

## LEAFLET 1 TO PART 3 TO SHEF MANUAL

### **MANAGEMENT OF HEALTH AND SAFETY**

1. Every child has the right to be taught in a safe and healthy environment and every employee has the right to a safe and healthy working environment. It is tempting to see this only in terms of legislation, however, a safe and healthy environment is more than just observing the letter of the law. Committed and informed cooperation is required of everyone involved.

2. The effective management of health and safety is about establishing an organisation and systems to protect pupils and staff from real harm and suffering by controlling risks. The key components of an effective health and safety management strategy are identified in more specific terms by the Management of Health and Safety at Work Regulations 1999 (MHSWR). The HSE publication HSG(65) turns these legal requirements into practical elements. These elements are;

- Health and Safety Policy
- Organisation (staff with health and safety responsibilities)
- Planning and Implementing
- Measuring Performance
- Review

3. Any employer (e.g. CE, Head teachers, Heads of music centres), must ensure that they have a Health and Safety Management System (HSMS) in place that contains the above elements and complies with the requirements of this manual. The following contains the skeleton and guidance to what is required;

a. **POLICY** – The Statement must be written in the first person, contain requirements from the Statement by the CE SCE and be brought to the attention of all staff. It must be displayed on the SHEF notice board in English and the host nation language(s) and be available to anybody who asks to see it. It should comprise of three parts;

- (i) Statement of Intent – In this section the HOE must express their intent to provide and maintain a safe and healthy workplace and detail it by stating they will provide and maintain safe plant and equipment; safe use, storage and handling of articles and substances; adequate information, instruction, training and

supervision; and consult with employees on matters affecting their health and safety.

- (ii) Organisation – Although overall responsibility for Health and Safety (H&S) rests with the employer the HOE can delegate responsibility for day-to-day tasks. This section of the Statement is used to clarify the various responsibilities. Responsible personnel should be described by using titles e.g. Head, First Aider, SHEF Coordinator etc. Contact tel numbers can and should be used but names should be kept in a separate document to avoid rewriting the entire Statement each time personnel change.
- (iii) Arrangements – This section of the Statement should include the arrangements for consultation with staff; provision of information, instruction and supervision; training; accident reporting and first aid; managing risk assessments; emergency procedures. Clearly the majority of these arrangements will already be contained in other documents. In this case a simple reference in the Statement can be used. For example “accident reporting will be carried out in accordance with the agency SHEF manual”. It must however be made very clear where these documents can be found.

A template SHEF statement can be found at Annex A to this leaflet.

b. Organisation (personnel with specific H&S responsibilities). – It will be necessary to designate staff with specific responsibilities for implementing the establishment’s H&S management system (HSMS). As well as clarifying the organisation in the Statement the HOE must ensure that these duties are included in the relevant job descriptions and that the staff involved are instructed/trained to ensure that they are competent to carry out their duties.

c. Policy Planning and Implementation – Planning to implement/improve/review the HSMS of a school/music centre will help to build a positive culture and control risks. The Management Plan, based on and including the requirements of the Agency H&S Management Plan, will set out what is required in the establishment to deliver the policy. It must set target dates and identify the personnel responsible. Staff should not be left to their own devices or to make decisions as they feel best. However, if staff make decisions as they are needed and inform their line managers of their actions for agreement morale is likely to be higher. Staff will feel respected and are more likely to co-operate with each other. Therefore, it is suggested that staff are allowed to make decisions within their level of competence but that they are aware of where to go for guidance when decisions are beyond this level. Training is vital for all personnel

and training requirements are laid down in this manual. HOE's are responsible for ensuring training is received.

d. Measuring, Audit and Review – Monitoring and review sounds simple but can be fairly complicated. It may prove necessary to be able to demonstrate that effective performance measurements and reviews are undertaken in order to defend legal actions. Without regular monitoring peoples views on acceptable standards alter imperceptibly. Monitoring tends to fall into two categories and must always be documented;

- (i) Proactive Monitoring – checks H&S systems and procedures are in place and working. This involves inspections of people, places, documents and records. Please refer to workplace inspections which are covered in a separate leaflet in this manual.
- (ii) Reactive Monitoring – this is when something has gone wrong e.g. an accident, near miss etc and the intention is to find out what went wrong. However, an accident investigation (please see the separate leaflet in this manual) must be in keeping with the nature of the accident. The investigation is not to apportion blame but to enable the HOE to take action to prevent it happening again.

Auditing forms the basis of self regulation and for securing compliance with sub sections 2-6 of the HSWA 1974. In SCE all establishments will be audited annually where possible, but at least once every 2 years, by one of the Agency SHEF Auditors and this should be seen in a positive light. As with accident investigation the purpose is not to apportion blame (although responsibility must hold some accountability) but to identify areas of strength and weakness in the HSMS to enable the CE to meet his requirements of monitoring and to provide a tool for the establishment concerned to further improve their HSMS.