

Lavington Park Federation

*Health & Safety Policy
(including school security)*

*and
Lone Working Policy*

based on WSCC Model Policy



The Lavington Park Federation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment

Reviewed by

Barbara Smith, Health and Safety Governor
Summer Term 2023

Signature

Approved by
Next Review

Full Governing Body, July 2023
Summer Term 2024

Section A – Governing Body’s Statement of Intent

1. DECLARATION

The governing body acknowledges West Sussex County Council’s (WSCC) Corporate Health and Safety Policy, acting as Local Education Authority and employer, (see Appendix 2), and provides the following additional statement of intent to cover all school buildings, activities and undertakings for which it is responsible.

Under the Health and Safety at Work Act 1974, the governing body accepts that it has the responsibility to take all reasonably practicable steps to secure the health and safety of staff, pupils and others visiting and using the school premises.

The governing body believes that the prevention of accidents, injury or loss is essential to the efficient operation of the school and is part of the good education of its pupils. It will be the governors’ policy to encourage, where practicable, the co-operation of all users of the establishment by monitoring, review, discussion and consultation to promote and develop measures which ensure health and safety at work.

2. OVERALL RESPONSIBILITIES

The Governing Body has strategic responsibility for health and safety within all areas of the schools undertakings and is answerable to the LA for its actions, on behalf of whom it makes decisions. The governing body is responsible for ensuring that advice from competent health and safety advisers is available on health and safety matters in order to comply with regulatory controls.

The Head Teacher and School Business Manager share responsibility for the day-to-day operation of health and safety and welfare policies and practices, as delegated by the governing body, within all areas of the school’s undertakings. The Head Teacher is responsible for ensuring that advice from competent health and safety advisers is sought on health and safety matters in order to comply with regulatory controls.

Employees are responsible for their own health and safety, that of their colleagues and members of the public who may be affected by their work activities.

3. SAFETY DUTIES

To achieve the objectives laid down above, the governing body accepts the following duties:-

- (a) To participate in and/or arrange for inspection of the school premises in order to identify any risks to health and safety arising from the buildings and grounds, any fixtures or contents, the uses to which they are placed, and arrangements for safe access and egress. The inspection report shall be considered by the governing body who shall determine any follow-up inspection which is required.
- (b) To take reasonable steps to ensure when employing a contractor at the premises that work is undertaken in a safe manner, so that they do not expose County Council employees or persons using the premises to health and safety risks.

To ensure contractors work safely, the governing body shall follow the guidelines 'Contractors on School Premises', issued by the Authority.

- (c) To ensure that any defect in the premises etc., when reported, is rectified and/or action taken to prevent persons being affected by that defect.
- (d) To record and report any defect or concern together with the action taken to rectify the situation. This would include any minutes of any meeting, and of discussions with employees, the head teacher or members of the governing body.
- (e) To ensure that an item entitled 'Health and Safety etc.' is included on the agenda for termly meetings of the governing body.
- (f) To co-operate with the Director of Education to achieve his/her legal obligations as specified in the Health and Safety at Work Act, the Management of Health and Safety at Work Regulations and other statutory orders and in particular to:
 - 1. Undertake Risk Assessments in accordance with Departmental Policy and record any actions/plans consequent to their assessments.
 - 2. Provide training for safety.
 - 3. Disseminate information.
 - 4. Provide adequate supervision.
 - 5. Monitor Health and Safety standards and systems of management.

The governing body will abide by any instructions and take heed of any information issued by the Director of Education and will enhance this where necessary with local rules and procedures to take account of its own responsibilities.

The organisation of the system for internal communications, delegation of specific functions and arrangements particular to occupational hazards, staff welfare and the safety of pupils are outlined in this document. [A specific risk management process for the Covid pandemic is published on our school website and can be found here.](#)

Signed..... (Chair of Governors) Date.....

Section B - Organisation of the Health and Safety System in Lavington Park Federation of Graffham CE Infant and Duncton CE Junior Schools

The Chairman of Governors is: **Emma Vernon**

The Governor with nominated responsibilities for Health and Safety is: **Barbara Smith**

The responsibility for day-to-day oversight of the Governors responsibility is vested in the Head Teacher: **Helen Martin**

The Headteacher will be assisted by the Premises Officer: **Neil Banks** and the School Business Manager: **Steve Beer**.

Particular responsibilities for the management of safety/welfare matters are listed below:

- | | |
|---|--|
| - Cleaning/Caretaking duties | - Michelle Ball (Graffham) |
| | - John Moores (Duncton) |
| - Contractors on site | - Helen Martin and Steve Beer |
| - Control of Substances Hazardous to Health | - Helen Martin and Steve Beer |
| - Display Screen Equipment | - Helen Martin and Steve Beer |
| - Electricity at Work Regulations | - Helen Martin and Steve Beer |
| - Fire Safety | - Helen Martin and Steve Beer |
| - First Aid (Graffham) | - Stacey Carter and Cece Fafin |
| - First Aid (Duncton) | - Vanessa Dudman |
| - H&S in the School Development Plan | - Steve Beer and Barbara Smith |
| - Health & Safety Induction of Staff | - Steve Beer |
| - Reporting/Recording Incidents | - Vanessa Dudman (Duncton) |
| | - Stacey Carter and Cece Fafin (Graffham) |
| - Security | - Helen Martin and Steve Beer |
| - Sports Arena | - Steve Beer and Neil Banks (Premises Officer) |
| - Transport | - Steve Beer |

Section C - PARTICULAR ARRANGEMENTS INCLUDING MONITORING PROCEDURE

1. Arrangements for the effective implementation of the Authority's Health and Safety Information System

The Governing Body elects to adopt the Authority's Health and Safety Information System. The Authority have addressed many of the major risks that the Federation faces and have issued policies and codes of practice. Copies of these policies are held and maintained upon computer and will be made available, in hard copy, upon demand from the bursars' office at each of the school sites upon request or for purposes of H&S training.

2. Particular Arrangements to be developed at a local level

1. Both Graffham and Duncton Schools will adhere to The Schools Health and Safety Manual and the general advice and guidance on a range of issues within that document and other publications and documents forming the Schools Health and Safety Information System.
2. Each site will contain a file of risk assessments relating to that site. The risk assessments shall be reviewed at least once per year and, amended, withdrawn or replaced as is deemed necessary at the review.

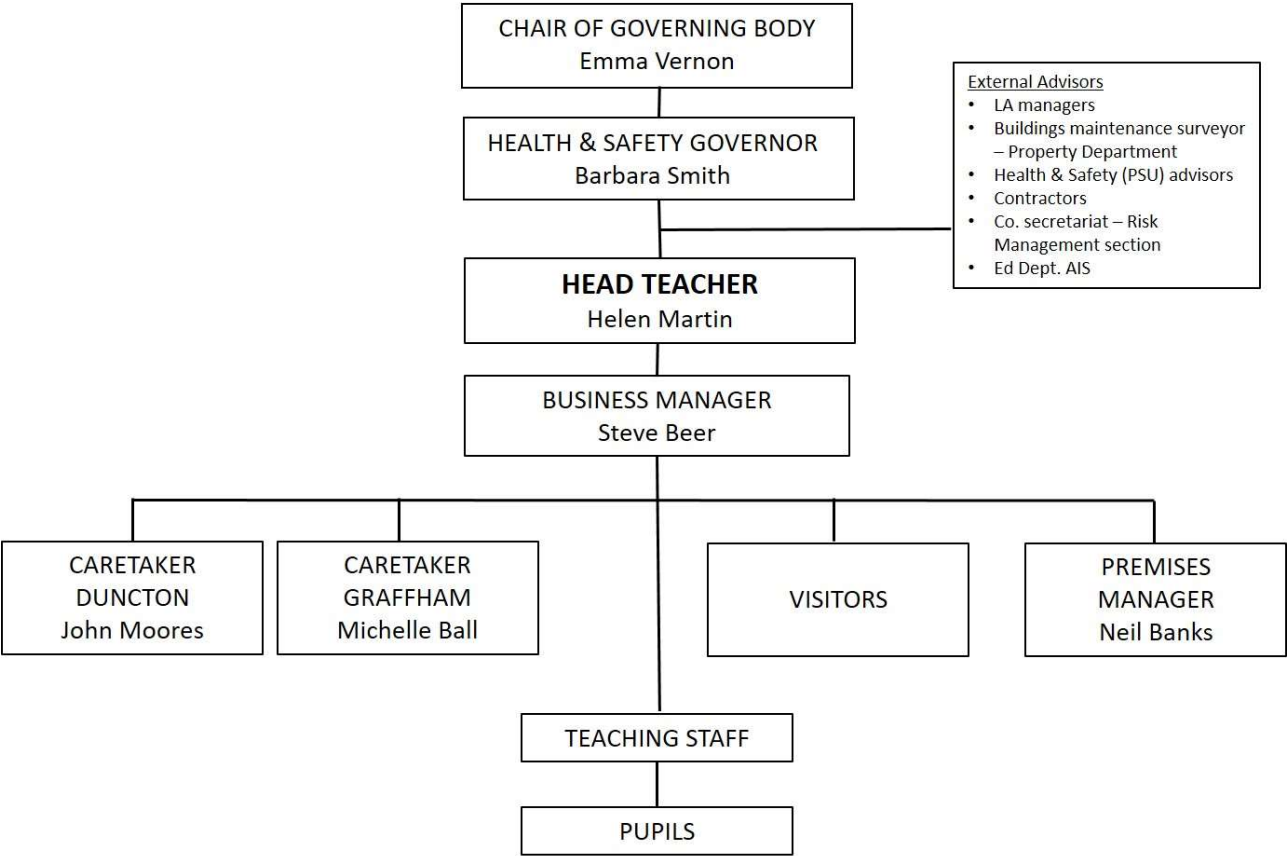
Professional risk assessment documents performed by third parties shall also be located in this document.

3. Each location shall have a Health and Safety Action file containing the following.
 - a. The Risk Action Plan. This is a prioritised corrective action plan comprising actions arising from risk assessments and inspections. The date of completion of these actions shall also be recorded.
 - b. A report of observed hazards recorded from safety inspections together with the date of hazard removal/negation.
 - c. A file of Safety Procedures which are specific to the each location above and beyond those provided in The Schools Health and Safety Manual.
 - d. Records of staff safety and safety procedure training.

3. Monitoring, Audit and Review

1. The Governing Body shall receive reports at each termly meeting regarding Health and Safety activities and issues.
2. Both the school sites will be subject to a monthly formal inspection of the premises. Any hazards shall be recorded in the Health and Safety Action File. A regular review of procedure shall be undertaken in the light of operational practice, new laws and new policy/directives of the LEA. The operational practice and procedures shall be constantly monitored by the Head Teacher.
3. Accident/Incident report forms/book should be analysed. This may help identify any increase or trends in particular types of accident.
4. The Committees of the governing body and Staff Members will contribute appropriately to the formation of a twelve month rolling action plan to address deficiencies in health and safety. Actions requiring Governing body approval will be presented at the termly reviews.

School Health and Safety Management/Communications Organisation



Lone Working

Introduction

It must be recognised by all staff that there are risks associated with lone working. Monitoring lone working needs to be a continual process, and appropriate steps need to be put in place to reduce the risks and adverse effects of lone working.

General Guidance

People who work by themselves without close or direct supervision may be found in a range of situations. These may include:

- Any member of teaching or support staff working outside normal hours/days
- Staff working during school holidays when limited number of staff are on site
- People who work outside normal hours e.g. cleaners, kitchen staff, contractors, maintenance staff etc
- Contractors who carry out construction work, plant installation, maintenance, electrical repairs, lift repairs, painting and decorating, etc.

Law relating to lone working

There is no general prohibition on working alone, but some specific legislation stipulates that at least two people must be involved in the work and specifies those safe systems of work to be followed.

Safe systems of work for lone work

Where there is no specific legal prohibition on working alone, a senior member of staff must carry out a risk assessment and identify any potential hazards or risks associated with the work. Where risks or hazards are identified safe systems of work must be devised and implemented to ensure that the risks are either eliminated or adequately controlled. When it is not possible to devise arrangements for the work to be done safely by one person, alternative arrangements providing help or back up must be agreed.

In the majority of cases one person working alone will not be exposed to significantly more risks than several employees working together.

Safety Precautions for Lone Workers

Staff visiting other premises - If you have to leave the site – e.g. to supervise pupils external activities, the following procedure should be followed:

- Inform your Head of Department or line manager (or another senior member of staff) where you are going and how long you expect to be
- If you have not returned within an hour of your expected return the alarm will be raised and steps taken to determine your whereabouts
- If there is any doubt about personal safety then you should take a colleague and ensure you have a mobile phone with you.
- Familiarise yourself with the emergency procedures for any other premises you visit.

Catering/Cleaning/Caretaking Staff - For members of the cleaning or caretaking staff who are due to work alone:

- Consult with and follow the instructions of the Business Manager
- Avoid lifting heavy objects - if in doubt do not lift, wait and seek help
- Working at height – do not attempt any work at height without consulting with your manager who will organise appropriate training.
- If you are working alone ensure you inform someone of what you are doing, where you will be and what time you expect to be finished
- Ensure that you are carrying a mobile.
- Do not approach any strangers, if in doubt phone the duty member of staff.

Teaching Staff - For members of the teaching staff who are due to work alone:

- Consult with and follow the instructions of the Assistant Head
- Avoid lifting heavy objects - if in doubt do not lift, wait and seek help
- Working at height – do not attempt any work at height unless you have received appropriate training.
- If you are working alone ensure you inform someone of what you are doing, where you will be and what time you expect to be finished
- Ensure that you are carrying a mobile.
- Do not approach any strangers, if in doubt phone the duty member of staff.

Precautions to be taken by all lone workers

The following precautions are to be taken by all lone workers:

- You must ensure that you are medically fit and suitable to work alone. You must consider both routine work and foreseeable emergencies that may impose additional physical and mental burdens on you. **Do not put yourself at risk.**
- If you know you are suffering from a medical condition which could put you at increased risk you must inform the senior member of staff responsible for your work in order that it may be taken into consideration. This does not necessarily mean that you will be unable to carry on doing the job merely that additional precautions may be taken where necessary.
- Specific training may be required to ensure proficiency in safety matters. This is particularly important in work activities where there is limited supervision to control, guide and help in situations of uncertainty.
- As a solitary worker you need to understand fully the risks involved in the work, the necessary precautions and be sufficiently experienced. There should be established, clear, safe systems of work to set the limits to what can and cannot be done while working alone. These safe systems should specify how to behave in circumstances that are new, unusual or beyond the scope of training, e.g. when to stop work and seek advice from a supervisor.
- Although as a solitary worker you cannot be subject to constant supervision, it is still the organisation's duty to provide appropriate control of the work. The extent of supervision required will depend on the risks involved and your proficiency and experience to identify and handle

safety issues. The extent of supervision and monitoring required is a decision that will be made by a senior member of staff.


- Illness, accident and emergency situations may arise and as a solitary worker you should be capable of responding correctly. Information about emergency procedures should be fully understood and you must ensure you know the location of and have access to adequate first-aid facilities.

Appendix 1 Hot Works

Images below are taken from the "In Depth Guide to Hot Works Safety" produced by Zurich Insurance.

Also shown immediately below is an image of the Lavington Park Federation Hot Work Permit. A Hot Work Permit must be issued by an authorised member of Federation staff before such work is undertaken in school

These documents are filed in the Health and Safety Folders at each school.



LAVINGTON PARK FEDERATION
Grafham CE Infant & Duncton CE Junior School

HOT WORK PERMIT

PERMIT NUMBER _____

Location/nature of work _____

Name of Company conducting work _____

Name and position of WORKER _____

Name and position of Work SUPERVISOR _____

Name and position of Permit AUTHORISER _____

Part 1 - Risk Assessment and Authorisation - to be completed by SUPERVISOR

Completed by (name) _____

Have less hazardous methods been considered? ☐ Yes ☐ No

Why are less hazardous methods not being employed? _____

Who is conducting the work - a company employee or contractor? ☐ Employee ☐ Contractor

Has evidence of worker and supervisor qualifications been provided? ☐ Yes ☐ No

Work Area Risk Assessment

Is work area a "hot work prohibited" area? ☐ Yes ☐ No

Is hot work equipment functional, secure and in good repair? ☐ Yes ☐ No

Within 10 (35ft) of the work area:

- * flammable liquids removed? ☐ Yes ☐ No
- * combustible materials removed or protected? ☐ Yes ☐ No
- * floors swept? ☐ Yes ☐ No
- * overhead structure free from dust, lint and debris? ☐ Yes ☐ No
- * floor/wall openings protected against spread of sparks/embers? ☐ Yes ☐ No

Does work involve enclosed equipment? ☐ Yes ☐ No

If yes - adequate ventilation ensured? ☐ Yes ☐ No

If yes - thoroughly cleaned to remove flammables/combustibles? ☐ Yes ☐ No

If yes - flammable vapours purged? ☐ Yes ☐ No

If yes - purging and ventilation verified with gas detector? ☐ Yes ☐ No

FIRE WATCH (during and after hot work)

Number of personnel required _____

Location of fire watch personnel _____

What first aid firefighting equipment is available _____

Fire Watch duration (minutes) after work complete _____ minutes
(Note: 60 minute minimum for torch applied roofing)

Additional precautions required for this job _____

AUTHORISATION - to be completed by AUTHORISER

Work Area Risk Assessment approved ☐ Yes ☐ No

Permit valid for work on _____ Date _____

Time _____ From _____ Until _____

Specify supervisor inspection frequency

Continuous	<input type="checkbox"/>
Every 15 minutes	<input type="checkbox"/>
Every 30 minutes	<input type="checkbox"/>
Every 60 minutes	<input type="checkbox"/>
Other	<input type="checkbox"/> Frequency _____

Authoriser signature and date _____

Part 2 - to be completed by WORKER before work begins

Worker briefed on precautions and emergency procedures? ☐ Yes ☐ No

Fire Watch briefed on precautions and emergency procedures? ☐ Yes ☐ No

Worker signature _____

Part 3 - periodic inspections - to be completed by SUPERVISOR during hot work and during fire watch period

Inspection time _____	Compliance <input type="checkbox"/> Yes <input type="checkbox"/> No	Initials _____
Inspection time _____	Compliance <input type="checkbox"/> Yes <input type="checkbox"/> No	Initials _____
Inspection time _____	Compliance <input type="checkbox"/> Yes <input type="checkbox"/> No	Initials _____
Inspection time _____	Compliance <input type="checkbox"/> Yes <input type="checkbox"/> No	Initials _____
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Inspection time _____	Compliance <input type="checkbox"/> Yes <input type="checkbox"/> No	Initials _____
Inspection time _____	Compliance <input type="checkbox"/> Yes <input type="checkbox"/> No	Initials _____

Description of any non compliance, and actions taken _____

Part 4 - final work inspection - to be completed by SUPERVISOR at end of fire watch period

Time hot work ended _____

☐ All areas where sparks or heat might have spread have been inspected with no sign of fire

☐ All disabled fire or smoke detectors have been reinstated

☐ Work completed in accordance with this permit

Supervisor signature, date & time _____

Part 5 - Permit close out - to be completed by AUTHORISER at end of fire watch period

Tick one box below:

☐ Permit closed - work completed in a satisfactory manner

☐ Permit withdrawn - because _____

Authoriser signature, date & time _____

Introduction

Hot works describes any process that involves the use of open flames or the local application of heat and friction. One thing that all hot works processes – from welding and soldering to grinding and torch cutting – have in common is the potential to create serious fire risk.

Many types of construction or maintenance projects may involve hot works, with roofing one of the most common examples.

Whenever hot works take place, the potential risks to people and property are numerous, particularly when this activity occurs outside of an area designated specifically for the purpose of carrying out such works.

These risks could include:

- Fire damage
- Explosions, if sparks come into contact with flammable materials
- Inhalation of fumes, especially when hot works take place in a confined space
- Burns

There are also additional risks that could be a consequence of a hot works incident, such as business interruption and reputational damage.

Statistics show that hot works is one of the biggest fire risks property owners can face. Zurich's claims data reveals that 15% of all fires in commercial and industrial properties are caused by hot works.

Whilst all activities classed as hot works inherently carry a degree of risk, the dangers are often exacerbated by poor practices and processes.

These can include a failure to:

- Fully understand the nature of the works taking place and the specific risks they pose
- Select the right contractor to carry out hot works and to monitor their work

- Remove all combustible materials from the site vicinity
- Maintain site security
- Establish proper procedures for dealing with an emergency

In this white paper, we discuss the best ways for organisations to manage risks associated with hot works – from the initial process of selecting a contractor right through to the project's final stages.

What to do before hot works begin

Before a contractor has even been chosen, there are a range of simple checks that organisations can undertake to reduce some of the most common hot works risks.

Are hot works essential?

Whilst this white paper aims to help organisations manage risks associated with hot works, it is always worth considering whether there are any safer alternatives before embarking on any construction or maintenance project.

Depending on the complexity of the project, it may be possible to avoid processes that generate significant heat or sparks, and which could subsequently create a fire risk.

For example, it may be possible to complete certain cutting tasks using hand or electric saws, or pipe cutters, while hand filing may be an alternative to grinding.

For roofing work, cold adhesive-applied roofing systems are available for both whole roof replacement and patch repairs.

It is also a good idea for organisations to ensure that policies and procedures make it clear to employees and contractors that alternative methods to hot works should be used wherever possible. If it is not possible for alternative methods to be used, organisations should ask their contractors to explain the reasons why.

Zurich's Major Loss Team is currently handling a multi-million pound loss involving hot works. Investigations suggest the contractor involved had initially considered using cold works methods instead, before deciding to proceed with hot works without giving their client an explanation as to why.

Choosing a contractor

It is extremely important to carefully vet any contractors being considered for a hot works project.

Stewart Powell, Major Loss Team, Property, Zurich, says: "Any organisation choosing a contractor needs to think about much more than just price. They need to carry out checks and exercise due diligence to find out the level of expertise that contractor has in relation to the work they are being engaged to undertake.

"Employers should also be aware that, if third-party property is damaged as a result of a hot works incident, they could potentially find themselves vicariously liable for any losses, if they had made insufficient enquiries to satisfy themselves that the contractor was competent to carry out the works."

The boxout below lists some of the most important questions to consider when choosing a contractor.

Before selecting a contractor

- Does the proposed contractor have adequate public liability insurance?
- Have insurance certificates and test certificates for their equipment been checked?
- Have examples or references of previous work been requested?
- Has evidence of membership of trade bodies, e.g. National Inspection Council for Electrical Installation Contracting (NICEIC) been requested?
- Is it clear if, and how, subcontractors will be used?
- If so, have assurances been received about how subcontractors will be approved and managed?

After selecting a contractor

- Have the name and contact details of the individual who will be responsible for safety been logged?
- Have contractors been given full details of safety arrangements on site?
- Has a risk assessment been conducted?
- Have procedures for regular monitoring of work been established?

Hot works insurance considerations

Organisations should be aware that the way a hot works project is managed could have important insurance implications in the event of a loss.

“

If we are insuring on a joint-names basis, we may be precluded from pursuing a claim against the contractor for damage to property if the loss occurs as a result of their negligence.”

In many projects involving hot works, it is common for contracts to stipulate that insurance is taken out jointly in the name of the employer and the contractor.

Whilst joint-name policies can have benefits for both parties – such as keeping costs down and reducing the administrative burden – they also have important implications for how potential negligence claims are handled.

Powell says: “If we are insuring on a joint-names basis, we may be precluded from pursuing a claim against the contractor for damage to property if the loss occurs as a result of their negligence.

“This could affect an organisation's claims experience. Imagine, for example, there was a fire at a school, leading to losses totalling £5 million. If it was not possible to recover any of those costs from the contractor's insurer, then the school's insurer would have to settle the claim in full.

“This would negatively affect the school's claims history and could increase the size of their future premiums.”

If offered a contract that includes reference to joint names, organisations should seek legal advice to understand the implications concerning rights of recovery and insurance arrangements prior to any agreement being reached.

If contractors are arranging insurance independently, organisations should seek to establish whether there are any conditions that must be met in order for that policy to respond. For example, many public liability policies include a Hot Works Warranty, setting out certain minimum requirements that must be adhered to, such as the provision of fire extinguishers and fire detection equipment.

Zurich is aware of instances in which liability insurers have refused to provide an indemnity to contractors after discovering a breach in the Hot Works Warranty.

Establishing a hot works permit system

Developing and adhering to a hot works permit system is the best way to minimise risks associated with hot works. Careful management of contractors is key to ensuring the permit system functions as it is supposed to.

After deciding to proceed with a construction or maintenance project involving hot works, and choosing a contractor, the next step is for the appointed Responsible Person to put in place procedures to manage and supervise the contractor to ensure the work is managed safely. Establishing a hot works permit system is an essential part of this process.

A Hot Work Permit should provide details of:

- Who will be carrying out the work (staff or contractors)
- What the work will involve
- Hazards identified and actions taken to remove them (e.g. flammable liquids, combustible materials)
- Fire watch procedures
- Site inspection procedures
- Emergency procedures

We have produced an example of a Hot Work Permit ([click here](#)) which can be tailored to specific requirements.

A Hot Work Permit should also include a general site risk assessment, to help ensure hot work is only carried out in safe and appropriate locations. Each part of the site should be categorised as follows:

- Designated area – a permanent place specifically designed and intended for hot works
- Non-designated area – a place not designed for hot works, where a written permit is required

- Prohibited area – a place where hot works should never be permitted, for example, due to the presence of, or proximity to, combustible materials that cannot reasonably be removed.

Organisations should also consider what measures they have in place to protect their premises from unwanted intrusion. Fire risk assessments should identify any weaknesses in site security that could leave property (including equipment for detecting and fighting fires) vulnerable to accidental or malicious damage – for example gaps in perimeter fencing or faulty security lights.

Why is a Hot Work Permit system essential?

- It is required in most property insurance policies
- It helps organisations meet legal and regulatory requirements
- It ensures organisations and contractors understand exactly what the work will involve, and when and where hot works can take place
- It ensures that organisations/contractors consider possible alternatives to hot works
- It ensures that organisations/contractors are aware of the full range of risks, e.g. presence of flammable materials in surrounding buildings
- It ensures essential safety procedures are observed – e.g. provision of firefighting equipment

Monitoring ongoing hot works

It is important that organisations have robust procedures for ensuring the Hot Works Permit is adhered to, even if the contractor is managing the permit directly.

Zurich's Major Loss Team is currently handling three claims relating to hot works fires at schools, with losses of between £5.75m and £18.5m. All three scenarios involved a failure to adhere to a Hot Work Permit. In one, there was no permit in place at all, while in the other two, the permit was being managed by the contractor without proper oversight.

Powell says: "Hot Work Permits stipulate that when the work involves torch-applied roofing, a fire watch must remain in place for at least one hour after works are completed for the day. In one claim we are handling, we believe the contractor left before the one-hour fire watch period had elapsed; had they stayed, the damage could have been reduced significantly.

"In another case, we discovered that the person signing off the permit was the same person who had issued it, which raises obvious questions about the oversight of that permit."

Organisations face a number of challenges to ensure contractors adhere to the Hot Work Permit system. The first is that by employing a contractor in the first place, an organisation is acknowledging this third party has greater skills, expertise and knowledge in relation to hot works and the associated risks than it does. This is why robust contractor checks (as discussed earlier) are so important.

Keeping an eye on things

Secondly, an organisation can only have oversight of the Hot Work Permit system if it has somebody physically on site.

Powell says: "It's easy to see why this can be a challenge for organisations, especially if the work is taking place at weekends or at other times when somebody would not ordinarily be on site.

"You can understand why organisations might be reluctant to send somebody along at 6.30am on a Sunday to sign off a Hot Work Permit, and then have them wait around all day so they can monitor the work and sign off the permit again at the end of the day.

"However, as an insurer we know that if an organisation does have somebody on site the risks are reduced considerably. And it's always worth remembering that the value of the works taking place bears no relation to the potential damage that could be caused if a fire breaks out. You could have £60,000 worth of works taking place, but if a fire takes hold and spreads quickly, you could be left with several million pounds worth of damage."

The final challenge is to identify the right person within an organisation to monitor the performance of the hot works permit system.

Powell says: "It has to be somebody who can be on site every day and who has

detailed knowledge of the buildings and site layout. Organisations should also consider whether this individual needs any additional training or guidance to carry out this role."

There may also be a need to consider additional support or guidance for contractors, such as site induction training to familiarise them with the layout of the premises and its evacuation points and procedures.

Preparing for an emergency

If a fire should occur, it is important to understand what action to take to minimise losses and reduce the risk to property and life.

Incidents can also lead to significant business interruption, reputational damage and/or regulatory action.

Whilst the guidance outlined here aims to help reduce the risk of any such incident occurring, preparations should be made for a possible fire or other emergency resulting from hot works.

A Hot Work Permit should list some of the initial actions to take in the event of an emergency. However, emergency procedures should also address the following questions:

- Will there be a fire watch supervisor on site with fire-fighting equipment at all times whilst work is carried out (including breaks and shift changes)?
- Have those people responsible for using fire-fighting equipment been given sufficient training/instructions on its use?
- Is this fire-fighting equipment inspected/tested regularly?
- What fire detection/alarm systems are in place, and how regularly are these tested/inspected?
- Have you ensured that only detectors/alarms in the immediate vicinity of hot works are isolated whilst these works are taking place, and that all other detection equipment remains switched on?
- Is there a clear exit/evacuation strategy?
- Are measures in place to ensure emergency exit routes remain clear at all times?

Appendix 2

WSCC Corporate Health, Safety, Wellbeing & Fire Safety Policy



Corporate Health, Safety, Wellbeing & Fire Safety Policy

1. Aim

The aim of this policy is to enable the council to: -

- Protect and enhance the health, safety and wellbeing (HSW) of its staff, and others affected by the council's premises, services and activities;
- Comply with the statutory obligations required by the Health and Safety at Work etc. Act 1974 and its subordinate legislation, the Regulatory Reform (Fire Safety) Order 2005 and any other relevant Acts and Statutory Instruments;
- Minimise the council's costs for failure to properly manage its statutory obligations.

2. Objectives

To achieve its aims, the council will: -

- Provide and maintain safe and healthy workplaces for employees and visitors to council premises;
- Ensure this policy is reviewed every 2 years and that all council staff have access to and are aware of this policy;
- Provide and maintain safe plant, tools and equipment;
- Ensure safe use, handling, storage and transport of articles and substances used or associated in the provision of council services or activities;
- Provide information, instruction, training and supervision in health and safety to employees to enable them to avoid harm and contribute to their own HSW at work;
- Provide and maintain where appropriate, personal protective equipment and ensure that employees are informed of their obligations in respect of its use;
- Undertake risk assessments of council activities, assets and functions and implement appropriate risk control measures;
- Inform employees of the risks associated with their workplaces and work activities and the measures necessary to minimise the risk of harm;
- Ensure emergency provision, as necessary, to ensure the HSW of all employees and, where necessary, others using council premises and facilities;
- Provide procedures for the reporting, recording and, where necessary, investigation of harmful or potentially harmful events and instances of ill-health relating to council work activities;
- Advise employees of their HSW obligations and their need to co-operate with the council to enable it to discharge its responsibilities;
- Ensure mechanisms are established and used for consultation with trade union representatives and / or representatives of employee's safety; the council will

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- provide them with assistance and facilities to train / retrain Union staff to maintain accreditation to enable them to carry out their functions;
- Ensure the proper control of people other than employees who access council premises to ensure they are not put at risk by council work activities or council assets;
- Control contractors and co-operate with partners working for the council, on council premises or delivering council services, by proper co-ordination, selection, agreement, and monitoring of their activities;
- Ensure directorates make continuing improvements in the management of HSW by integration into directorate activities;
- Ensure that a programme is in place to monitor and measure the achievements of this Policy;
- Provide an annual report on the council's HSW performance and ensure the annual review contains appropriate proposals to improve the management of HSW;
- Include HSW in employee appraisals and as part of regular on-going conversations (1-1's and supervisions);
- Ensure all staff complete the annual mandatory refresher training and new staff complete induction training;
- Meet the workplace health and wellbeing needs of employees and commit to making it everyone's responsibility.

3. Scope

This policy covers the council's requirements to comply with the Health and Safety at Work etc. Act 1974 and its subordinate legislation, the Regulatory Reform (Fire Safety) Order 2005 and any other relevant Acts and Statutory Instruments.

This policy applies to all of the council's elected members, the Chief Executive, Executive Directors and Directors, managers at all levels, staff and volunteers and, where relevant, contractors working for the council.

There are two policies supplementary to this one: -

- The West Sussex Fire and Rescue Service's health and safety policy statement; and
- The health, safety and welfare at work policy for community schools, community special schools, voluntary controlled schools, maintained nursery schools and alternative provision colleges.

4. Who can help?

Email the healthandsafety@westsussex.gov.uk, or call on 01243 752025.

5. Change Control

Version	Date	Author	Summary
1.0	June 2020	Amenda Rabin	Original

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7. Organisation – Responsibilities and accountabilities of County Council staff and elected members

Elected Members

The Cabinet Member with the portfolio for Economy and Corporate Resources is the lead Councillor for HSW and will monitor the Council's overall performance and compliance with HSW legislation and ensure that decisions taken when developing Council policies and services reflect the Council's HSW commitment.

The elected members will: -

- Receive an annual report on HSW from the Health & Safety Manager and consider trends and matters affecting the council. The workforce Key Performance Indicator (KPI) report which is part of the total performance monitor (TPM) will also provide a quarterly performance measure.
- Work closely with the Chief Executive to jointly promote a positive HSW culture in the council.

Chief Executive

The Chief Executive has the overall responsibility for the implementation of this policy and is accountable to the elected members for ensuring that the council is fully compliant with all HSW and fire safety laws.

The Chief Executive will fulfil the Council's commitment for the implementation and achievement of the objectives and arrangements referred to in this policy and will: -

- Promote a positive culture and attitude, among all council staff and contractors, toward HSW risks and initiatives;
- Ensure suitable resources are available and strategic direction is set for the council to discharge its HSW responsibilities;
- Ensure HSW and fire safety arrangements are set through the arrangements section of this Policy and Corporate Guidance covering compliance with laws and best practice;
- Require Executive Directors and Directors to account for HSW management and resource in their areas of control;
- Provide an annual HSW report to elected members;
- Ensure appropriate priority is given to HSW in all council strategic planning;
- Ensure that the council has competent HSW advice to enable it to meet its statutory duties.

Executive Directors and Directors

Executive Directors and Directors are responsible for and accountable to the Chief Executive for ensuring that there are adequate HSW arrangements in place for their Directorate and adequate resource to fulfil the Council's commitment for the implementation and achievement of the objectives and arrangements referred to in this policy and for compliance with HSW and fire safety laws, within their areas of control. Executive Directors and Directors will:

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6. Policy Statement of Intent

This Policy explains the strong commitment of West Sussex County Council (WSCC) to ensure the positive management of HSW and fire safety risks that may be faced by our staff, customers, and all others who are affected by what we do. The Policy is a requirement of the Health and Safety at Work etc Act 1974 and explains how roles, responsibilities and accountabilities are delegated throughout the Council.

The County Council's elected members and the Chief Executive, believe HSW must be considered when we are planning and delivering our services to the community, customers and each other. HSW has a vital role to play in the overall success of the County Council and we must encourage and support a positive attitude towards our HSW.

This Policy is supported by Corporate Guidance that set the standards and arrangements for implementing and achieving this Policy.

Whilst the final responsibility for implementing this Policy rests with the Corporate Management Team (CMT) every employee must take an active role in implementing this Policy effectively and to act with reasonable care for their own HSW and that of others, who may be affected by what they do or fail to do at work.

Signed

Chief Executive
Becky Shaw

June 2020

Cabinet Member for Economy and Corporate
Resources
Bob Lanzor

June 2020

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Promote the ownership of HSW risks and a positive culture and attitude to its management, among all managers, staff and customers.

Ensure that the Corporate Management Team (CMT) in their respective directorates implement and achieve this policy and account for HSW management within their service.

Establish HSW as a standing agenda item at quarterly Directorate Leadership Team meetings with the function of leading on the planning, monitoring and reviewing of HSW within the Directorate and refer any issues that cannot be resolved within their Directorate to the HSW Governance Board for resolution.

Appoint a Senior Manager to attend the HSW Representatives Committee who will become the ambassador for HSW in the Directorate.

Agree using a risk based approach with the Health and Safety Manager the Directorates' HSW priorities and the action to resolve these.

Corporate Management Team (CMT) for example Business Unit Managers and Heads of Service)

CMT is responsible for and accountable to their Executive Directors and Directors for ensuring adequate arrangements for HSW of their staff, volunteers, customers, contractors and others affected by their unit /service and the implementation of the objectives and arrangements referred to in this policy in their respective service areas. CMT will:

Include HSW issues in service meeting agendas and to refer any issues that cannot be resolved to the Directorates ambassador to escalate through the corporate governance structure for HSW for resolution.

Monitor HSW performance within their service areas.

Ensure that, where necessary, there are nominated senior staff to oversee buildings occupied by their staff and that all occupants, including any hosted organisations fully co-operate with Facilities Management for fire safety, emergency evacuation and other building-related health and safety arrangements.

Support the Health and Safety Manager and Health and Safety Service if activities or service (by staff or contractors) are suspended where there is imminent risk of serious harm to staff or others.

Managers and Supervisors¹

Managers and Supervisors are responsible for and accountable to their Business Unit Manager and Head of Service for the implementation of their unit / service HSW arrangements for the activities under their control and the implementation of the objectives and arrangements referred to in this policy in their respective team areas.

¹ Managers and Supervisors¹ includes all managers and supervisors at any level who have responsibility for staff / volunteers, premises, assets, equipment or activities involving staff, volunteers, contractors, customers etc.

Managers and Supervisors will include HSW issues in team meeting agendas and escalate to their Business Unit Managers / Head of Service, any issues that they cannot resolve.

Managers and Supervisors will monitor health and safety performance within their team areas.

Director of Human Resources & Organisational Change

The Director of Human Resources & Organisational Change (HR&OC) on the Corporate Leadership Team (CLT) will be nominated to support the Chief Executive, provide strong leadership and champion HSW. The Director of HR&OC will:

Manage the implementation of the aims and objectives of this policy and promote ownership for the management of risks created by council undertakings and ensure that all officers are aware of and discharge their responsibilities under the Policy.

Chair the HSW governance board to drive and monitor the effectiveness of HSW at a strategic level and, where issues cannot be resolved, escalate to the Executive Leadership Team to agree actions to resolve matters.

Health and Safety Manager

The Health and Safety Manager is accountable to the Director of Human Resource and Organisational Change and will act as the council's statutory competent person and provide advice and guidance throughout the council on compliance with HSW and fire safety laws.

The Health and Safety Manager is responsible for leading and directing the council's HSW strategy, developing the structures for planning, implementing and monitoring HSW performance and enable the pursuit of the aims and objectives of this policy.

The Health and Safety Manager will liaise with the enforcing authority and other lead bodies regarding health, safety, welfare and fire safety matters and investigations, and ensure proactive links with the trade unions and senior management to secure consultation and make sure that key information is exchanged to enable best practice in health, safety, welfare and fire safety management.

The Health and Safety Manager (and health and safety officers) has authority from the Chief Executive to suspend activities and service (by staff and contractors) where there is imminent risk of serious harm to staff or others.

Consultation with Unions and Staff Representatives

The council has a duty to consult with staff on any matters that affect HSW at work. This consultation will be conducted through the HSW Representatives Committee and where relevant Business and Service Unit Focus or Sub group meetings.

The relevant trade union(s) will be invited to provide a Union representative to attend the HSW Representatives Committee.

The Health and Safety Manager will consult with Unions at regularly agreed intervals as necessary, no fewer than quarterly.

Individual Employees²

All employees will co-operate with his/her line manager in the implementation and achievement of the objectives and arrangements of this policy of this policy. In particular, employees must: -

- Act with reasonable care for their own HSW and that of others, who may be affected by what they do or fail to do at work;
- Co-operate to enable the council to comply with any applicable health, safety, welfare and fire safety legislation;
- Use all work equipment and substances in accordance with instructions and training provided to enable them to use such things safely;
- Remedy unsafe situations within their competence or report such to their line / team manager or supervisor, to ensure that appropriate action is taken. This includes reporting: -
 - All hazards, defects or other shortcomings;
 - Any accident or dangerous occurrence;
- Use personal protective equipment when carrying out a task where it is a requirement;
- Not misuse or interfere with anything that is provided for health, safety, wellbeing and fire safety.

Heads of Educational Establishments and Governing Bodies

The County Council, as the employer for community schools, community special schools, and voluntary controlled schools, maintained nursery schools and alternative provision colleges, is responsible for HSW.

Heads of Educational Establishments and Governing Bodies discharge these responsibilities on behalf of the council and their duties for are set out in a supplementary council policy - *The health, safety and welfare at work policy for community schools, community special schools, voluntary controlled schools, maintained nursery schools and alternative provision colleges*; this is available on the West Sussex Services for Schools (WSSS) website?

Where the council finds a deficiency in standards of HSW at an educational establishment, the Director of Education & Skills may direct the governing body and head teacher to remedy the deficiency to comply with this policy.

Note: Head teachers of other types of school must refer to their employer's HSW Policy(s). The council will co-operate with head teachers to maintain good standards of HSW where the council has employees working at these other types of school.

Occupational Health Arrangements and Health Surveillance

The Director of Human Resources & Organisational Change will maintain a contract for the provision of general occupational health and hygiene advice and support, for pre-employment health screening and for the health surveillance for staff identified as being at-risk from harmful agents.

² The term 'employee' refers to full-time and part-time staff, agency staff, casual staff, volunteers and work experience students working for the council.

8. Arrangements – for the implementation and achievement of the policy

Managing Health, Safety, Wellbeing and Fire Safety

Health, safety, wellbeing and fire safety in the council will be directed and managed according to more detailed Corporate Guidance which will be published on The Point, to assist those responsible to carry out their duties under this Policy.

Owing to the size and complexity of the council, it is not practicable to detail all the specific arrangements within this document.

Council directorates, business units, services and teams may adopt their own specific procedures in addition to the corporate guidance and, where it is required, those additional procedures must not be less onerous than the corporate guidance.

---END OF DOCUMENT---