



## Royal Borough of Kingston upon Thames

### HEALTH AND SAFETY POLICY September 2022

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## Royal Borough of Kingston upon Thames

### HEALTH AND SAFETY POLICY

**Health and Safety at Work etc. Act 1974 Section 2(3)  
Management of Health and Safety at Work Regulations 1999 Regulation 5  
Construction (Design and Management) Regulations 2015  
Regulatory Reform (Fire Safety) Order 2005- Article 11**

#### STATEMENT OF INTENT

It is the policy of The Royal Borough of Kingston upon Thames (RBK) (the Council) to ensure, so far as is reasonably practicable, the health, safety and welfare of all our employees and others who may be affected by our activities or services including local residents, school pupils and visitors, in accordance with our STAR values and behaviours. In order to achieve this, it is our policy to provide, so far as is reasonably practicable, safe equipment and systems of work, a safe working environment and adequate information, instruction, training and supervision, as may be needed for this purpose. RBK will ensure health and safety issues are suitably addressed within every aspect of Council activity and provide adequate resources to ensure this Policy can be implemented effectively.

RBK will also ensure that briefings are made available to Council Members on the legal requirements relating to health and safety applicable to the Council in order that policy decisions made by Members can take full account of these obligations and the individual legal responsibilities applicable to Council Members.

Where RBK intends to engage contractors to undertake work, or provide services on its behalf, or commission services through a partnership arrangement, reasonable enquiries will be made to establish the competence of such contractors to undertake the work safely and without risks to health. The health and safety performance of such contractors will also be kept under review in order to ensure adequate standards are maintained.

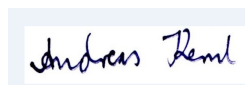
RBK will consult with employees on health and safety matters through Kingston One Voice which comprises trade union appointed safety representatives, other employee representatives and appropriate management and directorate representatives, with a view to actively involving staff in the effective implementation of this policy.

The health and safety performance of the Council and this Policy will be reviewed at least annually by the Strategic Leadership Team and the Health and Safety Board, and at any other time when there are significant changes in the activities or management structure of the Council.

The sections below detail the organisation and responsibilities of all employees within the Council, for implementing the Policy and provide details of the general health and safety arrangements and standards to which the Council operates.

Date: 5th September 2022

Signed:  
Leader of the Council



Signed:  
Chief Executive



## **INTRODUCTION**

This Policy summarises the ways in which RBK manages health and safety matters. It summarises the specific safety related roles of members of the senior management team and elected members. It also sets the safety functions of all service managers, lead commissioners and employees.

The Policy reflects and supports RBK's STAR values:

Supportive of trying new ideas, with the courage to change direction.

Transparent and connected in all that we think, say and do.

Appreciative of each other, recognising and celebrating success.

Respectful of difference and valuing diversity.

## **ORGANISATION**

### **Chief Executive and the Strategic Leadership Team (SLT)**

The Chief Executive and SLT have overall responsibility for health and safety matters within the Council. They are also responsible for the general oversight of the Council's health and safety management programme.

### **Competent Health and Safety and Fire Safety Advice**

The Chief Executive and SLT are responsible for ensuring there are adequate and suitably resourced arrangements for the provision of competent health, safety, fire safety and medical advice to the Council, in accordance with Regulation 7 of the Management of Health and Safety at Work Regulations 1999 and Article 18 of the Regulatory Reform (Fire Safety) Order 2005.

### **Health and Safety Board**

The Health and Safety Board, chaired by the Chief Executive and comprising named directors, appointed senior managers and the Health and Safety Manager, is responsible for monitoring the effective implementation of the Council's Health and Safety Management Programme and for deciding key elements of health and safety strategy.

### **[Organogram Showing Health and Safety Accountability Streams](#)**

The organogram demonstrates managers and employees have health and safety responsibilities as appropriate in relation to their role, level of authority and position within the organisation.

## **Specific Responsibilities of Elected Members, Individual Directors and Managers**

### **Elected Members (Councillors)**

- Elected Members (Councillors) decide the Policies of the Council through a Committee structure, which reports to the full Council. Councillors are not responsible for the day to day implementation of Health and Safety legislation within the Council but do take it into consideration, with the advice of relevant Officers, as part of the decision making process.
- Councillors are provided with professional advice and guidance by the Chief Executive and Directors. Appropriate mandatory health and safety training is made available to assist Elected Members in fulfilling their role and understanding responsibilities.
- Councillors have a personal legal responsibility for ensuring that any decisions made are consistent with the health and safety policy of the Council and take account of appropriate professional advice relating to legal requirements.

### **All Directors and Assistant Directors**

In addition to any specific responsibilities outlined for individual directors below, all Directors and Assistant Directors are responsible for identifying the key strategic health and safety risks within their directorates and ensuring that health and safety is effectively managed within their area of control with appropriate advice and guidance from the Council's Health and Safety Team.

Directors and Assistant Directors have a specific responsibility for ensuring that:

- when entering into partnerships with other organisations for the supply of goods and services, there are agreed shared values and standards regarding the health and safety of staff and others who may be affected by work activities. These standards must, as a minimum, meet the requirements of this policy and legal requirements, including effective and appropriate monitoring arrangements and be incorporated into the written partnership agreement or contract;
- in relation to Directors, a designated senior manager, agreed with the Chief Executive, represents their service at the Health and Safety Board and a suitable representative is elected to attend the Kingston One Voice;
- the business planning process takes adequate account of the need to resource health and safety requirements in accordance with legal requirements;
- the Council Financial Regulations require the rejection of tenders for contract works where it is evident that the contractor is not sufficiently competent or is inadequately resourced to undertake the work safely;
- they obtain advice from the Health and Safety Manager on any prospective changes to health and safety legislation or standards, which may have significant cost

implications for the Council, so that these can be incorporated in the relevant resourcing plan for the Council;

- managers and staff are aware of the Council's range of [safety related policies](#), including the [Asbestos Control Policy](#), [Construction Design and Management Policy and CDM Toolkit](#);
- the commissioning process includes adequate specification of health and safety arrangements and effective and competent monitoring of the health and safety standards achieved by the contractor during the period of the contract or partnership;
- ensuring that consideration of Health and Safety is included at DMTs and the following areas are subject to monitoring:
  - all major contracts
  - Health and Safety training attendance rates
  - risk assessments are undertaken
  - numbers of accidents and incidents affecting staff (and visitors where relevant)
- ensuring that, for contracts or projects to which the Construction (Design and Management) Regulations 2015 (CDM) applies, the Council fulfils its duties and follows RBK's CDM Policy.
- ensuring that Emergency Planning, Resilience and Response duties are carried out in-line with the legal duties placed on the Council as a Category One responder.

### **Director of Children's Services**

The **Director of Children's Services** has specific responsibility for Community Schools, Community Special Schools and residential homes where children are cared for including:

- ensuring there are adequate arrangements for maintaining the fabric of school (and associated residential buildings) in a safe condition in accordance with the Council's scheme for delegated responsibilities and finance to school governors;
- ensuring headteachers and governors of community schools are provided with adequate briefings and training on their health and safety responsibilities and that suitable training is available for all schools' staff to enable them to work safely;
- in consultation with the Director, Place and the Health & Safety Team - ensuring there are arrangements for monitoring the standards of health and safety management within community schools and, where serious deficiencies are identified, an action plan is developed by the headteacher and governors for corrective action to be taken within a specified timescale;
- where the above action does not result in an adequate improvement giving a direction for the required action to be taken under Section 39(3) of the School

Standards and Framework Act 1998. This includes compliance with statutory safety inspections and any remedial action and training for staff;

- in exceptional circumstances advising on, or initiating the service of, a warning notice (under Section 15 of the School Standards and Framework Act 1998) to the governing body of a Community, Voluntary Aided or Foundation School where the Council is satisfied that the safety of pupils or staff of the school is threatened.

### **Executive Director, Corporate and Communities**

The Director, Corporate and Communities has an overall responsibility for ensuring that the Council's Health and Safety programme is adequately resourced through the Business Planning process and that the Council Financial Regulations require the rejection of tenders for contract works where it is evident that the contractor is not sufficiently competent or is inadequately resourced to undertake the work safely;

The Director for Corporate and Communities is the Commissioner for Children's Services and is responsible for ensuring that the provider (Achieving for Children) has adequate health and safety arrangements to meet minimum legal standards including the:

- Provision of adequately and appropriately resourced competent health and safety advice and assistance;
- Ensuring that health and safety arrangements of AfC are monitored through operational meetings between both organisations and, where required, at the RBK H&S Board.

### **Assistant Director for Contracts & Commercial**

The Assistant Director for Contracts & Commercial is responsible for:

- ensuring service commissioners are aware of the requirement to secure the advice of the RBK Health and Safety service on relevant standards of health and safety to be applied in relation to specific contracts and in relation to assessment arrangements for prospective contractors and partner organisations;
- ensuring that, as part of the procurement process for contracts valued above £150k, contracts for third party provided services include adequate specification of health and safety requirements and arrangements for monitoring health and safety standards achieved by the contractor during the period of the contract;
- ensuring that the appointment of competent Principal Contractors and Principal Designers for any work involving construction within the meaning of the Construction (Design and Management) Regulations 2015 are made;
- providing information about the health and safety performance of major contracts to the H&S Board.

The **Assistant Director for People and Organisational Development** is responsible for ensuring that:

- the employee selection and recruitment process takes adequate account of the competence, ability and medical conditions of employees selected, in order to ensure that neither the employees, nor others, are put at risk;
- in conjunction with Service Managers and the Health and Safety Team, that where any organisational change is undertaken, the implications for health and safety are fully considered;
- Learning and Development activities and training courses promote a positive health and safety culture within the Council;
- human resource management practices relating to working hours, employment of children and young persons, and arrangements for pregnant employees meet statutory requirements;
- the employee performance management system adequately takes account of the health and safety performance of managers and staff;
- there are adequate arrangements for the health and safety training of employees, both at induction and in relation to specific job or work needs;
- arrangements for the health and safety of RBK employees, including communication, cooperation, consultation is addressed in relation to new working partnerships or shared working arrangements and recorded in the relevant in the relevant contract or memorandum of understanding;
- this Health and Safety Policy is drawn to the attention of all new staff, agency staff and volunteers.

### **Assistant Director, Digital & IT**

The Assistant Director, Digital & IT is responsible for

- ensuring that computer and similar equipment, together with associated software, which is purchased by the Council or provided for the use of flexible working, including working from home, complies with the necessary health safety, accessibility and ergonomic standards;
- working together with Facilities/Building maintenance, ensuring that the introduction of IT cabling and installation does not compromise fire compartmentation or disturb any asbestos which may be present and that this is included within all contracts;
- ensuring that assistance and appropriate IT equipment and systems are available to line managers in relation to the IT and electronic communication requirements related to implementing home working arrangements.

## **The Executive Director, Adult Social Care and Health**

The Director, Adult Social Care and Health, is responsible for ensuring that:

- commissioning arrangements for places in residential and or temporary accommodation for elderly and vulnerable residents takes account of health and safety;
- the effective management of health and safety matters in any facilities in which the Council directly provides accommodation for elderly or vulnerable residents;
- health and safety standards are considered as part of commissioning arrangements for contracts providing services for residents in the community.

## **The Director of Public Health**

- the effective management of the Emergency Planning, Resilience and Response duties in-line with the legal duties placed on the Council as a Category One responder.
- The development of Council-wide EPRR plans, for example Heatwave, Cold Weather, Flooding, Flu.

## **The Executive Director, Place**

The Director, Place - through the Assistant Director, Property and the Corporate Head of Property Strategy and Sustainable Estate and the Corporate Head of Housing (Landlord) - is responsible for ensuring that suitable arrangements are in place and these are detailed in the AD areas below.

### **Assistant Director, Property**

- there are arrangements in place for the strategic management of the RBK property portfolio to ensure building users, visitors and employees can use the facilities safely;
- ensure health and safety is adequately planned and resourced in relation to building, construction and development projects;
- the Council has access to sufficient competent health and safety advice and has appointed an adequate number of suitably trained and experienced competent persons to provide such advice.



The **Assistant Director for Highways, Transport and Regulatory Services** is responsible for ensuring:

- the appointment of competent Principal Contractors and Principal Designers for any work involving construction within the meaning of the Construction (Design and Management) Regulations 2015;
- effective adherence to the Construction (Design and Management) Regulations 2015 across the activities of the team and its contractors, including following RBK's [CDM Policy and Guidance](#);
- that all officers managing contracts and activities are effectively trained in matters relating to Health and Safety, and, where applicable, the Construction (Design and Management) Regulations 2015.

### **The Corporate Head of Service - Property Strategy and Sustainable Estate, Place**

- there are adequate arrangements in relation to health and safety compliance in order that the Council can fulfil its statutory duties including its monitoring role;
- there are adequate arrangements for the storage and archiving of information relating to asbestos, fire safety, health and safety files, in buildings for which the Council is responsible, including in relation to the Golden Thread requirements of the Building Safety Act 2022;
- commissioning and monitoring of the major contracted services within the Borough - specifically facilities management suppliers and partners to enable the Council to discharge its responsibilities in relation to statutory building compliance. The contract specification will include a programme of undertaking and reviewing fire, asbestos and legionella risk assessments in premises for which the Council is responsible and that such risk assessments are undertaken by suitably competent persons so as to identify all relevant issues;
- Council safety-related policies are made available to contractors for work within the Head of Services responsibility and such there are contractual requirements in place for such contractors to comply with these policies;
- Through the Commissioning Team and facilities management suppliers and partners provider ensure that:
  - there are planned programmes to correct any identified defects and suitable ongoing implementation of required control measures;
  - where applicable, arrangements take account of the requirements of the Construction (Design and Management) Regulations 2015 (CDM 2015) relating to the commissioning of construction, building and maintenance projects;
  - where applicable, arrangements take account of the requirements of the Construction (Design and Management) Regulations 2015 (CDM 2015) to

allow the facilities management suppliers and partners to fulfil the role of Principal Contractor/Principal Designer on behalf of the Council

- there are adequate arrangements for gas safety and other statutory inspections to be undertaken and records kept in accordance with statutory requirements with gas safety certificates being supplied to residential tenants;
- there are arrangements for maintaining and keeping under review an approved list of contractors for which facilities management suppliers and partners is the Client Officer, consisting only of contractors who have satisfied a preliminary assessment for competence and resourcing in relation to health and safety, for the type of work in which they are involved;
- there is a programme of fire risk assessments, undertaken by competent persons, in Council buildings as required under the Regulatory Reform (Fire Safety) Order 2005;
- there are arrangements in place to ensure the required actions identified from Fire Risk Assessments are implemented, seeking appropriate advice from the Health and Safety Manager if required;
- all new capital projects take account of the minimum standards for fire safety for new buildings which includes relevant inclusion fire protection sprinklers;
- there are local coordinators for health and safety at all staffed premises in the RBK corporate portfolio.

### **The Corporate Head of Housing, Place**

- there are suitable arrangements to monitor health and safety arrangements across the service including statutory building compliance relating to the housing property portfolio;
- there is a programme of fire risk assessments in the common parts of Council-owned dwellings as required under the Regulatory Reform (Fire Safety) Order 2005, – with particular attention to high rise residential buildings, hostels and sheltered blocks;
- there are safety case reports in place for high risk buildings within the meaning of the Building Safety Act 2022 and the Fire Safety Act 2021 - primarily high rise residential buildings;
- there are arrangements in place for adequate management of fire safety and the maintenance of fire safety systems and equipment within buildings owned by the council with more than one residential premises;

- there are arrangements in place for appropriate resident engagement strategies in relation to fire and structural safety for designated Higher Risk Buildings within the meaning of the Building Safety Act;
- all advice provided through the Buildings Research Establishment (BRE) and the MHCLG is fully considered in relation to refurbishment of high rise buildings;
- there are adequate arrangements for gas safety and other statutory inspections to be undertaken and records kept in accordance with statutory requirements with gas safety certificates being supplied to tenants;
- work undertaken on the housing stock is planned and organised in a manner that minimises the risks to tenants and other members of the public who may be affected thereby;
- Council tenants are informed of the possibility of the presence of asbestos if known to exist within the structure of their homes and the necessary precautions to avoid disturbing it;
- there are adequate arrangements for the storage and archiving of information relating to asbestos, fire safety, structural safety, health and safety files associated with specific buildings (as per the CDM Regulations), in buildings for which the Council is responsible, including in relation to the Golden Thread (Building Safety Act).

## **The Health and Safety Manager**

The Health and Safety Manager is responsible for:

- providing day to day advice and guidance to managers in the Council on health and safety and fire safety matters;
- providing advice and support to the Health and Safety Board;
- undertaking periodic audits and reviews of the health and safety standards being maintained within RBK and advising relevant managers of any necessary actions which are identified as necessary as a result of such audits or reviews;
- advising managers on the appropriate response to any new health and safety legislation;
- developing and co-ordinating the issue of health and safety policies, guidance and standards for use within the Council and to ensuring that such information is effectively communicated and monitored;
- providing for all Council liaison with health and safety and fire safety enforcement authorities;

- the investigation of serious accidents / incidents or work related health conditions and undertaking the relevant statutory recording and reporting of such incidents to the HSE;
- advising the Chief Executive and the Strategic Leadership Team of any serious health and safety issues that arise and require corporate attention, or changes to corporate policy;
- advising the Assistant Director of People and Organisational Development of the health and safety requirements associated with new or revised HR procedures and strategies.

### General Responsibilities of Service Managers and Lead Commissioners

All Heads of Service and line managers have a general responsibility for ensuring that activities under their control are managed in a way which ensures high standards of health and safety that are compliant with the Council's policy and legal requirements.

Managers are also responsible for ensuring that health and safety risks are identified on Service Plans and, where they cannot be adequately addressed, escalated to the H&S Board or SLT if necessary.

In addition, **Managers** have the following particular responsibilities in relation to their area of responsibility or control:

- ensuring RBK procedures relating to health and safety management are applied and employees receive appropriate information, training and supervision to enable them to work safely. This includes ensuring all staff have completed essential health and safety training;
- ensuring risk assessments and health and safety standards are monitored in a systematic way and where deficiencies are identified they are promptly rectified;
- where significant hazards and risks are noted, ensuring these are highlighted and addressed and, where necessary, escalated to their line manager, the Health and Safety Team in the first instance;
- assess the need for personal protective equipment (PPE) and clothing for staff working under their supervision, ensuring that, where provided it is suitable, correctly used, stored maintained and replaced as required;
- appointing staff to coordinate the building related safety arrangements with sufficient authority to implement identified health and safety improvements;
- ensuring that information relating to health and safety risks is incorporated into Service Plans and ensure that these are monitored on at least a quarterly basis;

- ensuring sufficient numbers of employees are nominated and trained to undertake risk assessments within their area of control, in relation to general health and safety risks and where relevant the particular assessments required in relation to manual handling, substances hazardous to health, prevention of transmissible diseases related to work activity, dangerous substances, the use of computer workstations, electromagnetic fields, ionising and optical radiation, young persons, new and expectant mothers and personal protective equipment;
- ensuring sufficient numbers of employees are nominated and trained to take on the roles of Fire Marshal and First Aider in the office (including those working in hybrid settings);
- ensuring risk assessments are undertaken and revised where necessary, in accordance with the overall Council arrangements and that the relevant actions identified are promptly implemented;
- ensure staff using computers when working in the office or at home complete RBK's DSE workstation self-assessment Google Form;
- ensuring, when commissioning new services, adequate consideration is given to the competence and resourcing of the prospective contractors and adequate arrangements are made in relation to risk assessment and other statutory duties under health and safety legislation;
- ensuring the Council's safety-related policies are shared with contractors;
- ensuring adequate arrangements exist for suppliers, from whom the Council purchases plant and materials, to supply relevant health and safety information (including relevant safety data sheets) as part of the supply contract;
- ensuring that, where plant or materials are purchased from outside the UK, the Council does not undertake the responsibilities of an importer in respect of health and safety requirements unless adequate arrangements have been made to ensure UK product safety legislation and material testing, information, labelling requirements can be met;
- ensuring that all staff (permanent and agency) are aware of essential H&S risks relating to their work and have undertaken training appropriate to their role;
- where staff are undertaking home visits and/or lone working, ensuring they have access to the Council's Caution Before Contact database and refer to this when planning visits and have access to lone working devices which can be organised via the Council's contract with Peoplesafe.

## General Responsibilities of Employees

All employees have the following responsibilities to:

- act with due regard to the health and safety of themselves and others who may be affected by what they do, or fail to do, whilst they are at work, or on Council premises;
- comply with Council instructions and procedures relating to health and safety, and make full and proper use of any protective or safety equipment provided. This includes the completion of essential health and safety training within the first month of joining the Council;
- report to their line manager any serious danger to health or safety, or defects in plant structures, or equipment, or safety procedures that come to their notice and which they cannot immediately rectify;
- report to their line manager any incidents which have led, or might have led, to injury or damage; If situations are not resolved staff should escalate the matter through the whistleblowing policy;
- only use plant equipment or substances in accordance with information instruction and training provided by the Council;
- ensure their health and safety training is up to date, to inform their manager if they require further or updated training and to maintain their training records on the Council's HR database.

**No Director, manager or employee of the Council or any person or organisation acting on the Council's behalf is authorised to initiate or continue any activity that puts staff, or others, in danger or is in breach of statutory obligations for health and safety.**

## HEALTH AND SAFETY ARRANGEMENTS

### Health & Safety Governance

The Health & Safety Board is responsible for ensuring the Health & Safety arrangements for the Council are working effectively and aligned with core business objectives, RBK's Health & S Policy and legal requirements. It is chaired by the Chief Executive and includes representation of senior management from key areas across the Council and statutory services commissioned by the Council.

The arrangement focuses on the performance of commissioned services detailed in a separate document and supports wider corporate governance.

The function of the Board is to:

- Agree H&S priorities taking into account changes to legislation and best practice relevant to the Council.
- Agree health and safety standards and performance measures, ensuring that there are adequate resources to address priorities, and provide periodic reports on health and safety performance to the SLT
- Monitor and keep under review the H&S risk register, alerting SLT to any increase in corporate risks to allow measures to improve safety to be undertaken.
- Receive information on appropriate safety audits, assessments and reports so that recommendations for corrective action can be made.
- Receive information from the Staff Consultative Committee where required and take appropriate action to address any deficiencies as necessary.
- Monitor compliance with external standards in respect of health and safety and fire safety and, where deficiencies are identified, give direction to corrective action

The Council also reviews health and safety to ensure that arrangements remain adequate and deficiencies are identified at an early stage so that remedial action can be taken at other forums. The aim is to promote collaborative working across the Council and with external agencies and partners. These include:

- South London Waste Partnership
- Housing H&S Board
- Housing Fire Safety Group
- Achieving for Children Workforce Development Board
- River Safety Group

### **Consultative arrangements for Health and Safety**

Kingston One Voice and the Employee Voice groups are the Council's formal consulting arrangements to meet the requirements of the Safety Committee and Safety Representatives Regulations 1977 and the Health and Safety (Consultation with Employees) Regulations 1996 (as amended).

Trade Unions are actively involved in all health and safety arrangements and employees who do not belong to a trades union are encouraged to raise health and safety queries or concerns with their relevant Employee Voice representative who will work with line managers to resolve local issues.

Kingston One Voice meets three times per year and the minutes are provided to all representatives for a wider distribution to Employee Voice groups and individual teams.

## Schools

### Community Schools

Mandatory common standards and guidance for Community schools, where RBK is the employer of staff within the school, are published on the Council's Health and Safety Website for Schools hosted on SLA Online - [actionhr.uk](http://actionhr.uk). The requirement for Headteachers and Governing Bodies of Community Schools to implement the relevant aspects of this policy and the applicable standards contained in the handbook is to be regarded as a direction of the Local Authority by virtue of Section 39(3) of the School Standards and Framework Act 1998.

Where internal guidance does not cover a specific issue, RBK will adopt the practices or standards recommended in Health and Safety Executive publications or relevant British or international standards.

All Community schools are required to confirm compliance with statutory inspections and guidance to the local authority on an annual basis.

### Academy Schools

Academies are independently managed schools. They are set up by sponsors from business, faith or voluntary groups in partnership with the Department for Education (DfE) and the local authority. **The Governing Body or other organisation is the employer of staff within the school and is responsible for the health and safety of staff and students.** It may appoint the RBK Health & Safety Team as its competent source of health and safety and fire safety advice. Where this applies a Service Level Agreement will set out the terms and conditions of the appointment.

### Voluntary Aided Schools

**The Governing Body of a Voluntary Aided school is the employer of staff within the school and is ultimately responsible for the health and safety of staff and students.** Headteachers are responsible for the day to day management of health and safety within their school. The Governing Body may appoint the RBK Health & Safety Team as its competent source of health and safety and fire safety advice. Where this applies a Service Level Agreement will set out the terms and conditions of the appointment.

### Joint Working Partnerships with Other Organisations

Where RBK staff are engaged to deliver services through formal joint working partnerships, shared services or other new working relationships, the health & safety arrangements should be determined as part of the contract, agreement or memorandum of understanding. Where necessary, separate arrangements will be specified to clarify the individual areas of responsibility for health and safety between the respective parties and address the requirement for monitoring standards.

Where the Council remains the employer of staff who are placed on secondment or whom are permanently based in a building managed by another organisation, special



arrangements will apply. In these circumstances the relevant organisation managing the staff or location, on behalf of the Council, is responsible for the day to day health and safety arrangements for Council employees and will ensure, so far as is reasonably practicable, the health, safety and welfare of all staff employed within the activity or premises. The Council as the employer of staff will monitor the standards being maintained and take action where any deficiencies are identified.

Where employees are located in buildings under the control of other (e.g. non RBK) organisations - arrangements will also be made to ensure adequate communication, consultation and cooperation between both organisations in relation to health and safety and the Council will monitor that adequate standards are maintained.

Staff who work in shared services will adopt the Health and Safety policy of their host borough (i.e. their employer) but will follow any emergency safety procedures related to the building in which they are located.

## **Agency Staff**

The Council will share with all staffing suppliers the Health and Safety information relevant to all posts including risk assessments and control measures in place. The Agency is expected to ensure that relevant information is passed to prospective workers. All interim and agency staff will be provided with health and safety arrangements, including fire safety, on joining the Council.

## **Information about RBK Health and Safety policies, standards and guidance**

All health and safety information, including guidance on preparing risk assessments, RBK standards and guidance are available on the [Health and Safety intranet pages](#).

## **Risk Assessments**

Managers will ensure that risk assessments are undertaken for various work activities such those involving display screen equipment, homeworking and hybrid working, manual handling operations, substances hazardous to health, dangerous substances. Risk assessment may be undertaken by staff trained in the particular type of risk or external specialists required. Where new types of work are proposed, the manager responsible for the work must ensure an adequate risk assessment is undertaken before the work is started, seeking advice from the Health and Safety intranet (or team), as necessary. Where an employee notifies her line manager of pregnancy, a particular risk assessment will be carried out either by the line manager or by the Occupational Health Service. The employee will be informed as to any specific precautions which need to be taken to avoid placing the employee or her unborn child at risk. Managers will also assess any risks to young people (those under 18 years) in the workplace and identify any specific precautions required.

Information about risk assessments and templates for recording the required control measures are all held on the intranet.

Where required, risk assessments for fire safety, noise, vibration, electromagnetic fields, optical radiation, ionising radiation and asbestos and other specialist areas are carried out in each establishment by specialist consultants and a copy of the findings are stored locally.

## **Accidents, Dangerous Occurrences and Ill Health Reporting**

Accidents to employees, or others, on RBK premises, or affected by RBK operations, must be reported to the relevant line manager and the Health and Safety team following the [incident reporting procedure on the intranet](#). This includes accidents which occur to staff whilst working from home.

## **Training**

All new employees will receive relevant instruction and induction training on health, safety and wellbeing matters from their manager or supervisor. Specific health and safety training will be provided for employees, as appropriate to the work being undertaken. Line managers are responsible for identifying the learning & development needs of individual staff within their area of control and ensuring that the relevant training takes place and is recorded. In order to assist managers in discharging this obligation the Assistant Director for People and Organisational Development (including e-learning) include health and safety information for all employees relevant to their role and the risks at work.

Records of individual employee training are held on the HR information system.

## **Pre-Placement Health Assessments & Medical Arrangements**

Pre-placement health assessments are undertaken for all new employees, usually by means of a confidential questionnaire, by the Occupational Health Service. Confidential medical details are held in the strictest confidence. However, information, such as restrictions on particular types of work, adjustments or special precautions necessary for health and safety reasons will be provided to the managers to avoid putting the employee or others at risk.

## **Fire Safety**

All Council premises have a fire safety risk assessment organised and reviewed by the facilities management suppliers and partners in accordance with the Regulatory Reform (Fire Safety) Order 2005. Information is held electronically on the facilities management suppliers and partners database.

The Council has minimum standards for fire safety for new buildings which includes the use of sprinklers.

The Corporate Head of Housing (Landlord), the Corporate Head of Property and the Assistant Director Contracts & Commercial are responsible for ensuring that the required actions identified by Fire Risk Assessments are actioned (through the facilities management suppliers and partners provider or contractors appointed specifically for

Housing) and for seeking advice and guidance from the RBK Health and Safety Team if required.

The local on-site coordinator and service managers for each area are responsible for the implementation and maintenance of day to day procedures identified within the risk assessments within the corporate portfolio. Arrangements for schools are specified in a local Fire Safety Policy.

A fire safety group meets quarterly to consider and monitor fire safety arrangements across the Council. It is attended by the London Fire & Rescue Service

### **Health & Wellbeing**

The Council is committed to ensuring that the staff can work safely without risk to their mental health by adopting the principles outlined in the OD strategy, by developing policies and practices which support the health of staff at work throughout their career with the Council, by committing to the Time to Change initiative and holding events to assist staff in adopting healthy lifestyles.

### **First Aid**

First aid arrangements are displayed at each premises.