Southampton City Council

Headteacher's and Governor's
Health and Safety Handbook

STATEMENT:

This handbook has been developed to aid Head Teachers and School Governors to meet their statutory obligations and duty of care to employees and others; it also:

- Sets out the Council's system for managing health and safety in its maintained schools.
- Contains a quick start guide and check list.

SCOPE:

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Version Control		
This Safe Working Procedure is issued and managed by Corporate Health and Safety Service.		

Version Number	Date	Amendments
Version 1.00	July 2010	New Handbook
Version 1.03	Jan 2013	Revised handbook
Version 2.00	June 2021	Update new version
Version 2.01	Sept 2021	Updated links to legislation and SCC Polices

Content

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1. Quick Start Guide

This quick start guide is designed to help Head Teachers (Governing Body) to understand the health and safety arrangements of Southampton City Council and refers to the relevant polices and Safe Working Procedure (SWP) developed to ensure you, your school and the Council meets its statutory compliance (see section 6 for more detail).

If you manage staff on a day to day basis and direct them on what to do or you are responsible for a building or activities that can affect third parties then you must:

- Have risk assessments in place for tasks or activities carried out – see SWP Risk Assessment. Other SWPs may provide guidance on the risk assessment process e.g. for Display Screen Equipment, Manual Handling, Work Equipment.

- Have controls in place to manage risks as stated in the relevant SWP.

- Provide staff and other relevant parties information on identified risks and controls (i.e. safe systems of work) in place to manage them.

- Provide Health Surveillance when necessary (i.e. Identified by the risk assessments);

- Ensure employees are competent to carry out their roles. SWP Training provides more information on this topic, including the need for a training needs analysis.

- Have systems in place to monitor work practices to ensure safe systems of work are followed. See SWP Managing Health and Safety.

- Implement the Council's policy for managing Asbestos Containing Material in its school premises and to assist you to understand your role and responsibilities to ensure the council meets its statutory duty under the Control of Asbestos Regulations 2012. The DfE have also issued Guidance for managing asbestos in your school or college which should be read in conjunction with the Councils asbestos policy.

- Implement the Council's policy for managing Control of Legionella in its school premises and to assist you to understand your role and responsibilities to ensure the council meets its statutory duty under the Control of Substances Hazardous to Health Regulations (COSHH) 2002.

- Ensure all work equipment is maintained, tested and examined where appropriate in line with SWP for Work Equipment and SWP Lifting Equipment and Lifting Operations.

- Ensure staff who drive their own or Council (minibuses) vehicles are safe and legal to do so. See SWP Driving Vehicles While Working.

- Include Health and Safety on management team meetings and include proactive topics such as review of risk assessments, action plans, assess if controls are being followed. Also include reactive topics such as review of accident/incidents, complaints – see SWP Managing Health and Safety.

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- Report and investigate any accident or incident (near miss) by following SWP Accident/Incident reporting and investigation (Use the Health and Safety Management System, HSMS, to report accidents/incidents to CHSS). Certain types of incidents must be notified to the Health and Safety Executive (HSE) within a certain time scale depending on the incident. So, it is **imperative** that incidents are reported to the Corporate Health and Safety Service immediately.

- Carry out workplace inspections – see SWP Managing Health and Safety.

- Carry out an annual health and safety self-audit and produce action plans to deal with any shortfalls – see SWP Managing Health and Safety.

- Ensure all new starters receive induction training – See SWP Training.

- Organise for new starters to complete: General Health and Safety / Display Screen Assessment / Fire Awareness training

- Ensure adequate First Aid provision is in place including Paediatric First Aid requirements for schools with Year R (up to 8 years old), classes – See SWP First Aid.

- Consult with school safety representatives and employees on any significant changes to the working environment or processes including the out come of risk assessments. See SWP Safety Representatives.

- Identify any other SWPs that apply to you and your staff and ensure they are followed.

- Headteachers are appointed as 'Responsible Person' for Property Management, a microsite has been provided containing information, tools and guidance that's needed to carry out their responsibilities. Responsible Persons are advised to read the Quick Start Guide, and then complete the e-learning modules and the SWP Property Management and Compliance.

Note: Headteachers (Governing Body) have management responsibilities for buildings (i.e. maintenance of plant and systems such as water checks (legionella) emergency lighting or building works involving some form of construction/demolition or alteration), you must engage with Property Services Department.

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1.1 Health and Safety Checklist

	Management Action	Y/N
1.	There is an up to date school health and safety policy?	
2.	Are Risk Assessments (RAs) in place, including manual handling (including pupil moving and handling), COSHH, legionella etc?	
3.	Have RAs been reviewed and are in date?	
4.	Are there risk controls in place?	
5.	Are staff provided with risk information?	
6.	There is up to date information available on Asbestos Containing Materials in the school buildings provided to school staff and contractors who could carry out construction activities?	
7.	Have you risk assessed lone workers, and do you have appropriate controls?	
8.	Are your staff competent?	
9.	Do you have staff who drive for work (minibus)?	
10.	Do you monitor your health and safety arrangements and systems?	
11.	Are DSE risk assessments in place?	
12.	Do you have First Aid provision?	
13.	Do you have to carry out a First Aid RA?	
14.	Is the work equipment inspected? Records?	
15.	Is the work equipment maintained? Records?	
16.	Is H&S on the school management team agenda?	
17.	Are workplace inspections carried out and recorded?	
18.	Have you carried out an annual H&S self audit?	
19.	Are all accident/incidents reported using the Health and Safety Management System or pupil minor accident report forms?	
20.	Are they investigated?	
21.	Have new starters and temporary staff been inducted? Recorded?	
22.	Do staff receive a training needs analysis when they start and is it reviewed as part of the appraisal process?	
23.	Have you reviewed the Policies and SWPs & identified the ones that apply to your school/college?	
24.	Do you manage buildings? If so, are you managing the plant and equipment, fire precautions, lifts, legionella etc.	

Note: If you have identified any shortfalls, read this guide and use the Management Action plan in section 7 to help you move forward.

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2. The Law

Legislation can be divided into two types; Criminal and Civil. Health and Safety legislation are criminal statutes laid before parliament; breaches can result in fines and or imprisonment and are tried in the Magistrates and Crown Court System.

The legislation enables injured parties to make Civil claims for compensation and these are dealt with in County Courts.

2.1. Health and Safety at Work Etc act 1974

This is the main piece of [health and safety legislation](); it sets out the duties of an employer, the main duties are:

Section 2 – Employers Duties

To ensure *so far as is reasonably practicable* (SFAIRP) the Health, Safety and Welfare of employees:
 • Provision and maintenance of safe plant, machinery and systems of work.
 • Safe use, handling, storage and transport of articles and substances.
 • Provide Information, instruction, training and supervision.
 • Provide a safe place of work.
 • Provide and maintain a safe working environment and welfare facilities.

Section 3 – Employers Duties

Extends the duties in section 2 to conduct his undertaking in such a way as to ensure, SFAIRP, that persons not in his employment who may be affected are not exposed to risks to their health or safety.

The Act allows for ministers to create Regulations, these also stipulate what an employer must do to manage health and safety.

The role of the Health and Safety Executive (HSE)

[The Health and Safety Executive]() are in effect the police force for health and safety. Their officers carry warrant cards and can prosecute employers, employees and others for breaches in health and safety legislation. The HSE can fine companies through the courts system or they can impose a Prohibition Notice preventing a process continuing until systems have changed and improvements made or; an Improvement Notice where they will allow the process to continue but give a limited time scale for improvement. Breaches of a Prohibition or Improvement Notice can result in a prosecution and fines.

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Approved Codes of Practice (ACOPs)

The HSE produce ACOPs, these tell employers how to meet the requirements of the legislation. Following ACOPs is therefore a legal requirement.

Guidance

The HSE produce guidance documents to help employers develop systems and controls to meet the minimum requirements of legislation. Employers are not legally required to follow HSE guidance, however it is widely seen that if you follow HSE guidance, you will be compliant with the Law. Employers who do not follow HSE guidance would have to demonstrate in a court if necessary, the systems and processes it followed were as good as if not better than HSE guidance. The guidance is generally developed from industry good practice over many years.

Section 7 & 8 - Employees Duties

Employees must cooperate with their employer, use systems/control and equipment provided for their H&S and not wilfully misuse or damage equipment.

2.2. Corporate Manslaughter Act 2007

The offence of Corporate Manslaughter was brought about to close a loop hole in the Health and Safety at Work Act, where companies could 'getaway with manslaughter' because the courts could not establish who the corporate mind was, i.e. who individually was culpable, often because decisions were made by boards of directors a long way from the direct management chain where a fatality took place.

For example, the company Townsend Thoresen were never prosecuted for failings that led to the overturning of a ferry and the death of hundreds of people.

The new offence of **Corporate Manslaughter** ("Corporate Homicide" in Scotland) will be committed where there is a fatality which was caused by a "**gross breach**" of a relevant duty of care and where the way the defendant company's activities were managed by its senior managers was a "**substantial**" element in the breach. Such cases will be tried by a jury

A gross breach is conduct falling far below what can reasonably be expected. This will occur where there has been a failure to comply with health and safety legislation.

If there has been such a failure a jury will then be directed to consider, among other things:

• How serious was the failure?
• How much of a risk of death was there?

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- Was Health and Safety Executive Guidance followed?
- What were the Authorities "attitudes, policies, systems or accepted practices within the Authority that were likely   to have encouraged any such failure or to have produced tolerance of it"?

2.3. Health and Safety (Fees) Regulations 2012

Fee for Intervention (FFI) is effective from 1 October 2012, under the Health and Safety (Fees) Regulations 2012. These Regulations put a duty on the HSE to recover its costs for carrying out its regulatory functions from those found to be in **material breach** of health and safety law.

This will shift some of the cost of health and safety regulation from the public purse to businesses and organisations that break health and safety laws.

What is FFI?

HSE's inspectors inspect work activities and investigate incidents and complaints. If, when visiting a business, they see material breaches of the law, the business or organisation will have to pay a fee. The fee (of £160 per hour) is based on the amount of time that the inspector has had to spend identifying the material breach, helping businesses to put it right, investigating and taking enforcement action.

What constitutes a material breach?

The HSE state: "A material breach is when, in the opinion of the HSE inspector, there has been a contravention of health and safety law that is serious enough to require them to notify the person in material breach of that opinion in writing".

How can Headteachers prepare themselves to 'comply in the first place?'

Ensure the health and safety of staff and pupils, the general public and visitors etc, it is imperative that headteachers in a SCC maintained schools comply with health and safety laws.

Southampton City Council headteachers must:

- Have suitable systems in place to protect employees, pupil's, visitors and the general public
- Provide a comfortable, safe and suitable working environment for staff to perform their duties with the correct facilities they need to do their job
- Ensure all policies and procedures are appropriate for the school and are kept up to date and compliant with legislation (the SWPs and School safety advice notes will be updated by the Corporate Health and Safety Service)
- Have appropriate risk assessments in place which are up-dated as necessary
- Have up-to-date council and school health and safety policies,

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- Provide relevant training and information regarding any risks and hazards in their school
- Have appropriate first aid facilities available
- Keep a record of any injuries, incidents and cases of work-related disease
- Display a health and safety law poster in the school premises
- Have adequate and appropriate insurance in place.

2.4. Management of Health and Safety at Work Regulations

In terms of managing health and safety, the most relevant piece of legislation is the **Management of Health and Safety at Work Regulations 1999**. As its name suggests, it sets out a number of requirements for employers which include carrying out risk assessments and having effective arrangements in place to manage and monitor health and safety issues within the workplace. It also lays down requirements to provide adequate health and safety training and to take special care for more vulnerable groups such as young workers, pregnant women and temporary workers and have arrangements in place for emergencies.

Health and safety should be approached and managed in the same way as any other school activity. Failure to do so could leave your staff vulnerable to an accident and in turn a possible claim against the Council. Therefore, you need to carry out a risk assessment of your activities and introduce measures to control the risks.

For further information and guidance, see SWP Managing Health and Safety

2.5. Pupil Safety under the Education Act

Under education law the legal requirement on governors of a local authority school to be responsible for child safety is at the Education Act 2002 Section 21(5), (7) and (8) (as amended by Section 38 Education and Inspection Act 2006) which says:

"(5)   The governing body of a maintained school shall, in discharging their functions
         relating to the conduct of the school-

    (a)   Promote the well-being of pupils at the school, and
    (b)   In the case of a school in England, promote community cohesion.

(7)   In discharging those functions, the governing body of a maintained school in England shall also have regard to any views expressed by parents of registered pupils.

(8)   In this section "well-being"-

(a)   In relation to pupils at a school in England, means their well-being so far as relating
         to the matters mentioned in section 10(2) of the Children Act 2004..."

Section 10(2) of the Children Act defines wellbeing as:

(a) Physical and mental health and emotional well-being;
(b) Protection from harm and neglect;
(c) Education, training and recreation;
(d) The contribution made by them to society;

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(e) Social and economic well-being.

It can, therefore, be seen that the governors have a statutory duty to promote the protection from harm and neglect of their pupils and have regard to the parents' views in doing so.

2.6. School Premises (England) Regulations 2012

From the 31st October 2012, the School Premises (England) Regulations 2012 set out the standards for SCC Maintained school premises (Classrooms, halls, gymnasiums. Schools and colleges are also covered by the Workplace (Health, Safety and Welfare) Regulations 1992, which outline provisions that must be made in relation to the work environment (i.e. school office, staff room etc).

Further advice is contained Standards for School Premises Departmental advice for Local Authorities, School Leaders and Governing Bodies available on the DfE website

2.7. The Education (Independent School Standards) Regulations 2014.

For Academy, Foundation, Trust and Voluntary-Aided Schools The Education (Independent School Standards) Regulations 2014 apply and are available on the DfE website.

These regulations set out 8 standards that apply to Academy, Foundation, Trust and Voluntary-Aided Schools in particular Part C Welfare, health and safety of pupils and Part E Premises of and accommodation at school.

Note: the content of the School Premises (England) Regulations 2012 (see 2.6 above) is equally applicable to Academy, Foundation, Trust and Voluntary-Aided Schools.

2.5. Other Key Regulations

The following list of regulations are the main regulations that affect headteachers on a day to day basis and are covered by the Council's suite of Safe Working Procedures (SWPs).
There are many more regulations and headteachers must make themselves aware of all the regulations related to their area of responsibility:

• Reporting of Injuries, Diseases and Dangerous Occurrences Regulation (RIDDOR)
• The Manual Handling Operation Regulations (MHOR)
• The Display Screen Equipment Regulations (DSE)
• The Workplace (Health, Safety and Welfare) Regulations
• The Personal Protective Equipment Regulations (PPE)
• The Provision and Use of Work Equipment Regulations (PUWER)
• The Lifting Operations and Lifting Equipment Regulations (LOLER)
• The Noise Regulations
• The Vibration Regulations
• The Regulatory Reform (Fire Safety) Order
• The Control of Substances Hazardous to Health Regulations (COSHH)
• Ionising Radiation Regulations 2017
• The Control of Asbestos Regulations

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3. The Moral and Business Case for Managing Health and Safety

The Council and its headteachers (Governing Body) have a common law 'moral' duty of care towards its employees and those who could be affected by the business of the Council on a day to day basis.

This means we all have a duty built up over hundreds of years to carry out or work in such a way so as not to cause harm to anyone, even if something is not covered by legislation, it could be considered under the common law duty of care.

We should manage health and safety to:

- Reduce injuries to employees and 3rd parties and the pain and suffering that it may cause as well as the impact it could have on families have to provide care.

- Reduce sickness absence - In 2009/10 there were on average 297 incidents per 1,000 employees, which resulted in 8 Full Time Equivalent (FTE) days sickness absence per employee totalling 54442 FTE days lost.

- Reduce reportable incidents - For the same period there were 59 incidents that were reported to the Health and Safety Executive.

- Reduce costs associated with sickness absence - which can result in a headteacher having to pay sickness pay and pay for temporary support staff, it may be the work doesn't get done and deadlines are missed and this could result in penalties.

- Reduce abstraction costs associated with an investigation.

- Equipment may have to be replaced; the Council self insures up to a certain amount.

- Reduce fines/compensation - If there are any fines from a criminal court, the Council has to pay for this out of its own budget, it cannot be insured against.

- Reduce insurance premiums – which can go up if there are a lot of civil claims or large claims.

- Improved moral and workflow rates, supporting the Council's European Foundation for Quality Management (EFQM) model.

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4. Successful Health and Safety Management

The [Management of Health and Safety at Work Regulations](#) requires employers to have systems in place to manage health and safety.

There are many different management models available for employers to follow. Southampton City Council uses the HSEs model '[Successful Health and Safety Management' HSG 65](#). This sets out how an organisation needs to arrange itself to enable it to meets its statutory and moral obligations.

Key Elements of Successful Health and Safety Management (HSG 65)

Plan, Do, Check, Act flowchart

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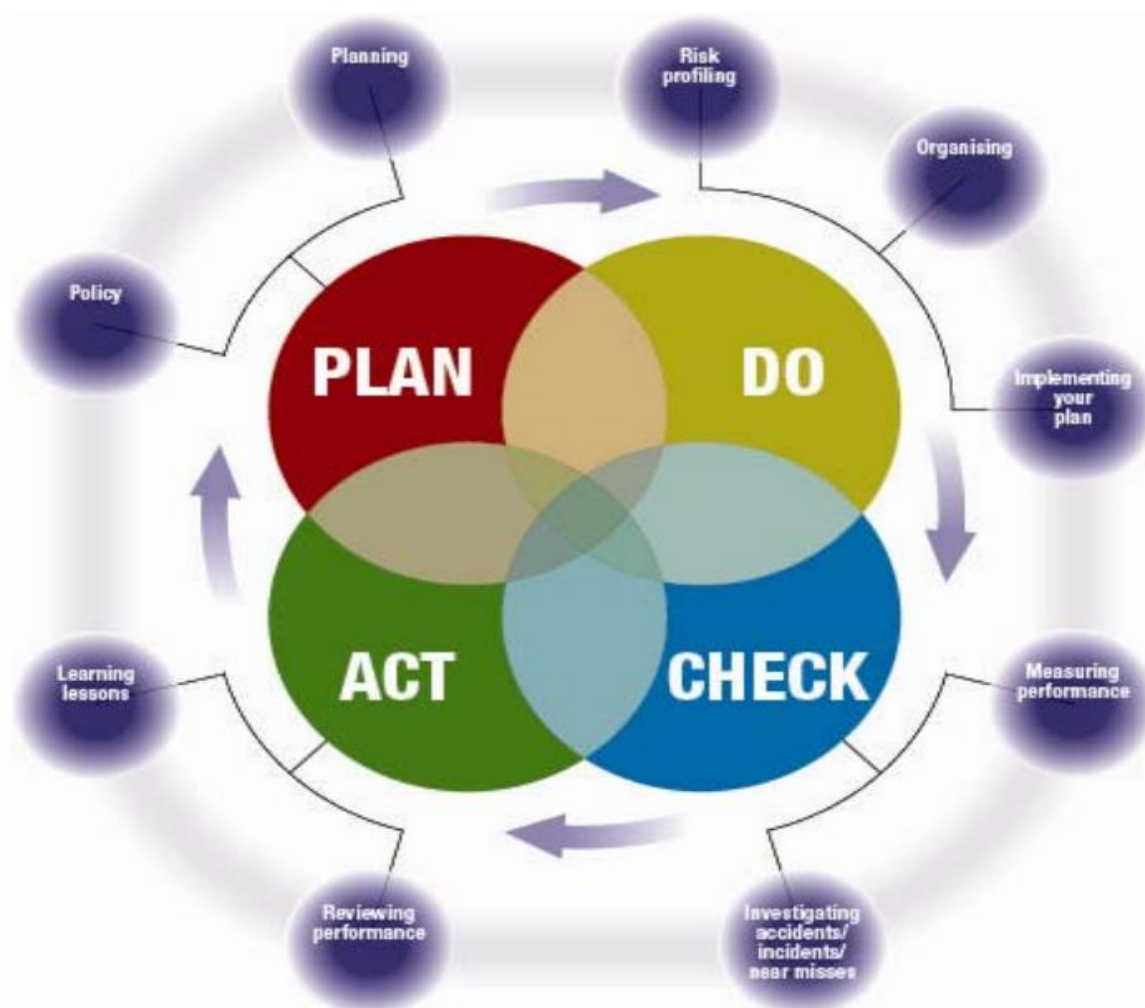
A brief summary of Plan, Do, Check, Act

The Plan, Do, Check, Act approach achieves a balance between the systems and behavioural aspects of management. It also treats health and safety management as an integral part of good management generally, rather than as a stand-alone system

4.1. Plan

- Think about where you are now and where you need to be
- Say what you want to achieve, who will be responsible for what, how you will achieve your aims, and how you will measure your success. You may need to write down this policy and your plan to deliver it.
- Decide how you will measure performance. Think about ways to do this that go beyond looking at accident figures - look for leading as well as lagging indicators. These are also called active and reactive indicators
- Consider fire and other emergencies. Co-operate with anyone who shares your workplace and co-ordinate plans with them
- Remember to plan for changes and identify any specific legal requirements that apply to you

4.2. Do

Identify your risk profile
- Assess the risks, identify what could cause harm in the workplace, who it could harm and how, and what you will do to manage the risk
- Decide what the priorities are and identify the biggest risks

Organise your activities to deliver your plans. In particular, aim to:
- Involve workers and communicate, so that everyone is clear on what is needed and can discuss issues - develop positive attitudes and behaviours
- Provide adequate resources, including competent advice where needed

Implement your plan
- Decide on the preventive and protective measures needed and put them in place
- Provide the right tools and equipment to do the job and keep them maintained
- Train and instruct, to ensure everyone is competent to carry out their work
- Supervise to make sure that arrangements are followed

4.3. Check

Measure your performance
- Make sure that your plans have been implemented, 'paperwork' on its own is not a good performance measure
- Assess how well the risks are being controlled and if you are achieving your aims. In some circumstances formal audits may be useful
- Investigate the causes of accidents, incidents or near misses

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4.4. Act

Review your performance
- Learn from accidents and incidents, ill-health data, errors and relevant experience, including from other organisations
- Revisit plans, policy documents and risk assessments to see if they need updating

Take action on lessons learned, including from audit and inspection reports

5. Health and Safety Arrangements

5.1. Policy

The Council has a [Health and Safety Policy](#) written by the Chief Executive and sets out the commitment to the management of health and safety.

Where appropriate, each headteacher (Governing Body) is expected to produce their own health and Safety Policy to detail specific arrangements for their school.

5.2. Organisation

The Chief Executive has appointed the Director for Place as the Director for Health and Safety.

5.3. Planning and Implementing

Risk assessment is the key process to planning as it identifies where hazards exist what controls need to be in place to manage the risks. The Council has produced a suite [of Safe Working Procedures](#) to assist headteachers through the risk assessment process and the development of controls.

5.4. Measuring and Reviewing Performance

The Council's [SWP Managing Health and Safety](#) and other SWPs explain the systems both reactive and proactive that are in place for headteachers to measure their performance against their health and safety arrangements.

These include:

- Completion of a Self-Audit tool
- Carrying out workplace Inspections
- Monitoring accident statistics
- Reviewing risk assessments
- Reviewing training records against training needs analysis

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5.5. Audit

The Corporate Health and Safety Service and Internal Audit carry out periodic compliance audits to check how the Council including schools complies with legislation.

5.6. Safe Working Procedures (SWPs)

The Council has produced a suite of Safe Working Procedures to guide headteachers through the day to day management of their school in line with legislation.

The SWPs are available on the Council's Health and Safety Intranet Site under Your Council/Health and Safety/Safe Working Procedures. A full list of SWPs and a summary of each is provided in section 6 of this booklet.

5.7. Health and Safety Intranet

The Corporate Health and Safety Service manage the Council's health and safety Intranet Site, here you will find a gateway to lots of information and systems for managing health and safety, including access to forms such as risk assessment and tools such as the self-audit.

5.8. Health and Safety Microsite

Part of the health and safety intranet provides a section called 'MICROSITES', these have been built to cover complex health and safety subjects and include information on:

- Asbestos
- Control of Contractors
- Coronavirus (COVID-19)
- Contractors & Service Providers
- Display Screen Equipment
- Driving
- Fire Safety
- Health Surveillance
- Managing Wellbeing at Work
- Manual Handling
- Responsible Person – Property Management
- Risk Assessment and Management of Risk
- Slips and Trips
- Working at Height

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5.9. Headteachers role as Responsible Person

The headteacher is appointed as the "Responsible Person" by the Council in its maintained schools. They have a duty for ensuring the health and safety compliance of their school premises against statutory requirements. They must also implement and maintain appropriate and adequate fire safety measures to minimise the risk to life from fire. See Quick Start Guide Responsible Person for further information on this role.

5.10. Databases for recording and checking corporate information for schools

Keystone

Keystone is an electronic database for the storage of statutory compliance evidence and is used as a proactive monitoring tool to ensure statutory compliance across the Council Property Portfolio including the maintained schools.

SWP Property Management and Compliance sets out the frequencies, the various statutory items that must be uploaded onto Keystone.

Asbestos Management System

The Council's Asbestos Management System (AMS) provides up-to-date information on asbestos containing materials within the council's-maintained schools. It also forms the basis of the council's asbestos management plan and Regulation 4 (Control of Asbestos at Work Regulations) responsibilities which will also form part of the school's asbestos management action plan. AMS also enables headtachers to submit an asbestos service request directly to the Scientific Service Regulatory Services when the need for asbestos sampling/surveying is identified when organising their own school building works, and also monitor the progress of the request through to completion.

Crimson Database of Statutory Inspections

Statutory inspection on a periodic basis of plant and equipment, such as boilers, lifts, pressure plant and extraction systems, is arranged (via the Insurance & Risk Management Service Level Agreement Package B - Material Damage, Money, Motor, Travel & Engineering Insurances) in order to comply with statutory and regulatory requirements. The inspections are undertaken by Zurich Municipal engineering surveyors, who provide reports offering comments and advice on continued safe operation of plant and equipment. Any significant defect identified by an engineering surveyor is immediately reported to staff on the school site and confirmed by email to the council's Risk & Insurance team. Inspection reports are made available via the Crimson database which is accessed through the Zurich Municipal website. The database holds copies of inspection reports, lists of locations and items of equipment which are currently inspected, and also information on dates inspections are due.
The council's Risk & Insurance team sends copies of inspection reports to schools where defects have been identified during an inspection.
Any queries should be raised directly with insurance@southampton.gov.uk

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6. Index of Safe Working Procedures, Forms and Training

6.1. Index of Safe Working Procedures

Safe Working Procedures are based around relevant regulations on the topic and set out the responsibilities of managers, giving them procedures and links to guidance for compliance.

To access the SWP go to our SCC Intranet page.

Accident/Incident Reporting and Investigation
Information on the reporting and investigating of accidents or incidents (near miss) on HSMS. Management Regulations.

Confined Spaces
The Council's procedure for managing the risks associated with confined spaces. The Confined Spaces Regulations

Contamination and Needlesticks Incidents
The Council's procedure for managing the risks associated with contaminated needlesticks. The Control of Substances Hazardous to Health.

Control of Contractors and Service Providers
The Council's procedure for managing all contractors including those involved in building works including notifiable and non-notifiable projects and includes a microsite. Construction, Design and Management Regulations.

Control of Substances Hazardous to Health (COSHH)
The Council's procedure for managing substances hazardous to health and includes chemicals, dusts and biological hazards. Its sets out the Council's system for COSHH assessments and includes a microsite.

Control of Vibration at Work
The Council's procedure for preventing the effects of HAV from work equipment. Control of Vibration at Work Regulations

Dangerous Substances and Explosive Atmosphere Regulations (DSEAR)
The Council's procedure for carrying out a DSEAR Risk assessment. DSEAR regulations

Display Screen Equipment (DSE)
The Council's procedure for managing staff who use Visual Display Units (VDU) including the provision of eyesight tests. The Display Screen Equipment Regulations.

Driving Vehicles While Working
The Council's procedure for staff who use their own or Council vehicles to undertake Council business.

Electrical Safety in the Workplace
The Council's procedure for managing electrical installations including portable electrical equipment and Portable Appliance Testing (PAT).

Fire Door Protocol
The Council's procedure for manging Fire Doors and Regulations

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Firework Displays

The Council's Procedure for managing fireworks; storage and use, safe working environment and precautions.

First Aid at Work

The Council's procedure for carrying out a first aid risk assessment in the workplace and first aider requirements including competency. The First Aid Regulations

Gas Safety

The Council's procedure for managing gas from a gas appliance, landlord and maintenance/instillation perspective.
Gas Safety (Installation and use) Regulations, Gas Safety (Management) Regulations and Gas Safety (Right of entry) Regulations.

Health and Safety Training

The Council's procedure for carrying out a training needs analysis, how to define competency and what to do. Management Regulations

Health Surveillance

The Council's procedure for requesting health surveillance from Occupational Health Service where risk assessment has identified a risk of exposure for example to vibrating equipment and possible HAV. Management Regulations and other specific regulations apply

Incident List

The Council's procedure for alerting managers to those who have displayed a propensity for violence against Council officers. This is to provide risk information for when planning to make external visits to 'clients'. Management Regulations

Lift Trappings

The Council's procedure for recovering trapped persons in passenger lifts. The Lifting Operations and Lifting Equipment Regulations

Lifting Operations and Lifting Equipment

The Council's procedure for managing all aspects of lifting operations using lifting equipment, its maintenance, statutory inspection, including lifts (goods and passengers) and lifting equipment such as cranes, hoists, lifting platforms. Lifting Operations and Lifting Equipment Regulations.

Liquefied Petroleum Gas in Cylinders (LPG)

The Council's procedure for managing the storage and use of LPG cylinders.

Managing Food Hygiene

The Council's procedure for preparing and handling food in the workplace. The Food Safety and Hygiene (England) Regulations 2013

Managing Health and Safety in Catering

The Council's procedure for managing catering establishments. Management of Health and Safety at Work Regulations and Work Equipment Regulations

Managing Wellbeing at Work

The Council's procedure for managing staff wellbeing at work, otherwise known as stress management, gives guidance and tools for a stress risk assessment against the HSE stress management standards. Management of Health and Safety.

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Manual Handling

The Council's procedure for managing manual handling operations including a manual handling risk assessment. Manual Handling Regulations

Medical Support to Pupils

Council's procedure for supporting pupils with medical needs and managing medication.

Moving and Handling of People

The Council's procedure for managing the movement of people. Manual Handling Regulations

Moving and Handling of Pupils

The Council's procedure for managing the movement of pupils. Manual Handling Regulations

New and Expectant Mothers

The Council's procedure for managers who manage new or expectant mothers including the risk assessment process. Management Regulations.

Noise at Work

The Council's procedure for managing work activates to prevent noise induced hearing loss. Control of Noise at Work Regulation

Permit to Work

The Council's procedure for managing high risk activities such as from electricity, hot works. Management Regulations.

Personal Protective Equipment (PPE)

The Council's procedure for the selection, control, maintenance and storage of personal protection equipment and respiration equipment used as a control measure to protect individuals. The Personal Protection Equipment Regulations.

Play Equipment

The Council's procedure for managing play equipment in schools, parks and open spaces, leisure venues. The Work Equipment Regulations

Preventing Workplace Harassment and Violence

The Council's procedure for developing safe systems of work to prevent violence and harassment at work. Management Regulations

Property Management and Compliance

The Council's procedure for managing the local authorities' assets and equipment; ensure the servicing, maintenance, statutory inspections and testing.

Risk Assessment

The Council's procedure for carrying out a suitable and sufficient risk assessment into workplace tasks and activities and forms the basis of all risk assessment. Includes the council risk assessment methodology. Management Regulations.

Safety in Excavations

The Council's procedure for managing risk associated with excavations. Construction, Design and Management Regulations

Driving Vehicles while Working

The Council's procedure for work activities that involve driving vehicles.

Safety Representatives

The Council's procedure for the provision of Trade Union safety representatives and their rights. The Safety Committee and Safety Representative Regulations.

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Work Equipment
The Council's procedure for the selection, maintenance, storage and use of all work equipment, from a fax machine to a JCB, from a hammer to a lift. The Provision and Use of Work Equipment Regulation.
Working Alone in Safety
The Council's procedure for managing lone solitary workers. Management Regulations.
Working On or Near the Railway
The Council's procedure for working on or near the railway and includes the protocol for engaging with the rail authorities. Management Regulations.
Working Safely at Height
The Council's procedure for managing working at height operations including the use of working at height access equipment and fall preventative measures. The Working at Height Regulations
Managing Health and Safety and Wellbeing at Work
The Council's procedure for managing health and safety and wellbeing, this SWP is based on the HSE's Successful Health and Safety Management model HSG 65 and sets out the councils' systems for Self-audit, inspections amongst other things. Management Regulations
Workplace Transport
The Council's procedure for organising workplace traffic routes to ensure the safety of people particularly where there are interfaces of pedestrians and traffic in the workplace. The Workplace Health, Safety and Welfare Regulations.
Person in Training Role and Young persons at work
The Council's procedure for managing the safety of young persons in the workplace, including the requirement for a risk assessment.

6.2. Index of Health and Safety Forms

The health and safety forms set are available on SCC Intranet. To access these, go to
Forms Library.

- Action Plan
- Addition to medical record possible exposure to asbestos (ASB1)
- Addition to medical record previous exposure to asbestos (ASB2)
- Asbestos Action Returns Form
- Authorisation to Work
- CARQ Form
- Contractors Incident Notification (CIN)
- Emergency Evacuation report
- Employee Daily HAV/ Noise Exposure Sheet
- Employee Support Assessment
- Engineering Inspections – Amendments Request
- Excavation Inspection
- Fire Action Notice with Fire Marshall
- Fire Action Notice without fire Marshall
- Fire door checklist
- Fire Risk Assessment

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- Fire Risk assessment Review Template
- First Aid Poster
- Gas Emergency Sign
- Good Handling Technique Poster
- Guidance on Inspecting Children's Outdoor Play Areas in School Grounds
- Manual Handling Risk Assessment
- Medical Support to Pupil – forms Set
- Permit to work- Confined Spaces
- Permit to work- Hot Works
- Permit to Work – Roof Works
- Personal Emergency Evacuation Plan (PEEP)
- Pre- construction Proforma
- Pupil Incident Guide
- Record Ladder Inspections
- Register of Risks
- Risk Assessment (Building Fire)
- Risk Assessment (DSE)
- Risk Assessment (DSER)
- Risk Assessment (First Aid)
- Risk Assessment (General)
- Risk Assessment (Contracted Homeworker)
- Risk Assessment (Flexible Homeworking)
- Risk Assessment (Incident List)
- Risk Assessment (Lone Worker)
- Risk Assessment (Manual Handling)
- Risk Assessment (Moving and Handling of Pupils- Checklist)
- Risk Assessment (Moving and Handling of Pupils – Instructions and Template)
- Risk Assessment (New and Expectant Mothers)
- Risk Assessment (Occupancy Fire)
- Risk Assessment (Schools – General)
- Risk Assessment (Young Persons Checklist)
- RPE Routine Inspection/Examination record
- School H&S Inspection Checklist
- School Minor Accident Report Form
- Stress Survey Covering Letter
- Training Matrix (Schools)
- Training Matrix (Non-Schools)
- Site Safety Inspection (Construction Only)
- Site Safety Evaluation (Construction Only)
- Statutory Equipment Change Request form
- Task List
- Template Managing Medicine Policy
- Tower scaffold site inspection checklist
- Witness (Interviewee) statement form
- Working at Height checklist
- Workplace Inspection form
- Workplace transport checklist

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6.3. Index of Health and Safety Training Courses

The Health and Safety Training courses that the Corporate Health and Safety Service are to be delivering include:

Course Title	Status
Accident-Incident Reporting and Investigation	Available
Asbestos Awareness Training	Available
Back Care Awareness (includes Manual Handling Basic Techniques)	Available
DSE Risk Assessors	Available
Fire Marshal Training	Available
Fire Risk Assessment	Available
General Health and Safety (e-learning)	Available - under review
Health & Safe for Managers	Available
Health & Safety for Senior Managers	Available
Responsible Persons – Property Management	Available
Risk Assessment (general and significant)	Available
Safe Use of Ladders & Hop-ups	Available
Stress Management	Available - under Review

Please visit the Learning and Development intranet page to book the courses currently available.

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7. Management Action Plan

Use this table below to develop your action plan to deal with any shortfalls you have identified in your management of health and safety, by specifying the action to be taken.

	Action	By Who	By When	Comments	Sign off Date
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					

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8. Corporate Health and Safety Service

The Corporate Health and Safety Service are part of the OD Strategy, Workforce Planning & Employee Relations.

You can contact them by:

- E-mail – health.and.safety@southampton.gov.uk

- Phone – 02380 91 7770 Option 6

- By internal/external post:

Corporate Health and Safety Service
West Wing, 1st Floor
Civic Centre
Civic Centre Road
Southampton
SO14 7LY

Useful Contacts

9. Other Useful Links

Health and Safety Executive
www.hse.gov.uk

Institute for Occupational Health and Safety
www.iosh.co.uk

Royal Society for the Prevention of Accidents
www.rospa.com

Business Link
www.businesslink.gov.uk

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