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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>.

ANNEX A TO LEAFLET 1 TO
PART 3 TO SHEF

MANUAL

Safety, Health, Environment Fire Statement

A Statement by

Headteacher of School

1. As Headteacher of school, the responsibility for Safety, Health, Environment and Fire (SHEF) has been vested in me by the Chief Executive of Service Children's Education (SCE). I personally commit our school to comply with the SCE SHEF statement which is that of the Chief Executive. This SHEF statement, which is to be implemented throughout our school, reflects the importance I attach to SHEF and the welfare of all employees and pupils, or persons who may be affected by our activities.

2. It is my intention that school will conduct its activities to avoid damage to the environment and to provide all personnel with, so far as is reasonably practicable:

a. Safe facilities and equipment.

b. Safe systems of work.

c. Safe and healthy places of work with safe access and egress.

d. Sufficient information, instruction, training and supervision to enable personnel to carry out their work / training safely and without risks to their health or to the environment.

This shall be achieved through compliance with the SCE SHEF manual which includes the systematic identification of hazards and the management of risks through the risk assessment process and the allocation of time and funding to achieve the requirements.

3. I have delegated responsibility to the (*caretaker, site manager, deputy Headteacher etc*) for the day to day management of SHEF within this school. The SHEF notice board shall identify key staff members with SHEF responsibilities and shall be regularly reviewed and updated to reflect current and accurate information. SHEF guidance shall also be sought from the agency SHEF Advisors as necessary.

4. The arrangements for SHEF can be found (*insert signpost to internal procedures. E.g. SHEF files and records are located in the main office*)

Staff consultation shall take place through regular school SHEF committee meetings (*or having H&S as a standing agenda item on SGC meetings*).

5. Upon my departure from school a formal handover of SHEF responsibilities and documentation shall take place with the incoming Headteacher.

6. This statement shall be reviewed annually as a minimum to ensure that it remains timely and relevant.

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Signed: _____ Date: _____