

# Health, Safety and Welfare Policy

Children, Families, Lifelong Learning  
and Culture



**SURREY**  
COUNTY COUNCIL

## Policy statement

November 2019

As Executive Director for Children, Families, Lifelong Learning and Culture; Cabinet Member for Children, Young People and Families and Cabinet Member for All-Age Learning, we are committed to ensuring, so far as is reasonably practicable, the health, safety and welfare of all employees, children and young people, families, customers and those people affected by our work.

We recognise that good health, safety and welfare are integral to our organisational and business performance and we see health and safety as a key management responsibility and accept our responsibilities as defined in the Health and Safety at Work etc Act 1974 and associated legislation to:

- provide and maintain a safe and healthy working environment, ensuring the welfare of all employees, young people, families and any other persons who may be affected by our work activities
- act in accordance with the general health and safety policy of Surrey County Council and require the same of all managers and the persons they supervise and take responsibility for.

We are also firmly committed to young people learning through challenge and adventure. We believe that young people should understand what risk means so that they can make informed decisions about risk in their own lives. We will provide learning opportunities where risk is reduced to an acceptable level. Sensible risk management will allow us to do these worthwhile things; rarely will it prevent a worthwhile activity.

Our aim is excellence in health and safety, by means of continuous improvement of standards and systematically removing the cause of accidents, incidents and ill health, by:

- assessing and controlling risks
- ensuring safe working methods
- providing safe and healthy workplaces
- providing effective information, instruction, training and supervision
- promoting a positive health and safety culture, through communication and consultation with employees and their representatives.

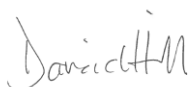
We will ensure that health and safety is embedded and continue to work with our partner organisations to achieve improvements in our health and safety performance. The key resource in our organisation are our staff and to achieve a successful safety culture we need the active participation of all employees. Health and safety is the collective responsibility of everyone in our directorate.

This policy statement supplements the Surrey County Council Health and Safety policy statement.

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Executive Director  
Children Families  
Lifelong Learning and Culture  
November 2019

Julie Iles  
Cabinet Member  
All-Age Learning  
November 2019

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## **Organisation and responsibilities for health, safety and welfare**

### **1. Executive Director for Children, Families, Lifelong Learning and Culture and Cabinet Members for All-Age Learning and Children, Young People and Families (policy makers)**

The executive director and cabinet members are responsible for ensuring the policy statement is achieved and that suitable resources and strategic direction are available to implement this policy.

### **2. Children, Families, Lifelong Learning and Culture Directors**

Directors are the people responsible for managing health, safety and welfare within their areas. In particular they will ensure:

- implementation of this policy
- adequate resources are available to manage health, safety and welfare
- there is a system for monitoring and reviewing the effectiveness of health, safety and welfare arrangements
- health, safety and welfare is incorporated into service and business plans, including improving health and safety performance
- a process of risk management is applied across their area
- an adequate needs analysis of health and safety training is undertaken and sufficient resources are made available
- procedures are in place for the reporting, recording, investigation and follow up of accidents and incidents.

### **3. Assistant Directors**

Assistant Directors are responsible for ensuring the implementation of this policy within their areas of responsibility. In particular they will ensure:

- the requirements of the Health and Safety at Work Act and other legislation is adhered to
- this policy is brought to the attention of all staff
- the implementation of policies and procedures within their area of responsibility
- the welfare of all employees
- accidents, incidents and near misses are reviewed
- risk assessments are monitored and reviewed as necessary
- employees and trade union safety representatives are engaged and consulted
- employees are aware of their health and safety responsibilities
- all staff receive adequate health and safety training and resources to carry out their responsibilities
- a system for monitoring the effectiveness of health, safety and welfare arrangements is in place
- appropriate control measures are implemented and risk assessments monitored and reviewed
- adequate arrangements are in place for the safety of young people engaging in on site and off site activities and schemes
- appropriate staffing levels for safe supervision.

#### **4. Service Managers (planners)**

Service managers will ensure:

- risk assessments are undertaken, recorded and regularly reviewed
- an effective system for communication is in place within their area
- all employees, including temporary and agency workers, receive induction and health and safety training
- training needs are assessed, appropriate training undertaken and records kept
- accidents and incidents are reported, recorded and investigated in accordance with council procedures
- employees are consulted on any matters that may affect their health or safety whilst at work
- employees are made aware of their health and safety responsibilities and are provided with appropriate information, instruction, training and supervision to enable them to carry out their work safely
- first aid provision is adequate
- the appointment of educational visits co-ordinators
- Appropriate staffing levels for safe supervision.

#### **5. Line Managers and Supervisors (implementers)**

Line managers and supervisors will ensure:

- the place of work is acceptable, safe and appropriate for the activities being carried out
- all persons they manage or are responsible for, are aware of their specific roles in case of fire emergency and their health and safety responsibilities
- any equipment/appliance identified as being unsafe is removed from service
- on site and off site activities and schemes are risk assessed and authorised or approved
- young people and other service users are given relevant health and safety information and instruction
- sufficient first aiders within their areas of responsibility (this will be determined by a risk assessment)
- contractors and other authorised visitors to youth centres are managed and monitored
- emergency/fire arrangements are formulated, tested and reviewed
- all staff understand how to report health and safety incidents including near misses
- Where appropriate young people and service users are involved in risk assessment and subsequent risk management.

#### **6. Building administrators**

Building administrators are those staff who have responsibility for managing council premises as defined in their job roles/profiles. They will ensure:

- fire safety arrangements are in place, including evacuation drills, weekly alarm and emergency lighting tests etc
- the maintenance of the building, including statutory testing regimes
- the removal from service of any item of furniture, apparatus or equipment which has been identified as unsafe
- periodic health and safety inspections are undertaken
- property services are advised of any defect in the building or its surrounds which are identified as unsafe, minimising the risk until repairs can be arranged

- the activities of contractors (including cleaning and grounds staff), visitors and others on the site are monitored, to ensure that any risks to the health and safety of staff and others are kept to a minimum
- communication and co-ordination of arrangements with others within shared premises or multi user sites
- accidents are reported for building related incidents.

## **7. All employees (including agency)**

It is recognised that there are enormous benefits for young people undertaking programmed, challenging activities. These should be appropriately managed so that risks are reduced to an acceptable level. Benefits should be clear, planned and described in the aims and objectives for the activity. Health and safety should not be used as an excuse for not running worthwhile activities.

All employees are required to take care of their own safety and health and that of others who may be affected by their actions.

Employees must co-operate to ensure that everyone complies with their health and safety responsibilities. In particular all employees must:

- participate in the risk assessment process and comply with the findings
- participate in any training and development relevant to their role
- follow established safe working practices
- report all accidents/incidents/near misses (that might have led to accidents) to their managers in accordance with the council's reporting procedure
- report any unsafe working practices to their line manager
- escalate any unresolved health and safety concerns to the Strategic Risk Management team [srm.hands@surreycc.gov.uk](mailto:srm.hands@surreycc.gov.uk)
- take reasonable care for their health and safety and those who may be affected by their actions
- be responsible for the health and safety of all young people and service users in their care, including safeguarding
- provide young people and service users with relevant safety instructions prior to commencing practical sessions and effective supervision
- familiarise themselves with and act in accordance with the service health and safety policy and any local procedures
- be familiar with and participate in emergency procedures including drills
- check all personal protective equipment is suitable and in good condition prior to use
- check any safety devices such as machinery guards are in good condition and used in accordance with relevant guidance
- take out of use and report any defective equipment/appliance to the relevant person.

## **8. The Strategic Risk Management team**

The Strategic Risk Management team will:

- support the service to provide worthwhile and challenging activities
- keep up to date with changes in legislation
- assist in developing local policies and procedures
- offer advice and support to managers to fulfil their health and safety responsibilities

- chair the Children, Families, Lifelong Learning and Culture Joint Health and Safety Committee
- promote health and safety across the CFLC directorate
- audit and report on health and safety issues
- intervene where a significant health and safety concern is raised or a breach is suspected or reported.

## **9. Children, Families, Lifelong Learning and Culture Health and Safety Committee**

The function of the health and safety committee is to promote co-operation between the service, trade unions, associations and employees in instigating, developing and carrying out measures to improve health, safety and welfare at work.

Membership consists of management and recognised trade unions, who determine the composition of the committee, so that it is representative of the employee groups concerned.

Staff consultation information is detailed under point 23 of the arrangements section.

## **Arrangements and procedures for health, safety and welfare**

This section describes the arrangements currently in place to manage health and safety across the directorate.

The following procedures and arrangements have been established to eliminate or reduce health and safety risks to an acceptable level and to comply with legal requirements. In some cases these standards are supported by guidance, information and forms which can be found in the council's Health and Safety Manual and local procedures.

### **1. Access control/security**

Each establishment must have a visitor's register that is kept on site. Visitors must sign in and out. The arrangements for youth centres are set out in the facilities handbook for each centre. All visitors must be made aware of emergency procedures. Contractors carrying out building works must check and sign the asbestos register.

Building administrators will undertake an induction for all new youth centre users.

In the event of an alert, the lead person is responsible for the safe evacuation of operational buildings, or to move customers to a safe location. If appropriate the lead person should call the emergency services and alert their line manager.

### **2. Accident reporting, recording & investigation**

The reporting and investigation of accidents, incidents and near misses is carried out in accordance with the council's accident and incident reporting procedure, using the on-line Health and Safety Event Reporting system [OSHENS Incident reporting - SCC Info.](#) An accident reporting flow chart and reviewing manager guide is available in the Health and Safety area of SharePoint [Children, Families, Lifelong Learning and Culture - Health and Safety](#).

### **3. Asbestos**

Asbestos management is controlled by building administrators and Property Services. An asbestos register and management plan is supplied for every building and must be consulted prior to any maintenance work being undertaken.

In the case of asbestos exposure, the building administrator should be notified and contact made with the centre appointed asbestos officer, as per the procedure in the asbestos management plan (AMP).

### **4. Child protection and safeguarding**

Arrangements regarding child protection and safeguarding, are set by the Surrey Safeguarding Board. Guidelines and procedures can be located on s-net, or [Surrey Safeguarding Children Board](#) website [www.surreyscb.org.uk](http://www.surreyscb.org.uk).

### **5. Contractors**

All building and maintenance work is organised through Property Services, using approved contractors. Where other contractors may be required, adequate risk assessments and references must be obtained. All contractors must sign in to either the visitor's book or contractor's book and check and sign the asbestos register before commencing work. Contractors must be made aware of the relevant emergency procedures.

### **6. External providers**

Where an activity or service is delivered in an SCC building by an external provider, the suitability of the provider's safeguarding arrangements, staff ratios, first aid, risk assessment

of the activity, and knowledge and safe use of the building must meet an acceptable standard.

#### **7. Display screen equipment (DSE)**

All DSE users must complete the council's display screen equipment e-learning training and read the associated document 'Using your computer safely'. Any defects in the workstation or health concerns, should be reported immediately to the line manager. Staff are entitled to a free eyesight test when they first become a DSE user; at regular intervals thereafter and if experiencing visual problems which may be related to DSE work. Ergonomic assessments are available following an occupational health referral.

#### **8. Electrical equipment (fixed and portable)**

All fixed electrical work is undertaken by authorised and competent persons arranged by Property Services. Building administrators will ensure the statutory five yearly check of the fixed wiring is carried out by a competent person and a record of the test is kept.

Users of electrical equipment should carry out a visual inspection of the equipment before use. Any member of staff identifying broken, damaged or faulty electrical equipment should ensure the equipment is removed from use and reported to their line manager, or through the property service helpdesk.

#### **9. Fire and emergency procedures**

Guidance on legal duties, workplace design and fire precautions are set out in the council's Health and Safety Manual. Property Services are responsible for the fire risk assessments in all council buildings.

All employees, including agency and temporary staff must be made aware of evacuation routes, location of call points and assembly areas. Building administrators will ensure periodic evacuation drills are carried out in all premises for which they are responsible and that these are recorded, as well as undertaking the routine checks prescribed in the fire log book. Drills should take place at least twice a year on all operational council buildings, taking into account service users. Fire and emergency procedures must be in place for all service controlled buildings. Arrangements are documented in the facilities handbook.

A personal emergency evacuation plan (PEEP) must be produced for any building user who has a disability that might impair their easy evacuation from the setting.

#### **10. Hazardous and flammable substances**

Hazardous and flammable substances, materials, chemicals and cleaning liquids are only to be used after undertaking a risk assessment. Where hazardous substances are identified and used, adequate precautions must be taken to ensure the safety of employees and other persons.

A record of all products and their safety data sheets should be kept in a folder located with the substances for easy reference and reviewed regularly. When using a substance, staff must ensure adequate precautions are taken, in accordance with a COSHH risk assessment. All hazardous substances are to be stored in a secure, locked store when not in use.

The use of flammable substances must be restricted and adequately controlled. Gas bottles should be stored in an external wire cage located away from the building. Flammable substances should be stored in a metal, fire resistant cabinet, away from sources of ignition.



A risk assessment must be undertaken to ensure adequate precautions are taken, including limiting the amount stored and adequate ventilation to avoid the build-up fumes. All staff using flammables substances must undergo suitable training.

#### **11. First aid**

Local managers will undertake an assessment to determine an appropriate level of first aid taking into account; type of workplace, people using the building, facilities, activities and hazards and location. The HSE provide a checklist for assessment of first-aid needs <http://www.hse.gov.uk/pubns/indg214.pdf> that can be used to determine appropriate provision.

Defibrillators are located across a number of council buildings and training on their use, should be included in all first aid training. The arrangements for first aid will be communicated to all employees.

#### **12. General equipment**

All general equipment requiring statutory inspection and/or testing (e.g. boilers) will be inspected by competent contractors provided by Property Services. Building administrators are responsible for overseeing the arrangements in operational buildings.

#### **13. Housekeeping**

Good housekeeping is essential in the working environment and all staff are responsible for keeping workplaces tidy and free from hazards. Corridors and fire exits must be kept clear at all times.

#### **14. Legionella**

Property Services and building administrators will ensure a Legionella risk assessment is undertaken by a competent person for all council buildings. Records of monitoring results, inspection, maintenance procedures and checks carried out will be kept.

#### **15. Lettings/shared use of premises**

All building users must follow agreed procedures.

Hirers are issued with a licence and must adhere to the terms and conditions within.

#### **16. Lone working**

A risk assessment must be undertaken where lone working has been identified. Staff must follow their respective lone working team policy.

#### **17. Manual Handling and Moving and Handling**

Any significant manual handling tasks are to be risk assessed in order that training requirements and mechanical aids can be adequately determined to ensure the task is carried out safely. Staff working with hoist equipment used to move children/young people must attend a formal moving and handling course specific to their work requirements.

#### **18. Personal protective equipment (PPE)**

Where a risk assessment has determined PPE is necessary, it shall be provided free of charge.

#### **19. Off-site activities**

Off-site activities take place in accordance with SCC policies and the appropriate risk assessments. Risk assessments should be approved by the line manager and then confirmed through Evolve.

Residential journeys, including trips abroad and higher risk adventure activities such as those involving climbing, caving and water based activities, must also be approved by the Strategic Risk Management Outdoor Education Advisor.

## **20. Reporting defects**

All staff are responsible for reporting defects to the Property Helpdesk or their building administrator. In the case of urgent issues, these should be reported immediately to the Property Helpdesk.

## **21. Risk assessment**

All managers are responsible for ensuring risk assessments are carried out within their area of control, in accordance with the council's guidance note B1 - risk assessment and control.

Risk assessments will be carried out by those staff with appropriate training, knowledge and experience within the service area. All risk assessments and associated control measures are to be approved by the manager prior to implementation. Completed risk assessments will be reviewed periodically in accordance with each risk assessment's review date or where there is a change in process, staff, or following an accident/incident.

## **22. Smoking**

The council operates a smoke free workplace policy [Smokefree workplace - SCC Info](#). A small number of sites are exempt due to risk or safeguarding issues. A drug and alcohol workplace policy is also enforced.

## **23. Staff wellbeing/stress**

The council provides an occupational health service for its employees. This service provides advice and support in relation to local and national health initiatives and health and wellbeing programmes. The council is committed to promoting high levels of health and wellbeing and recognises the importance of identifying and reducing workplace stress. There are a number of services and offers staff can access through s-net [Staff support and wellbeing - SCC Info](#).

Training is available through e-learning and face to face modules that can help to enhance wellbeing and reduce work related stress [My wellbeing tools and training - SCC Info](#).

Further help is available through the Employee Assistance Programme, 0800 731 8631.

## **24. Staff consultation**

The Children, Families, Lifelong Learning and Culture Joint Health and Safety Committee, will meet at least twice in any 12 month period. The terms of reference are to promote co-operation between the service, trade unions and employees in instigating, developing and carrying out measures to ensure improvements to health, safety and welfare across the directorate.

## **25. Supervision**

Effective supervision must be in place, according to the nature and needs of staff, children/young people and the activities involved.

## **26. Training**

Health and safety induction training will be provided and recorded for all new staff including agency staff in accordance with the council's induction procedure.

Managers are responsible for ensuring all staff are provided with information, instruction and training regarding their health and safety at work. Specific job related health and safety

training will be identified by managers and should be provided before carrying out new or unfamiliar tasks.

Training may include:

- health and safety awareness
- emergency/fire
- risk assessment
- lone working
- first aid
- moving and handling
- managing challenging situations

## **27. Vehicles**

All vehicles used for council work activities must be suitable for purpose, roadworthy, taxed, and insured and not if over three years old and driven by appropriately qualified staff in accordance with relevant licensing conditions. The line manager will be responsible for undertaking an annual check of the driving licence, insurance and M.O.T (where appropriate) of a car user [Driving for work - SCC Info](#).

Line managers and employees need to plan work activities involving travel to minimise risks. Passengers likely to cause distraction must be adequately escorted by someone other than the driver.

Minibuses will be operated in accordance with the requirements of the Driver and Vehicle Standards Agency (DVSA). All drivers will need an appropriate licence and to pass a nationally accredited minibus driving test.

Council policy prohibits any use of mobile telecommunications while driving at work. This includes hands - free equipment, except in an emergency situation and only when it is safe for the driver to take or make a call as defined in [Section D5 Policy - Mobile phones - SCC Info](#) of the Health and Safety Manual.

## **28. Violent incidents**

Incidents of violence must be reported to the line manager and in the appropriate team system, as well as being recorded on SCC's online event reporting system [OSHENS](#). This is to ensure there is an awareness of potential issues and to enable incidents to be investigated, so that reasonable actions may be taken to support those involved and reduce the risk of similar incidents occurring in the future.

Activities that may result in violence, must be assessed and measures taken to reduce the likelihood of a violent act occurring.

## **29. Visitors**

All visitors should report to a reception point and sign in. Where provided, a visitor pass must be worn at all times. Visitors must be informed of the action to take in the event of a fire or other emergency.

## **30. Working at Height**

Appropriate working practices must be in place, which takes into account The Work at Height Regulations 2005.

### **31. Work experience**

Work experience placements must be assessed prior to the placement taking place, in accordance with the revised Health and Safety Executive Young People at Work guidance.

### **32. Workplace Inspections**

Routine inspections will be undertaken by the administrator responsible for the building. A checklist may be used as a guide and a record of the inspection kept. The frequency will be based upon the risks in the workplace. Ad hoc inspections may be undertaken by a member of the Strategic Risk Management team.

*This policy will be reviewed by the Strategic Risk Management team in accordance with legislative or organisational changes.*