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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 4 TO

PART 2 TO SHEF MANUAL

RESPONSIBILITIES OF THE HEAD OF ESTABLISHMENT (HEADTEACHER)

As the person responsible and accountable for SHEF within their establishment, the Head of Establishment is required to:

- a. Follow MOD and SCE policy in respect of Safety, Health, Environment and Fire (SHEF).
- b. Set up a SHEF Organisation framework within their establishment.
- c. Ensure adequate resources are provided to manage SHEF.
- d. Publish a SHEF Statement of Intent, in which are detailed the Organisation and Arrangements for their area of control.
- e. Ensure that all new employees are briefed about SHEF arrangements; in particular to ensure that they have read and understood the Chief Executive's SHEF Statement of Intent and their own.
- f. Ensure that a system is established for the reporting, recording and investigation of accidents and 'near misses', both to employees and non-employees and that all reasonable steps are taken to prevent recurrences.
- g. Note all SHEF instruction and advice issued by SCE and ensure that they are brought to the attention of all staff.
- h. Ensure that Risk Assessments are or have been carried out and recorded.
- i. Facilitate the implementation of risk reducing measures as soon as is reasonably practicable and to take all necessary short term measures to avoid danger pending rectification.
- j. Ensure that all SHEF related inspections are carried out as per schedule and a written record is kept of the results of such inspections.
- k. Ensure that there are effective arrangements in place for the rapid evacuation of the Establishment in case of fire, bomb alert, other emergency or disaster and that fire fighting equipment is available and maintained.

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- l. Ensure that an assessment of first aid needs is conducted and that there are sufficient trained first Aiders, that first aid arrangements are known to staff and that first aid materials are readily available to all staff, visitors and others on the premises.
- m. Ensure that all visitors, including contractors, are informed of any hazards on site of which they may be unaware.
- n. Ensure the use of any necessary protective clothing and equipment that has been identified by risk assessment and that it is properly stored, maintained and renewed when required.
- o. Ensure that there are effective channels for staff to report any possible hazards and to draw Health and Safety concerns to the attention of Management.
- p. Ensure that staff receive any necessary SHEF training and if necessary, to draw SHEF training needs to the attention of the Agency SHEF Advisor.
- q. Actively monitor and review the implementation and effectiveness of the Establishments' SHEF organisation, records, arrangements and procedures.
- r. To chair the establishment SHEF Committee at least once a term.