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For latest information from DCYP please visit:

<https://www.gov.uk/government/groups/directorate-children-and-young-people>.

For latest information from SCE please visit:

<https://www.gov.uk/government/collections/service-childrens-education>.

**LEAFLET 7 TO
PART 2 TO SHEF MANUAL**

**RESPONSIBILITIES OF THE SAFETY, HEALTH, ENVIRONMENT AND FIRE
(SHEF)**

CO-ORDINATOR

The SHEF co-ordinator is responsible to the Senior Line Manager in the establishment (Headteacher in Schools) for the day to day management of the SHEF policy, ensuring the health and safety of all staff, students, visitors etc. In particular he/she will:

- a. Promote a positive SHEF culture within the establishment.
- b. Be the focal point for day to day references and management of SHEF and give advice or indicate sources of advice.
- c. Maintain contact with SCE SHEF advisors to obtain expert advice.
- d. Organise or carry out regular inspections of the premises, equipment and working practices, (in conjunction with employee/TU Safety reps if requested), record findings and make recommendations for improvement.
- e. Ensure that accidents are recorded and reported as appropriate and that remedial action is taken, if appropriate, to prevent a reoccurrence.
- f. Make appropriate checks to ensure that appropriate risk assessments are in place for all workplace activities and that the administrative system for reviewing them is kept up to date.
- g. Make appropriate checks to ensure that the appropriate risk reducing measures are put into place to ensure safe practice and recommend/implement new measures when necessary.
- h. Ensure all SHEF arrangements are up to date and review them at least annually.
- i. Review SHEF information, instructions and qualifications and identify and co-ordinate training needs.
- j. Receive SHEF maintenance inspection reports (including fire safety) from any inspecting officer or agent and the fire service, when necessary taking appropriate action immediately.
- k. Ensure that adequate SHEF arrangements have been made for the use of the establishment outside normal school/establishment hours.
- l. Ensure all items of portable electrical equipment are entered on the establishment's electrical register before use. Ensure visual inspections take place termly and statutory inspections, by competent persons, take

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place as required by legislation, and the results recorded. (This can be delegated to another member of staff if required).

- m. Attend the establishment SHEF Committee.