

This content is no longer current and was archived on 23 June 2016.

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 3 TO
PART 2 TO SHEF MANUAL**

RESPONSIBILITIES OF THE LEAD SHEF ADVISOR

The main objective of the Lead SHEF Advisor is to develop, on behalf of the Director of Education, SHEF strategy, policy, procedures and plans required to ensure that SCE is compliant with current Health, Safety and Environmental legislation and the performance targets and objectives set by MOD and develop the SHEF Management System for the Agency.

Key Responsibilities:

- a. Formulate and develop SCE policies and procedures relating to Safety, Health, Environment and Fire (SHEF) and review on a regular basis to ensure currency.
- b. Interpret Law, Legislation and MOD Policy requirements.
- c. Provide advice and guidance to the CE/DCE on all matters relating to safety, health and the environment.
- d. Provide a central focus for the Board on the operation of SHEF systems within SCE.
- e. Provide advice and assistance to Heads Of Establishments (HOE's) and Line Managers on matters relating to:
 - Risk Assessment.
 - Safe systems of work.
 - Safety in the environment.
 - Accident/Incident investigations.
 - Law and legislation.
- f. Communicate the objectives and targets set for SHEF to management and staff.
- g. Publish results and outcomes of SHEF actions against the set targets and objectives.
- h. Budget Holder for the Agency Health and Safety Budget.
- i. Liaise with internal and external agencies. Escorting visiting Auditors/inspectors and Environmental Monitoring Teams.

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j. Ensure such Health, Safety and Environmental information, instruction and training as is necessary to ensure, so far as is reasonably practicable, the Health and Safety at work of all SCE staff and to reduce the impact on the environment to the lowest level.

k. Monitor compliance across the agency with all aspects associated with Safety, Health, Environment and Fire Law and Legislation.

l. Ensure that information relating to SHEF is communicated to Heads of Establishments across SCE.

m. Be the single focal point for reporting accidents and incidents to the Army Incident Notification Cell

n. Identify Agency SHEF training requirements, source training providers and deliver training where required.

o. Ensure the maintenance of records relating to accidents and incidents and carry out accident prevention analysis to establish the cause and promote corrective action to be taken to reduce the likelihood of repetition – submitting accident statistics as required.

p. Maintain DCE Library of Statutory Regulations relating to Health and Safety.

q. Promote safety awareness through safety campaigns and suggestion schemes and the dissemination of Health and Safety related literature.

r. Attend SCE SHEF Committee meetings.

s. To represent SCE at MOD SHEF Committee meetings

t. Provide information regarding accident claims made against the MOD.

u. Identify SHEF “Best Practice” and produce systems for it’s adoption across SCE.