

Dr Walker's C of E Primary School



## An Exceptional Place to Flourish

Though your beginning was small,  
your future will flourish indeed.  
Job 8:7

### NON-STATUTORY POLICY

### Health, Safety and Well-being Policy

Ratified by Governors	27.03.23
Review Cycle	Annually

Chair of Governors: Mrs K Bush	
Headteacher: Dr L Lawson	

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HSP(S) 1.0

Health, Safety and Wellbeing Policy for Community, Voluntary Controlled Schools and  
Community Support Services / Pupil Referral Units

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This is a health and safety policy document produced by Essex County Council's Corporate Health and Safety Team. Please note that it will assist with, but is not a substitute for, carrying out a risk assessment of the activities concerned.

**Essex**  
**excellence**  
**is no accident**

Health, Safety and Wellbeing  
Policy for Community, Voluntary  
Controlled Schools and  
Community Support Services /  
Pupil Referral Units

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## HSP(S) 1.0

### Health, Safety and Wellbeing Policy for Community, Voluntary Controlled Schools and Community Support Services / Pupil Referral Units

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#### 4.0 DEFINITIONS

##### 4.1 Schools Controlled by the Local Authority

**Community School** – are schools, controlled by the local authority, which employs the staff, owns the school land and buildings (unless a PFI), and has primary responsibility for admissions.

**Voluntary Controlled (V/C) Schools** - are almost always church schools, with the land and buildings often owned by a charitable foundation. However, the local authority employs the schools' staff and has primary responsibility for admissions.

##### 4.2 Schools not controlled by the Local Authority

**Voluntary Aided (V/A) Schools** - linked to a variety of organisations. They can be faith schools (often the Church of England or the Roman Catholic Church), or non-denominational. The charitable foundation contributes towards the capital costs of the school. The governing body employs the staff and has primary responsibility for admissions.

**Foundation schools** – state-funded school in which the governing body employs the staff and has primary responsibility for admissions.

- All the above (Community, V/C, V/A, Foundation) are:

**Maintained Schools** – schools funded by central government via the local authority. They do not charge fees to students and all capital and running costs are met by the government.

- In addition to maintained schools there are:

**Academies** – are schools, run by a governing body / trust board, state funded but independent of the local council. They can follow a different curriculum.

**Free Schools** - are newly established schools in England set up by parents, teachers, charities or businesses, where there is a perceived local need for more schools. They are state funded, are academically non-selective and free to attend.

##### 4.3 Other definitions

**PFI Schools** – school where the buildings are procured by a Private Finance Initiative where the premises are occupied by, but may not be owned or managed by the school.

**CSS or PRU's:** - can be maintained, academy or free school status.

**CMB** – is the ECC Corporate Management Board which consists of the Chief Executive and the Executive Directors.

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- Health and safety is an integral part of CMB business performance;
- Visible commitment to active health and safety leadership;
- Essex County Council's Health and Safety policy is acknowledged, implemented and enforced at all levels;
- Adequate financial and human resources are provided for training, work equipment and managing the work environment;
- A CLT member is appointed as Health and Safety Board Champion to ensure health and safety issues are dealt with at Board level;
- The provision of competent advice and assistance in meeting legal health and safety requirements;
- Appropriate communication and consultation with employees on health and safety issues;
- Health and safety objectives and targets are established, implemented, monitored and reviewed;
- Health and safety management systems, procedures and arrangements are developed, implemented, maintained and adequately resourced;

In order to assist CLT with the monitoring of Health and Safety performance it will receive:

- The Annual Health and Safety Report;
- The quarterly Assurance Report;
- Reports on issues escalated from CH&SB, via the Operations Board as and when required.

#### 5.5 Corporate Health and Safety Board

The Essex County Council Corporate Health and Safety Board (CHSB) and Corporate Leadership Team (CLT) accepts its health and safety responsibilities, and in doing so will ensure the effective and proactive management, support and control of its operations in line with the health and safety policy and legal requirements. The ECC Corporate Health and Safety Board plays a key role in ensuring employees, third parties and contractors are adequately consulted and communicated on matters relating to their health and safety at work.

The CHSB will be chaired by a member of the CLT or Operations Board. The objectives of the Corporate Health and Safety Board shall be:

- To keep under review the measures necessary to ensure the health and safety at work of employees, contractors, visitors and members of the public and to make recommendations to CLT or Executive Directors for such action as is necessary;
- To ensure that all reasonable steps are taken to promote sound policy and practice to ensure the health, safety and welfare of employees, contractors, visitors, members of the public and other stakeholders;
- To maintain a watching brief on health and safety legislation, key risks, occupational and environmental health arrangements and monitor the implementation of the health and safety policy;
- To receive management information, reports on accidents, incidents and notifiable diseases - and to consider and propose risk reduction strategies as appropriate;

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- A member of the Function, Senior Leadership Team (Layer 2) is appointed to champion health and safety arrangements within the Function and to represent the Function on strategic issues at the Corporate Health and Safety Board;
- A Service Health and Safety Action Plan is produced, which details how the objectives of the Function and the Corporate Health and Safety Policy including any specific health and safety issues will be met and is kept under review;
- The implementation of aspects of the Corporate Health and Safety Action Plan that apply to their Function are monitored, reporting back to the board on the health and safety performance of their Function, including any significant health and safety issues that cannot be resolved at that level.

#### 5.7 Directors and Heads of Service

Will ensure:

- All decisions made by their Service reflect the intentions and objectives of Essex County Council's Health and Safety Policy;
- Strong health and safety leadership is demonstrated by ensuring health and safety is given equal importance to service delivery;
- That Service plans take account of the health and safety impact of new initiatives and that Members are informed about any health and safety issues that affect the service delivery of the strategic plans and advise them appropriately;
- The Monitoring Officer and the CHST are informed where they consider that any decisions made or proposed by Members or officers may, contravene health and safety legislation or the intentions of the Council's Health and Safety Policy;
- That their Service is represented at the quarterly Function Health and Safety Group meetings;
- Competent health and safety advice is sought during the planning stages of new initiatives / projects that may impact on the health, safety and welfare of employees and customers;
- The Council's Health and Safety Policy is implemented in their Service;
- A Service Health and Safety Action Plan is produced, which details how the objectives of the Corporate Health and Safety Policy including any specific health and safety issues will be met and is kept under review within the Service;
- The implementation of aspects of the Corporate Health and Safety Action plan that apply to their Service are monitored, reporting back to the Function on the health and safety performance of their Service, including any significant health and safety issues that cannot be resolved at service level;
- Other managers under their control carry out their health and safety responsibilities;
- Where reasonably practicable, any opportunities to improve the health, safety and welfare within their Service area are taken and ensure that safe working practices and risk awareness is developed and promoted;
- All relevant health and safety information is communicated effectively to the correct employees and account is taken of their views;
- The health and safety competence and capabilities of employees under their control, including identifying and addressing any training or supervision needs to enable them to carry out their duties effectively and safely;

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#### 6.1 Headteachers

##### Will ensure:

- That there are appropriate and robust arrangements in the school for implementing the Health, Safety and Wellbeing Policy for Schools, and ensuring that the Policy and arrangements are effectively communicated and implemented;
- That systems are in place for consultation with all employees and that Trade Union appointed safety representatives can carry out their functions;
- They demonstrate health and safety leadership by ensuring health and safety is given no less importance than educational outcomes;
- That there are appropriate arrangements in place for co-operation and co-ordination with other users of the school site and that, where necessary joint health and safety arrangements are recorded and agreed;
- That appropriate arrangements are in place for communication of health and safety to all employees, agency workers, contractors, visitors, volunteers and pupils, including ensuring the availability of the asbestos register to all visiting contractors;
- That health and safety standards available on the schools Infolink are regularly checked and where necessary made available to relevant employees / volunteers / contractors (e.g. sports coaches, PTA members, Governors);
- That all employees are competent and have the capability to carry out their role/function;
- That records of health and safety training and development are maintained by the school, as required by law;
- That the Council's health and safety standards for schools (available via the schools Infolink) are implemented;
- That there are arrangements in place for managing risks arising from the school's activities or premises, which are not covered by the Council's health and safety standards;
- That systems are in place for monitoring and reviewing health and safety in the school.
- That all accidents / incidents are reported and investigated in line with the ECC Incident Reporting Procedure for Schools;
- That they co-operate with any health and safety investigations or monitoring carried out by the Council and that actions arising from them are implemented;
- That the annual online Health & Safety monitoring is submitted by the agreed deadlines;
- That health and safety performance is reported to the Governing Body regularly (at least annually);
- That responsibilities allocated to them in the Council's Health and Safety standards covering premises management are complied with;
- That day to day premises management tasks are delegated to a member of staff and / or property consultant who is suitably competent. (The Headteacher retains the ultimate responsibility for the management of the premises);
- That they are the Schools named Educational Visits Co-ordinator or they appoint a member of the Schools Senior Management team as the School EVC (and ensure they are given training and time to undertake the role).

#### 6.2 School Health & Safety Coordinator

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- Organise the training of Visit Leaders and Assistant Leaders (including voluntary helpers);
- Ensure that Leaders and Assistant Leaders are competent to carry out the tasks they are assigned;
- Ensure that activities and visits are led by competent and confident leaders. The Visit Leader needs to be both accountable and competent. Being accountable implies being an employee and thus part of a chain of specified roles and responsibilities. Being competent requires that the leader can demonstrate the ability to operate to current standards of recognised good practice;
- Ensure they have an understanding of how Learning Outside the Classroom (LoTC), off-site activities and visits can support a wide range of outcomes for children and young people, and raise achievement;
- Ensure that LoTC, off-site activities and visits meet guidance requirements;
- Ensure the 'Educational Visits Statement' available from the EVOLVE website is implemented;
- Ensure that a school specific visits policy has been developed using the template / guidance on EVOLVE and that the policy has been uploaded on the Establishment section on EVOLVE;
- Ensure that DBS checks are in place as required.
- Ensure that the establishment policy provides sufficient guidance to Visit Leaders about information for parents and parental consent;
- Support the headteacher with approval and other decisions;
- Check that there is a 24/7 emergency contact(s) with the base for each and every visit and that emergency arrangements are in place;
- Ensure they keep up to date with EVC update processes through EVOLVE and EVC Revalidation courses as recommended or required.
- Ensure that there is an establishment procedure for recording "incidents / accidents / near misses", including any resulting learning points and action;
- Ensure that where the accompanying staff includes someone with a close relationship to a group member, there are adequate safeguards to ensure that this will not compromise group management;
- Ensure that medical and first aid issues are addressed;
- Ensure that emergency arrangements are in place including emergency contact access to all relevant records, including medical and next of kin information for all members of the party, including staff;
- Undertake monitoring of Visit Leader planning and sample monitoring of visits;
- Ensure that individual activities and visits are reviewed and evaluated and that this process includes reporting of accidents and incidents, (including under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations [RIDDOR] where necessary).
- Ensure that policies and procedures are reviewed on a regular basis. A review should follow any serious incident or systems failure. Risk management documentation must be updated if necessary.

#### 6.4 Responsibilities of Governing Bodies



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- Anyone appointed to undertake construction and maintenance work on the school premises is competent to do so and that any construction work is carried out in accordance with the Construction, Design and Management (CDM) Regulations 2015;
- Appropriate consideration is given to, and actions taken, arising from any surveys carried out by the school in relation to employee health, safety and wellbeing (e.g. Education Support Partnership);
- Statutory requirements and the Council's health and safety standards are taken into account in determining the allocation of resources;
- The Headteacher has an appropriate workload, in support of a reasonable work/life balance, having regard to his/her health and wellbeing;
- The policies and procedures for recruitment, induction, staff development, performance management and capability used by their school consider health and safety and, as a minimum, achieve the same standards as the Council's HR Policies and Procedures;
- Educational visits are being correctly managed.

Note: It is best practice to appoint a Governor who understands the educational visits system as well as agrees the higher risk visits (e.g. overseas, adventurous or residential).

Governors are encouraged to work in conjunction with the school management to ensure good safety standards in a constructive manner but also to challenge decisions and actions and request evidence to verify answers to their questions.

In the event that they are not satisfied that the appropriate standards are in place and feel that they are no longer able to rectify the situation at local school management level they must raise their concerns with Governor Services.

Governors' helpline: tel. 033301 39833 / e-mail: [essex.governorservices@essex.gov.uk](mailto:essex.governorservices@essex.gov.uk)

#### 6.5 Line managers and supervisors

All employees with management and supervisory responsibilities are responsible for the implementation of the Schools Health, Safety and Wellbeing Policy in their area of control. As a general rule the direct responsibility of managers for health and safety is determined by the extent to which they have authority to take action. That is if they have the authority to make a general decision about some aspects of the work, they are responsible for the health and safety implications of that decision.

Their responsibilities include:

- Ensuring this Health, Safety and Wellbeing Policy for Schools is implemented in their area of responsibility;
- Ensuring all staff under their control carry out their health and safety responsibilities;
- Identifying opportunities to improve the health, safety and wellbeing within the School, and promoting risk awareness and the development of safe behaviours;
- Ensuring all relevant health and safety information is communicated effectively to the correct employees and take account of their views;

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#### 7.0 SUPPORT SERVICES

##### 7.1 Health and Safety Co-ordinator for Schools (and Children & Families)

The Risk Officer for Children & Families has been appointed to the role of Health and Safety Co-ordinator for schools.

The Co-ordinator is responsible for supporting the Health and Safety Champion for Schools (Director for Education) and will:

- Liaise closely with the Health & Safety Champion for Schools;
- Attend and support the Schools Health, Safety and Wellbeing Committee meetings.
- Liaise directly, where appropriate, with the Corporate Health and Safety team for support and guidance on health, safety and / or welfare issues;
- Receive information from the Corporate Health and Safety team and cascade this on to the group of employees in ECC controlled schools;
- Discuss colleague's health and safety complaints with the H&S Champion for Schools and liaise with the employees headteacher where appropriate;
- Be consulted on health and safety issues which affect schools;
- Support in the follow up of health and safety risk assessments, audits, internal monitoring and inspections as required.
- Act as an advocate for health and safety, and to promote the use of all relevant sources of information, advice and guidance currently available.
- Undergo appropriate training, as required, to enable them to carry out their health and safety duties and responsibilities.

##### 7.2 Competent Health and Safety Advice and Support to Schools

Schools need access to competent health and safety advice to assist them with discharging their responsibilities. In order to meet its health and safety responsibilities to schools, the Council provides a health and safety service. Schools have been delegated resources to fund appointment of other specialist advisers.

The Council has established (in accordance with the Management of Health and Safety at Work Regulations) competent health and safety advice and assistance for its schools.

The Corporate Health & Safety Team:

- Supports Headteachers in discharging their health and safety responsibilities by providing advice, guidance, information and training;
- Supports the development of health and safety standards for the Council and schools;
- Maintains the health and safety pages on the Schools Infolink and provides a health and safety support desk (for telephone or e-mail queries);
- Examines new legislation and best practice guidance and advises on practical application to school activities;

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e-mail [enquiries@edsupport.org.uk](mailto:enquiries@edsupport.org.uk) (this is an Independent Charity and therefore there would be a cost implication for Schools).

#### 7.5 Educational Visits Officer

The Council's Educational Visits Officer is responsible for providing professional advice on, and setting and monitoring health and safety standards for all educational visits, including Adventurous, Residential and Overseas visits, involving children and young people.

Essex County Council has adopted the OEAP National Guidance for the Management of outdoor learning, off-site visits and Learning Outside the Classroom. See [www.oeapng.info](http://www.oeapng.info) - (documents 3.4g Headteacher/ Managers and 3.3b Check List).

Schools subscribing to the Educational Visits Support Team SLA have access to the EVOLVE online submission system and associated resources.

Essex County Council will as an employer, have a few specific guidance documents on the Educational Visits Website which may well over-ride the OEAPNG Guidance. Where this is the case, the Essex Guidance must be followed. These will be on the EVOLVE website.

Policy on Learning Outside the Classroom Quality Badge: We strongly recommend the priority use of providers who hold the LOtC Quality Badge

For full details on the Council's Educational Visits Support see [www.essexvisits.org.uk](http://www.essexvisits.org.uk) or contact 01245 221022

#### 7.6 EES for Schools

Provide advice and training on all aspects of training within schools. Contact EES for Schools on telephone 0333 013 9834 or e-mail [EEStraining@EESforschools.org](mailto:EEStraining@EESforschools.org) for information and guidance.

#### 7.7 Catering

Schools that carry out their own catering **must** have access to competent food safety advice. (The delegated catering budget should include a proportion for purchasing food safety advice).

(From 1 April 2019), all maintained primary schools and all maintained secondary schools are delegated the responsibility to manage food safety. They can access the Essex School Meals Support Service for compliance and audit advice and monitoring. This is a chargeable service and details are available on application. Contact: [school.meals@essex.gov.uk](mailto:school.meals@essex.gov.uk)

All community and V/C schools are recommended to buy in to Essex School Meals Service. Access to competent food safety advice will be monitored through the Health and Safety Internal Monitoring (HSIM) System.

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#### 8.0 HEALTH AND SAFETY ARRANGEMENTS

##### 8.1 General Arrangements for Health and Safety (Our Standards)

The detailed arrangements for implementing this Policy are contained within health and safety standards on the health and safety pages of the Schools Infolink (under School Management). (NB health and safety standards are kept on a secure part of the infolink, so staff involved in helping to manage health and safety will need access to the H&S pages as part of their login).

##### 8.2 Local Arrangements within Schools

Headteachers are responsible for developing and communicating local arrangements for implementing the Council's Policy and standards in their school. This should include arrangements for:

- Ensuring employee health and safety competence and capability;
- Addressing failures to comply with health and safety requirements through performance management and disciplinary processes;
- Fire and emergency evacuation (including fire risk assessment);
- First aid;
- Communication and consultation with staff on health and safety matters;
- Reporting of health and safety incidents, hazards and concerns;
- Ensuring risk assessments are in place for work activities where there is significant risk;
- Managing the risks to Young People on Work Experience Placements;
- Controlling risks arising from work activities not covered by the Council's health and safety standards;
- Control of asbestos (including asbestos management plan) and legionella;
- Working at height;
- Statutory inspection and maintenance of work equipment, plant and service;
- Control of (health and safety competence and monitoring) contractors;
- Monitoring compliance with and reviewing effectiveness of health and safety standards;

##### 8.3 Health and Safety Competence and Capability

Competence is the ability to do the job required to the necessary standard. It is not just training, but also experience of applying the skills and knowledge, which needs to be gained under adequate supervision.

The School must have in place arrangements to manage Health & Safety competence and capability in relation to the following:

- Recruitment and Selection;
- Employees changing role;
- Induction;
- Temporary employees, agency workers and volunteers;

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Schools **must** keep a record of any Health & Safety training undertaken by employees.

It is also advised that Schools keep a record of any Health & Safety induction / instructions given to volunteers.

#### 8.4 Health and Safety Standards

How we do things safely is detailed in health and safety standards on the Health and Safety pages of the Schools Infolink covering a range of activities. It is important that managers and employees follow these standards, as they are the way the Council ensures it is meeting its legal obligations for health and safety. Your contract of employment (Conditions of Service) requires that you co-operate with the Council by complying with its standards for health and safety. Failure to do so can result in disciplinary action. It may also expose the Council and individuals within the school to the risk of prosecution.

Standards are available on the health and safety pages of the Schools Infolink.

#### 8.5 Health and Safety Risk Assessments

Risk Assessment is a legal requirement. Our health and safety standards and generic assessments were prepared following an assessment of the likely risks in the area to which they relate and in general form the basis of most routine risk assessments. However, as generic assessments they have limitations and it is the responsibility of Headteachers and managers to ensure assessments are modified and extended to take account of local circumstances or produced for activities not covered by Standards.

Managers are responsible for:

- Ensuring controls detailed in standards and generic risk assessments are implemented in their area of control;
- Ensuring that where there are generic risk assessments these are added to in order to reflect local circumstances and controls.
- Ensuring that where there are no standards or generic risk assessments on the School's Infolink, an assessment is undertaken where there are significant risks.
- Ensuring risk assessments have been undertaken relating to hazards to which directly managed staff are exposed (this will include stress risk assessments).
- Ensuring risk assessments are carried out as part of the planning of new projects or initiatives that may have health and safety implications.

#### 8.6 Communication

**Communication to Schools:** The Council communicates health and safety information, standards, guidance and forms to Schools through the Health & Safety pages of the Schools Infolink. (Note: health and safety standards are kept on a secure part of the Infolink, so staff involved in helping to manage health and safety will need access to the H&S pages as part of their login).

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appointed safety representative, their details should be brought to the attention of employees by their inclusion in the Health and Safety arrangements notice (see Appendix A).

Safety representatives at a County level are listed in Appendix B.

**Schools Safety Committee:** The Council has arrangements in place for consulting with employees on strategic issues. For schools this is through the Schools Health, Safety and Wellbeing Committee.

Full details of the council's consultation arrangements can be found on the Schools Infolink Health & Safety pages under Health & Safety Management (HSP 7.0 – Health and Safety Information, Communication and Consultation & HSP 8.0 - Health and Safety Consultation with Trade Unions).

## 10.0 MONITORING AND REVIEW

The Council has established the following systems to discharge its responsibility for health and safety monitoring in schools. Data collected through these monitoring systems are also used to inform the development and review of health and safety standards.

### 10.1 Audits and Compliance Visits:

The Corporate Health & Safety Team is responsible for an auditing programme which will include community and voluntary controlled schools. Following completion of an audit or compliance visit, the school will receive an action plan which the Headteacher must implement. The completed action plan, detailing action that has been taken to address areas for improvement must be returned to the Corporate Health & Safety Team within four months of the audit. Section 10.7 of this Policy details the action that will be taken if schools fail to respond appropriately. Data will be collected from audits and used as a basis for a statistical report to the Education Leadership Team.

### 10.2 Internal Monitoring:

Schools are required to complete electronic internal monitoring checklists, to confirm compliance with the Council's health and safety standards. It is expected this will be on an annual basis. Schools will be notified through the Health & Safety pages on the School's Infolink and the Education Essex Newsletter. The system will provide schools with an action plan, which they must implement. Data collected will also be used as a basis for a statistical report to the Education Leadership Team. The Health & Safety Champion for Schools will be notified of any schools that fail to submit the appropriate internal monitoring checklists within the specified deadline.

### 10.3 Health and Safety Incident Investigation:

The Corporate Health & Safety Team monitors accident / incident report forms submitted by schools. Where necessary they may seek further information from the school or carry out an

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#### 10.7 Failure of Headteachers to Comply with Statutory Requirements and to implement the Council's Health and Safety Standards

It is necessary for the Council to have procedures in place, to ensure that all employees and managers in schools fulfil their legal responsibilities, so that the Council is able to meet its legal health and safety obligations as the employer. A failure to manage health and safety could lead to enforcement action by the Health and Safety Executive.

Specialists within Education and the Council's competent health and safety advisers are expected to make reasonable efforts to secure information, co-operation or compliance with health and safety legislation, to prevent enforcement action against the Council.

- Where a Headteacher fails to co-operate, and this puts employees and pupils at risk of harm or the Council at risk of prosecution, the issue will be passed in writing to the Director for Education. All documents, including details of telephone or verbal conversations with the Headteacher will be provided as evidence that reasonable steps have been taken to secure compliance.
- The Director for Education will then directly intervene, either verbally or in writing with the Headteacher and Governing Body to establish a timescale in which the Headteacher will comply with the County Council's requirements.
- Where a Headteacher continues to fail to co-operate with the Council, the Director for Education will issue a Performance, Standards and Warning Notice under Section 60 of the Education and Inspection Act 2006. The Governing Body will then become eligible for statutory intervention within the DfE Schools Causing Concern Guidance (February 2018).
- If non-compliance continues, the LA may apply to the Secretary of State to remove the governing body and implement an Interim Executive Board. In addition disciplinary procedures will ensue, for serious breaches this could result in dismissal for misconduct or gross misconduct.
- In the event of further non-compliance, the Director for Education will refer the matter to the Executive Director, Children and Families and Education who holds the statutory post of Director of Children & Families.
- In the event of further non-compliance, the matter may be referred to the Chief Executive.
- The Council, as employer under the *Schools Standards and Framework Act 1998* has the authority to recoup costs from school budgets where it is forced to undertake additional work in schools in order to meet legal requirements. This will be done only when the Council has made all reasonable efforts to achieve compliance.
- Ultimately, compliance would be enforceable through the courts. Substantial or persistent non-compliance with the policy requirements is grounds for suspending delegation, subject to the governing body's right of appeal.

See Appendix D - "Protocol for Escalation of Non-Compliance with the Council's Health and Safety Policies and Standards".

#### 10.8 Review and Revision of this Policy

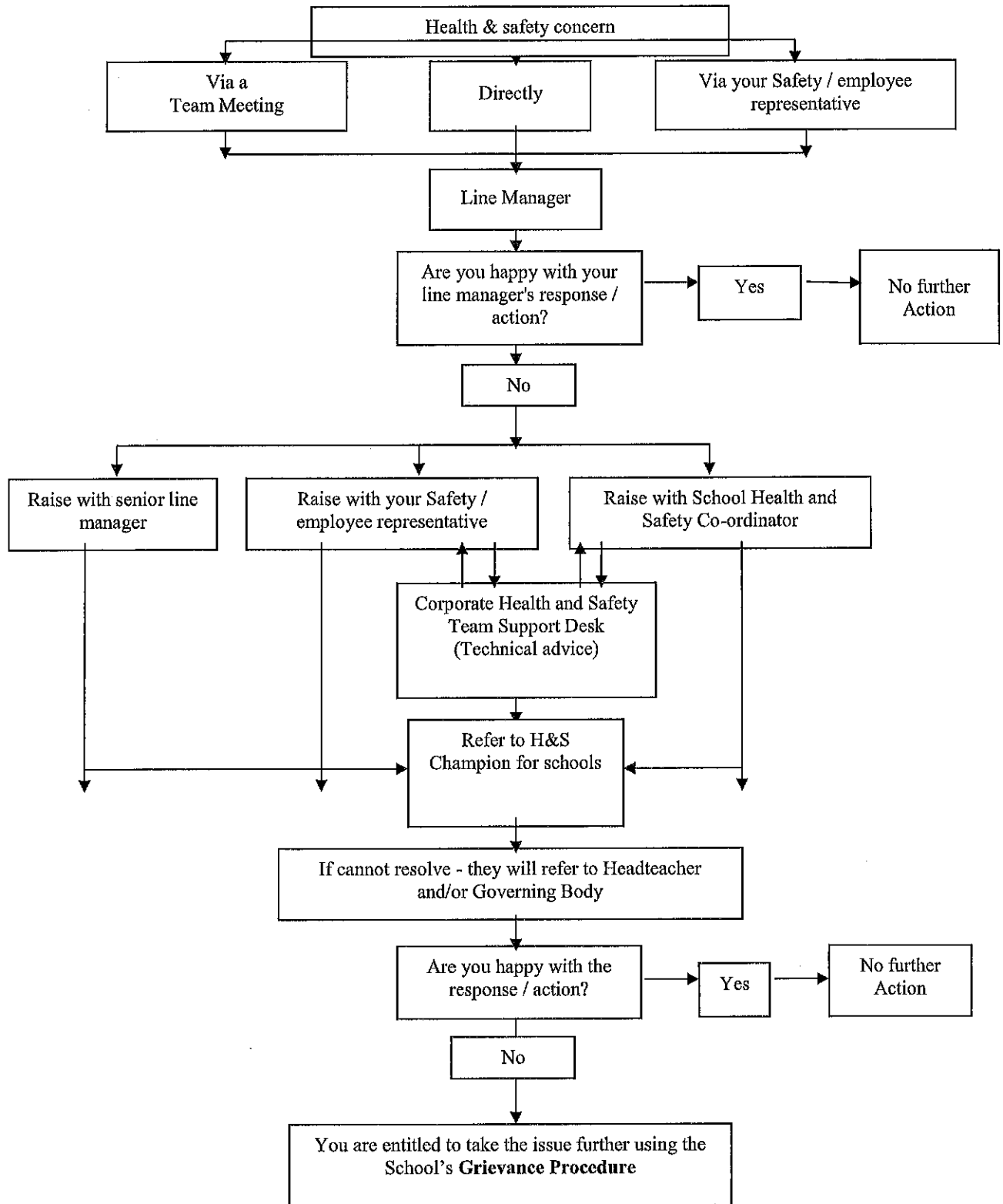
**Appendix A: Health, Safety and Wellbeing Policy for Community & VC Schools and CSS  
& PRU's**

 Essex County Council	<b>SCHOOLS / CSS: HEALTH AND SAFETY ARRANGEMENTS</b>	Form Number: HSF130 Version: 4.0 Date: December 2018 Procedure: HSP(S) 1.0
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<b>School Name</b>	
<b>Headteacher who has overall responsibility for health and safety at the establishment.</b>	
<b>School Health and Safety Coordinator</b>	
<b>School Educational visits co-ordinator</b>	
<b>Trade Union Health and Safety Representative (or Employee Representative if one appointed)</b>	
<b>Report health and safety incidents to:</b>	
<b>Report hazards to:</b>	
<b>Person(s) responsible for undertaking H&amp;S inspections:</b>	
<b>Person responsible for co-ordinating fire evacuation arrangements:</b>	
<b>Fire marshals:</b>	
<b>Fire assembly point(s):</b>	
<b>Day and time of weekly fire alarm tests</b>	
<b>First aiders / appointed persons:</b>	
<b>Designated DSE Assessor(s):</b>	
<b>ECC Counselling Service</b> (Confidential) (if school purchases)	Tel: 0333 013 5859
<b>Where to find:</b>	<b>Location:</b>
Incident / Accident report forms	Schools Info link – Report online
Hazard book	
Health and Safety Standards and Information relevant to school / curriculum area.	
Location of ECC health and safety information:	All standards are on the health & safety pages of the schools Infolink, under School Management
Members of staff who have Infolink health & safety access:	



Appendix C: Health, Safety and Wellbeing Policy for Community & V/C Schools and CSS & PRU's



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## HSP(S) 1.0

### Health, Safety and Wellbeing Policy for Community, Voluntary Controlled Schools and Community Support Services / Pupil Referral Units

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Where a Headteacher continues to fail to co-operate with the Council, the Director for Education will issue a Performance, Standards and Warning Notice under Section 60 of the Education and Inspection Act 2006. The governing body may then become eligible for statutory intervention within the DfE Schools Causing Concern Guidance (February 2018). If non-compliance continues, the LA may apply to the Secretary of State to remove the governing body and implement an Interim Executive Board. In addition disciplinary procedures will ensue, for serious breaches this could result in dismissal for misconduct or gross misconduct.

#### **Educational Visits**

The Educational Visits Adviser is responsible for providing professional advice on and setting and monitoring health and safety standards for all educational visits, including Adventurous, Residential and Overseas visits, involving children and young people. Where the Educational Visits Adviser deems that a school is not meeting the Council's standards with respect to Educational Visits they will first make the Headteacher, or an appropriate Senior Manager, aware of the matter and offer advice. If this advice is not heeded and the risk persists the matter will be escalated to the Corporate Health and Safety Team.

If they are unsuccessful in resolving the issue they will escalate the matter to the Director for Education. Where a Headteacher continues to fail to co-operate with the Council, the Director for Education will issue a Performance, Standards and Warning Notice under Section 60 of the Education and Inspection Act 2006. The governing body will then become eligible for statutory intervention within the DfE Schools Causing Concern Guidance (February 2018). If non-compliance continues, the LA may apply to the Secretary of State to remove the governing body and implement an Interim Executive Board. In addition, disciplinary procedures will ensue, for serious breaches this could result in dismissal for misconduct or gross misconduct.

#### **Complaints and Other Matters**

Where a complaint with respect to health and safety standards is made to an ECC employee they will bring it to the notice of the appropriate ECC Support Service or, schools health and safety Champion.

That service will contact the Headteacher, or an appropriate Senior Manager, and give them an opportunity to respond. If the service is concerned that the appropriate standards are not being met and this represents a significant risk to ECC then the matter will be escalated to the Director for Education.

Where a Headteacher continues to fail to co-operate with the Council, the Director for Education will issue a Performance, Standards and Warning Notice under Section 60 of the Education and Inspection Act 2006. The governing body will then become eligible for statutory intervention within the DfE Schools Causing Concern Guidance (February 2018). If non-compliance continues, the LA may apply to the Secretary of State to remove the governing body and implement an Interim Executive Board. In addition, disciplinary procedures will ensue, for serious breaches this could result in dismissal for misconduct or gross misconduct.