effective health and safety management system, which will include assessing, planning, organising, monitoring and reviewing the

measures required to eliminate, reduce or control service risks;

- g) Monitor and review health and safety performance on a regular basis to ensure that high standards are maintained and compile reports on a quarterly basis to the Corporate Health and Safety Committee (CHSC).
 - h) Prepare a annual report in accordance with the Council's Health and Safety Plan, evaluating the health, safety and welfare at work performance of their Service and setting future objectives and measurable targets including performance indicators;
 - i) Demonstrate a visible commitment to health and safety leadership by setting a good personal example to employees, Services users and others; and
 - j) Bring to the attention of Heads of Service, Managers and Supervisors that health safety and welfare is a shared responsibility, and that they will be accountable for the health safety and well being of employees or others who may be affected by the work of the Service.
3. Although the overall responsibility for applying the departmental safety policy will rest with the Director, the responsibility for the development, implementation and regular review of the policy, will be delegated to the Head of Education.
- It will then be the duty of this Head of Service and thereafter of senior members of staff to whom specific areas of responsibility have been delegated, to ensure safe conditions of work for all employees and for such other persons who, although not employees, are engaged in lawful business on the premises of the department, and to obtain competent advice on health and safety matters where this is necessary.
4. Specialist advice to the Director, the Head of Education? and other senior staff will be provided by the Council's Corporate Services, Health and Safety Section, senior members of Children's Services and other professional Education Managers as required, who will be the competent persons providing assistance within the meaning of Regulation 6 of the Management of Health and Safety at Work Regulations 1999.
5. All employees will have a duty to co-operate in the implementation of the departmental health and safety policy by:
- Acting in the course of their employment with due care for their own safety and that of others who may be affected by their acts or omissions at work;
 - Co-operating so far as is necessary to enable the department to perform any duty or to comply with any requirements as a result of any health and safety legislation which may be in force; and
 - Using correctly, all work items provided by the department in accordance with the training and the instructions they receive to enable them to use the items safely.
- 7 The Director will co-operate fully with safety representatives appointed by recognised trade unions and where appropriate with representatives of employee safety. This will include the provision of sufficient facilities, including reasonable time off for training to discharge their duties and for joint consultation on health and safety and welfare at work.

- 8 This policy statement will be added to or modified as required and will be reviewed annually. The organisation and arrangements to support this policy will be detailed in other documents, codes of practice and guidelines which will be reviewed as required in the light of experience and/or changes in legislation.

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1. Introduction

This health and safety policy is developed in line with the Council's health and safety policy and plan. The purpose of this policy is to ensure that good practice in health and safety matters is integral to the operation of Children's Services.

This policy reflects the legal obligation 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).

The 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 of the service.

The organisation and arrangements within this policy will be supported by a number of other policies, codes of practices and guidelines which will be reviewed, as required, in light of experience and/or changes in legislation.

2. Principal Function and Risks

Children's Services is responsible for the delivery of social work services to children and families, criminal justice social work, and early years, primary and secondary education. Much of what the service does is statutory; that is, there is a legal requirement for the Council to provide that service. Service delivery is a mix of universal provision (such as education), targeted provision (such as children's houses for accommodated children and young people) and specialist support (for example, criminal justice social work court services).

The service accounts for over half of the Council's overall budget and delivers a range of provisions, such as:

- 50 Primary Schools;
- 11 Secondary Schools;
- 12 Early Years Centres and 23 nursery classes;
- 2 Schools for children and young people with Additional Support Needs;
- Social Work Fieldwork Teams;
- 4 children's houses;
- Supported accommodation for young people leaving care;
- Criminal Justice Social Work (Fieldwork, Unpaid Work service; Throughcare; Women's Community Justice; Court Services; Drug Treatment and Testing Orders);
- Fostering and Adoption services; and
- Kinship Care.

Children's Services has an approach which is strongly focused on prevention, early intervention and providing additional support for the most vulnerable. Whilst children's health services sit within the Health and Social Care Partnership (HSCP), a key priority of both organisations will be the continuation of effective integrated working.

Detailed below is a list of risks (not in order of priority and not exhaustive) that, by the very nature of service provision, may be encountered:

- Biohazards including COVID-19
- Musculoskeletal disorders
- Slips, Trips and Falls
- Working at heights
- Occupational Illness such as hand arm vibration/noise induced hearing loss /skin conditions/ asbestosis
- Violence and aggression (including acts relating to a physical or psychological conditions)
- Contractors working on Council premises
- Work related stress (this can be influenced by non-work-related stress)
- Fire safety and management

For the department to implement an effective risk control strategy each service is required to identify and eliminate or control all significant risks as appropriate.

3. Organisation and Responsibilities for Health and Safety

Children's Services general statement of health and safety policy is supplemented by a series of advisory documents to assist those responsible for implementation. This document seeks to define the responsibility for the individuals within the department. Further definition is contained within specific codes of practice held in electronic safety files.

The requirements in this document apply to all educational establishments and children's houses. The "Head of Establishment(s)" (or Head) as used in the document means THE person having overall responsibility for the management of the establishment / house.

- (a) Renfrewshire Council's Department of Children's Services recognises its responsibility as an employer for providing a safe and healthy workplace and working environment for all its employees and to such other persons who may legitimately be on its premises.
- (b) The chart attached as Appendix A shows an example of the delegation of responsibility from the Director of Children's Services to members of staff. The chart is a broad structure and is not intended to be definitive in terms of describing all categories of staff.

The sections which follow specify the health and safety responsibilities/duties of senior management and certain key personnel.

- (c) Directors are, so far as is reasonably practicable, responsible for ensuring the health safety and welfare at work of employees and others who may be affected by the undertakings in their respective Services. They will:

Prepare and revise, in accordance with legislative requirements, their Service Health and Safety Policy, which identifies the key risks related to Service undertakings;

Set out the organisational responsibilities within their Service through which the Policy will be implemented;

Set out the arrangements which will assist to control Service risks, as outlined in the Service Health and Safety Policy;

Ensure adequate resources are available to enable the Service Health and Safety Policy to be implemented;

Implement and introduce measures to achieve and continually improve standards of health and safety performance within their Services in order to develop a positive attitude to health and safety amongst employees, contractors and service users;

Implement and maintain an effective health and safety management system, which will include assessing, planning, organising, monitoring and reviewing the measures required to eliminate, reduce or control service risks;

Monitor and review health and safety performance on a regular basis to ensure that high standards are maintained and compile reports on a quarterly basis to the Corporate Health and Safety Committee (CHSC).

Prepare a -annual? report in accordance with the Council's Health and Safety Plan, evaluating the health, safety and welfare at work performance of their Service and setting future objectives and measurable targets including performance indicators;

Demonstrate a visible commitment to health and safety leadership by setting a good personal example to employees, Services users and others; and

Bring to the attention of Heads of Service, Managers and Supervisors that health safety and welfare is a shared responsibility, and that they will be accountable for the health safety and well being of employees or others who may be affected by the work of the Service.

- (d) The Head of Education will assume the responsibilities of the Director in his absence.
- (e) The Head of Education is allocated the responsibility for the preparation, the development, the monitoring, the evaluation and the regular updating of the departmental health and safety policy.
- (f) Within their areas of responsibility, the other heads of service will ensure that adequate and proper consideration is given to the health and safety policies, procedures and practices of the department, and to the resources required for the implementation of strategic developments.
- (g) The Education Manager (Resources) and Resources Support Manager within Children's Services and other professional education managers will advise all levels of management in matters of health and safety and will assist the Head of Education in the preparation, implementation, monitoring the review of the departmental safety policy. In addition they will assist with the following:
 - analysing accident data and statistics and recommending any action indicated by the results of this analysis;

- establishing and maintaining information on statutory and legislative requirements, codes of practice etc., and recommending appropriate changes in departmental policy and procedures;
- monitoring in general, and assisting in the provision of an annual report on the health and safety performance of the department;
- carrying out appropriate administrative duties within the department;
- liaising with other departments and organisations;
- attending the Children's Services health and safety committee, and working parties as appropriate;
- processing of reports from the health and safety executive and monitoring subsequent action;
- assisting with accident investigation in liaison with senior officers as appropriate;
- co-ordinating and reviewing training programmes for employees as appropriate; and
- advising on the provision of safety equipment and clothing.

Renfrewshire Council, Finance and Corporate Services, Health and Safety Officers will provide advice and assistance on such matters as appropriate.

- (h) The Head of Education/Chief Social Work Officer? will be responsible for the implementation and operation of the departmental safety policy, will ensure that all employees are aware of the policy and the procedures for ensuring their implementation, and in so far as is reasonably practicable shall be responsible for:
- detailing the organisation through which the policy will be implemented and where necessary allocating specific health and safety responsibilities to key personnel;
 - monitoring and reviewing the effectiveness of the policy;
 - providing machinery and equipment which are safe and without risk to health and ensuring that all such machinery and equipment are properly maintained;
 - ensuring that prompt and appropriate action is taken to remedy any defects and/or deficiencies reported to him or his staff, and where the matter cannot be dealt with at his level ensuring that it is referred to the Director of Children's Services for action;
 - ensuring that systems of work operated are safe and without risk to health;
 - arranging the safe use, handling, storage, conveyance and disposal of articles and substances;

- ensuring that information on all relevant health and safety matters is supplied to employees and, in particular, information about hazards which may be encountered in the course of their duties and precautions which must be taken to avoid them;
- ensuring that employees receive sufficient instruction, supervision and training to enable them to undertake their duties in a safe and competent manner;
- ensuring that all places of work are safe, without risk to health and are regularly inspected to ensure that safe conditions are maintained;
- ensuring a working environment which is safe and without risk to health;
- ensuring the provision and use of protective clothing and, where necessary, control measures in accordance with departmental policy;
- provision of adequate welfare facilities;
- ensuring that all statutory requirements affecting the operations under his control are met. That such tests, examinations and inspections as are required are carried out and that the relevant registers, records and reports are maintained and kept in order.
- co-operating fully and developing a system of joint consultation with safety representatives appointed by recognised trade unions and where appropriate with representatives of employee safety, and providing such representatives with sufficient facilities as necessary to enable them to carry out their statutory functions;
- co-operating fully in establishing a health and safety committee in accordance with the general policy of the authority;
- ensuring the investigation of all accidents and the reporting of such accidents;
- ensuring the reporting of all major injury accidents, dangerous occurrences and the instances of industrial disease involving personnel under his control to the Health and Safety Executive and the Council's Health and Safety Officer;
- developing a positive attitude to health and safety among staff by visibly demonstrating his commitment to continuous improvement in the health and safety performance of the department; and
- arranging for the assessment of risks identified within his area of control; the action to be taken to eliminate or control the risks so far as is reasonably practicable; and the establishment of procedures, identified as being required by risk assessment, to deal with situations presenting serious and imminent danger.

- (i) The Head of Establishment/Service/House Manager will be responsible to the Director for the day-to-day running of the establishment or service and for the health and safety of the employees, pupils, authorised visitors and other users of the premises or service.

Exceptions to the above relate to the use of school buildings outwith normal hours. The head will also ensure that information and instructions issued by the department are made known to all members of staff and other users as appropriate e.g. visiting teachers and will designate a senior member of staff to assume his/her responsibilities in his/her absence. The head so far as is reasonably practicable shall be responsible for:

- developing a safety policy for the establishment in accordance with the guidance given in the electronic safety file;
- monitoring the effectiveness of the policy within his/her area of control;
- ensuring a positive and systematic approach to fire precautions in accordance with the guidance given in standard circular 24;
- providing machinery and equipment which are safe and without risk to health and ensuring that all such machinery and equipment are properly maintained;
- ensuring that prompt and appropriate action is taken to remedy any defects and/or deficiencies reported to him/her or his/her staff, and where the matter cannot be dealt with at establishment level ensuring that it is referred to the Head of Education;
- ensuring that systems of work operated in his/her area of control are safe and without risk to health;
- arranging the safe use, handling, storage, conveyance and disposal of articles and substances;
- ensuring that information on all relevant health and safety matters is supplied to employees under his/her control, in particular, information about hazards which may be encountered in the course of their duties and precautions which must be taken to avoid them;
- ensuring that employees under his/her control receive sufficient instruction, supervision and training to enable them to undertake their duties in a safe and competent manner;
- ensuring that all places of work under his/her control are safe, without risk to health and are regularly inspected to ensure that safe conditions are maintained;
- ensuring a working environment which is safe and without risk to health;
- ensuring the provision and use of protective clothing and, where necessary, control measures in accordance with departmental policy;
- provision of adequate welfare facilities;
- ensuring that all statutory requirements affecting the operations under his/her control are met;
- co-operating with employees of other Council Departments, for example, janitors and catering staff, to assist them in discharging the responsibility placed on them by the safety policy statements of their own services;
- ensuring that written emergency procedures are displayed in every work area and are regularly practiced and recorded;
- ensuring that there is a formal visitor approval and recording system in place and is consistently used;

- prepare Business Continuity Plan specific for establishment to include an emergency contingency plan for temporary accommodation if return to establishment is not possible;
- co-operating and consulting with safety representatives appointed by recognised trade unions and where appropriate with representatives of employee safety;
- investigating all accidents to persons under his/her control and acting as the responsible person defined in the code of practice, for the reporting of accidents, dangerous occurrences and instances of industrial disease to the Head of Education;
- developing a positive attitude to health and safety among staff by visibly demonstrating his/her commitment to continuous improvement in the health and safety performance of this establishment; and
- arranging for the assessment of risks identified within his/her area of control; the action to be taken to eliminate or control the risk, so far as is reasonably practicable; and the establishment or procedures, identified as being required by risk assessment, to deal with situations presenting serious and imminent danger.

The discharge of these responsibilities will be partly by direct action and also by delegation of duties as set out below. It is emphasised, however, that overall responsibility still rests with the head of the establishment or service.

- (j) Other staff in promoted posts, for example, principal teachers, senior technicians, promoted members of the non-teaching staff and section managers will be responsible to the head of establishment or manager of service, and in so far as is reasonably practicable shall be responsible for:
- monitoring the effectiveness of the policy within their area of control;
 - ensuring through budget and requisition procedures that equipment necessary for the service or activity is maintained in a safe condition;
 - ensuring that statutory documents relevant to the service or activity are displayed in the appropriate locations;
 - ensuring that any relevant guidelines are issued to staff concerned and that such staff are aware of the contents;
 - ensuring that all members of staff attached to a section or department are conversant with the relevant safety procedures and comply with them;
 - the provision and use of appropriate protective equipment and clothing;
 - ensuring that prompt and appropriate action is taken to remedy any defects and/or deficiencies reported to them or their staff and where the matter cannot be dealt with at their level ensuring that it is referred to the head of establishment or department or manager of service for action;
 - ensuring that systems of work operated in their area of control are safe and without risk to health;

- arranging the safe use, handling, storage, conveyance and disposal of articles and substances;
- ensuring that all places of work under their control are safe, without risk to health and regularly inspected to ensure that safe conditions are maintained;
- ensuring a working environment which is safe and without risk to health;
- communicating to the head of department or manager of service the details of accidents which occur within the section or department, including an initial investigation report and the making of any recommendations designed to prevent recurrence; and
- developing a positive attitude to health and safety among staff by visibly demonstrating their commitment to continuous improvement in the health and safety performance of the department or section.

(k) 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:

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

1. Although particular responsibilities have been allocated to particular categories of staff it is incumbent upon every employee of the department to take all reasonable steps to ensure health and safety at work. It is the duty of all members of staff, whether mentioned above or not, to take reasonable care for the health and safety of themselves and of others, and to co-operate with their employer so far as is necessary to enable any duty or requirement imposed on the employer by any relevant statutory provisions, to be performed or complied with. In particular they should become familiar with documentation, routines and procedures related to safety, should make proper use of protective clothing and equipment provided for health and safety purposes and should report any defect or hazard they discover to an appropriate person.

(n) Pupils, volunteers, visitors to and other users of the establishment or service are expected to take reasonable care for the health and safety of themselves and others. They should endeavour to observe the routines and procedures related to safety which are in force on the premises

4. Management of Health and Safety within the Department

Responsibility for the delivery and monitoring of the policy is devolved by the Director of Children's Services to the departmental health and safety committee. This group has the responsibility for setting and publicising the expected standards for health and safety within Council headquarters and in individual establishments. Heads of service, managers and heads of establishments are responsible for ensuring compliance with health and safety standards. To ensure that these standards are met, each establishment is expected to engage the support and commitment of employees to safe working practices.

5. Organisation for implementing health and safety management

Children's Services Health and Safety Committee

The Children's Services Health and Safety Committee meets quarterly. The group is chaired by the Head of Education? and includes representation from management, other departments and trade unions.

The group will progress the implementation of the health and safety policy and action plan by:

- establishing procedures to create and maintain a positive health and safety culture;
- monitoring and evaluating the arrangements made for the implementation of the policy;
- ensuring that employees, clients and all other users are well informed on matters relating to their health, safety and welfare; and
- acting on the advice of the corporate health and safety section, ensuring adherence to current legislation and that all related statutory procedures for compliance are established.

The department utilises the services of a variety of specialists including medical practitioners, occupational health specialists, welfare officers and occupational therapists, to support and advise on the implementation of the action plan.

Consultation Arrangements

The Children's Services Health and Safety Committee is the principle mechanism for consultation. Its purpose is to identify specific issues and to report on progress.

Information

Electronic health and safety file is published on Renfo and available in all educational establishments. This serves as the main source of information and guidance on matters relating to health and safety. It is updated as required with advice from council headquarters. Managers and heads of establishment ensure that all relevant information is brought to the attention of staff, clients, contractors and others affected by the service.

Communication

Employees and clients are actively encouraged to co-operate with the department, not only by stating their concerns but also by highlighting good practice to be shared with others.

6. Planning and Setting Standards

Risk Assessment

It is important that where risks have been identified, risk assessments are carried out and adequate controls are established. Heads of establishments are required to carry out or arrange for risk assessments to be carried out as and when appropriate. Generic risk assessments, curricular and non-curricular, have been issued to education establishments (through Renfo). It is the responsibility of the head of each establishment to customise the risk assessment for their own establishment.

Violence and Aggression

Children's Services supports a zero tolerance approach to violence and aggression towards staff and the council's statement on violence and aggression to staff will be displayed in all educational establishments / children's houses.

Challenging Behaviour

The development of individual risk assessments for pupils/young people who exhibit challenging behaviour is ongoing. It is important that members of staff are protected and equally, that the specific needs of children are addressed allowing them to access a full curriculum.

Manual Handling

Where required individual manual handling risk assessments will be put in place for those young people with mobility problems who are educated within mainstream education.

Local Groups

Health and safety should be discussed at local management team meetings and discussed with union representatives to examine working practices to ensure that safe working environments are maintained.

Work Related Stress

As part of the department's commitment to employees' health and wellbeing, management will provide advice and support, where appropriate it is recognised that more specialist assistance from occupational health service or the employee counselling service may be required.

7. Measuring Performance

Active Monitoring

It is the responsibility of each head of establishment to liaise with Hard FM via CAMIS to ensure that all applicable statutory inspections are carried out within the required timescales.

Joint management/trade union health and safety inspections of premises will be carried out by the head teacher, head of establishment or nominated representative with the local trade union

representative. This should also be extended to all sections with the person in charge of the establishment carrying out inspections.

To support establishments in meeting requirements the corporate health and safety section will carry out health and safety audits on behalf of Children's Services.

Health and safety monitoring groups continue to assess the programmes of work in the school estate management plan to ensure a safe working environment for all occupants.

Head teachers / Heads of Centre in an AMEY operated school should link regularly with the AMEY facilities management team to ensure all statutory inspections are being carried out. All property repairs and faults should be notified to the AMEY facilities helpdesk.

Reactive Monitoring

The performance of the department is measured centrally by recording, collating and reporting the number of accidents/incidents within the department. Statistics are issued quarterly by Children's Services.

Reports on violence and aggression to staff are forwarded directly to Children's Services where the information is collated and subsequent action taken as required. This includes:

- the department emphasises the importance of reporting all incidents, accidents, acts of violence and/or aggression to staff so that specific issues are highlighted and any particular trends are identified and appropriate action taken;
- should an incident occur which could have immediate serious health and safety implications for others, establishment heads are duly notified by email in the form of a 'Safety Flash';
- where monitoring identifies good practice the department will respond by bringing such practice to the attention of all concerned; and
- the department takes responsibility for ensuring that all information relating to health and safety is disseminated to employees and clients.
- Statistics on violence and aggression are issued and discussed quarterly at the Children's Services Health and Safety Committee.

9. Review of Health and Safety Management

The health and safety management systems are monitored through a variety of system as identified in 5 above. While there continues to be progress in this area we are aware that there is a continued need to monitor the implementation of the policy and ensure that all relevant staff undertake appropriate staff training.

This policy and documentation produced in relation to it will be added to or modified as required and formally reviewed every 3 years unless an earlier review 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 all staff can be made aware of policy revisions.

Central to the improvement and revision of our health and safety procedures will be the robust implementation of the departmental health and safety.

