



CHILDREN AND YOUNG PEOPLE'S DEPARTMENT

GUIDANCE DOCUMENT

THE ROLE OF A HEALTH & SAFETY CO-ORDINATOR

HS/ECS/041

DATED: FEBRUARY 2004

**THIS DOCUMENT REPLACES
H006/99**

**Children and Young
People's Department**



2002-2003
Community Legal Services
2003-2004
Transforming Secondary Education
Child and Adolescent Mental Health
Services
2006-2007
Positive Youth Engagement

WIRRAL LOCAL EDUCATION AUTHORITY

GUIDANCE DOCUMENT HS/ECS/041

THE ROLE OF A HEALTH AND SAFETY CO-ORDINATOR

Introduction

Ensuring health and safety in schools is an essential part of any school manager's responsibility. However, this cannot be done by one person alone. An effective management system has to be in place.

Every school is encouraged to develop a culture that recognises that controlling health and safety risks is an essential part of everyone's daily life not only in school but at home, on the roads and when playing sports.

Why Manage Health and Safety?

Employers must do all that is reasonably practicable to ensure the health, safety and welfare at work of their employees, and the health and safety of non-employees (for example students) who are affected by the facilities and activities of the school. Effective health and safety management systems help achieve this.

In addition:

- a) parents need to know that the school has good health and safety arrangements for their children;
- b) teachers and other staff need to be confident that they can rely on well planned health and safety systems when carrying out their responsibilities;
- c) resources are not wasted;
- d) staff absence due to injury or occupational health, and costs incurred by property damage, are reduced.

Key Elements for Effective Health and Safety Management:

Health and Safety Policy

All schools should produce a written policy, which emphasises the commitment to health and safety; the LA has produced a framework policy for adaptation.

Organising for Health and Safety

Key staff having health and safety roles must be identified i.e. trips & visits, fire safety, first aid, risk assessment, lettings, safety committees etc.

Planning and Implementing

Set objectives for health and safety issues, put these in writing and have dates for achievement.

Monitoring Performance

Carry out inspections, interview staff, talk to parents, lunchtime supervisors. Analyse accident and ill-health records. Communicate your findings regularly.

Auditing and Reviewing Performance

All activities need to be reviewed to improve performance, auditing is the key tool for this.

The Role of the Co-ordinator

The role of the health and safety co-ordinator is extremely important, particularly in the administration and monitoring of health, safety and welfare issues. In many Secondary schools the formation of a Health and Safety Committee is the first step towards the effective management of safety related issues and is an area that affects everyone.

The time element will be the most crucial for co-ordinators as very often little additional time is given for this role. It is important therefore, that the recommended functions are known by Headteachers and governing bodies, so that they can discharge their statutory duties under the Health and Safety at Work Act 1974.

- 1) Receive health and safety information from the LA, teacher associations, enforcement officer's etc;
- 2) Play a key role in the schools health and safety committee;
- 3) Undertake inspections of the workplace on a regular basis;

- 4) Carry out risk assessments for new or revised work methods in the school in conjunction with the department concerned;
- 5) Assist in the training of new staff, induction training and refresher training;
- 6) Monitor and identify the training needs of staff in respect of health and safety;
- 7) Report to the Headteacher any health and safety matter that is of a high risk nature that has come to their attention;
- 8) Have direct access to all health and safety publications;
- 9) Assist in the writing of the annual report on health, safety, welfare and security of the school, to the Governing Body;
- 10) Ensure that health and safety is communicated to all employees and non-employees.

This list is not exhaustive; it is the responsibility of the Headteacher and LA in County schools, the Headteacher and Governing Body in Aided or controlled schools to ensure that all health and safety legislation is met. Duties outlined above maybe shared by a number of people in some schools however, the co-ordination of health and safety should be maintained at all times.

The Children and Young People's Department Health and Safety Section is available to offer advice to schools' on their management responsibilities telephone 666 4693.