



Response to Request for Information

Reference FOI 101533
Date 07 October 2015

Health & Safety Guidance

Request:

I would like to request information held by your local authority on the Health and Safety guidance provided to schools and teachers in your authority.

Please provide:

1. A copy of your latest Health and Safety and Safeguarding policies that apply to local authority maintained schools in your local authority and any written guidance that accompanies them.

[As per the Department for Education guidance entitled Health and Safety: Advice on legal duties and power for local authorities, school leaders, school staff and governing bodies.](#)

["Schools must set out health and safety arrangements in a written health and safety policy." Therefore health and safety policies must be requested directly from the school. Any procedures or arrangements which accompany them must also be requested from the school.](#)

2. Copies of any materials handed out to teachers or schools that provide guidance on Health and Safety issues.
[In response to your request, we have established that the Council does not hold the above information. Thus we are unable to provide any information relating to the above, and are informing you as required by Section 1\(1\) of the Freedom of Information Act.](#)

3. Any specific guidance around guidance or best practice related to physical contact with pupils.
[Guidance relating to restraint is again provided by the Department for Education they have produced guidance on the Use of Reasonable Force in Schools.](#)

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**Strategic Health and Safety Board
Meeting 21 May 2015**

Report Title: Health and Safety Policy Statement Revision

Summary:

It is a legal requirement for organisations/companies with five or more employees to have a written health and safety policy which contains the statement of general policy on health and safety at work, and the organisation and arrangements for putting that policy into practice.

It is a unique document that requires regular review and revision in light of experience or because of operational or organisational change.

In light of organisational changes, the health and safety policy statement has been revised.

Recommendation(s) for action or decision:

Strategic Health and Safety Board is recommended to:

1. Seek any further clarification that is required regarding the content of the revised health and safety policy statement.
2. Endorse the health and safety policy statement for onward consideration at Strategic Executive Board.

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Health & Safety Policy Statement

Commitment

The City of Wolverhampton Council is committed to complying with our statutory duties to employees, and others who may be affected by our activities. This is also a legal requirement.

Managing corporate risk is a key issue for the Strategic Executive Board (SEB). We believe that occupational health and safety relies upon a sensible approach to risk management as it protects people from real harm and suffering and contributes to the overall performance of the business and services provided. We will therefore always ensure that sufficient resources are provided to meet this commitment, and will provide suitable risk management systems to maintain monitor and where necessary, improve safety performance.

We aim to provide safe and healthy environments for our employees and for all who use our services. We will achieve this through:

- Strong and active leadership by senior managers
- Management systems and arrangements to meet legal requirements
- Trained and skilled workforce
- Open and responsive communication channels

In return, SEB expects employees at all levels to co-operate with us on occupational health and safety matters, and to comply with risk management systems designed to keep you and others who may be affected by our actions, safe and healthy. Visitors, contractors and partners are expected to share this commitment by complying with the organisations' policies and procedures.

Organisation and Responsibilities

I am ultimately responsible for leading and implementing the Council's health and safety policy. To assist me, the Director of Governance has been appointed to ensure that SEB is kept informed and alerted to relevant health and safety issues, and that occupational health and safety risk management systems remain effective.

On a practical level, any strategic health and safety issues affecting the Council will in the first instance be considered by the Strategic Health & Safety Board. The Board will be chaired by the Director of Governance and each directorate/service directorate will nominate a 'lead officer' from their senior management team to represent them on the Board.

In addition to representing the directorate on the Board, the 'lead officer' will chair their respective Operational Health and Safety Group, and champion health safety and wellbeing across the business and services provided.

Service directors and heads of service will ensure that clear lines of responsibility and communication are in place as part of their overall health and safety management system. At all levels managers will accept accident prevention, health, safety and wellbeing as part of their responsibilities, and will ensure that suitable risk assessments are in place for the activities under their control.

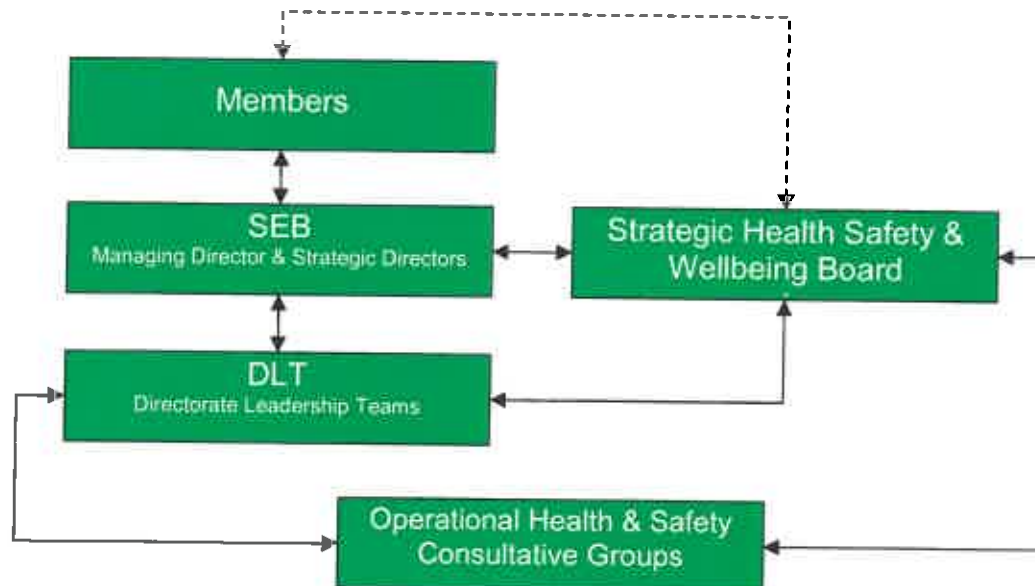
Assistance

Without detracting from the primary responsibility of managers and supervisors for safe conditions of work, competent persons have been appointed to support the Council in meeting its occupational health, safety and wellbeing obligations.

The safety health and wellbeing team (Governance), will co-ordinate occupational health and safety matters, carry out audits, oversee accident and incident reporting, assess medical fitness to undertake work activities safely, provide an advisory service across the Council, and will work closely with the business and service areas.

Co-operation, Consultation and Communication

The successful implementation of this policy requires total commitment at all levels. The organisation will co-operate fully in the appointment of safety representatives by recognised Trade Unions, and will provide them with reasonable facilities to carry out their duties. Effective communication and consultation between all levels of the business and services will be maintained as indicated below:



I personally attach the greatest importance to occupational health and safety and wish to pursue a policy that effectively promotes health safety and wellbeing and will minimise the risk to employees, contractors, and the general public. We must therefore all co-operate and comply with the occupational health and safety management systems designed to protect us.

This policy has immediate effect, replacing all other versions, and will be reviewed every three years, or in light of any significant business/organisational changes.



Keith Ireland
 Managing Director
 July 2015