

SECTION 1(5)

**HEALTH & SAFETY SERVICE
AVAILABLE FROM
RESOURCES**

RECORD OF REVIEW

Date Reviewed	Reviewed BY	Next Due Date
July 2014	Andy Anderson	July 2015
July 2015	Andy Anderson	July 2017
October 2017	Andy Anderson	September 2019
April 2018	Andy Anderson	April 2020

CONTENTS

DIRECTOR OF RESOURCES..... 1
BENEFITS OF THE SERVICE..... 2
PERFORMANCE STANDARDS 2
AVAILABILITY 3
CONTACTS..... 3

DIRECTOR OF RESOURCES

The Corporate Management Team recognises its overall responsibilities for health and safety and, as recommended in INDG 417 by the Institute of Directors and the Health and Safety Commission (<http://www.hse.gov.uk/pubs/indg417.pdf>), has nominated the Director of Resources as the “health and safety director”. By using the staff in the Property Resources he/she provides a training, monitoring and review function for the Council (see Section 1(1)).

PROPERTY SERVICES

Competent staff who carry out corporate health and safety duties, as required under the Management of Health and Safety Regulations 1999, are specifically employed in Property Services. The staff are located at Time Square, Market Street, Bracknell, RG12 1JD.

The service offers advice to managers and headteachers in respect of their legal responsibilities for health and safety standards and compliance. These responsibilities relate to buildings and employees.

The following services are available to managers and headteachers:

- Routine audits and monitoring visits. The duration of the visit will vary according to the nature of the audit being carried out. The purpose of the audit is to establish levels of understanding and compliance of the relevant statutory provisions as an aid to the management process.
- Assistance with accident/incident investigation and reports - visits would only normally be made where the accident is deemed to be significant by nature of the circumstances or of 'corporate' significance.
- Accident/incident statistical analyses.
- Assistance in developing codes of safe working and management systems.
- Provides competent guidance and advice for managers and headteachers, documents on the legal provisions and best practice.
- Provides information in respect of corporate compliance and support to the management process via departmental management meetings, school governors' meetings, Strategic Risk Management Group and at the Health and Safety Panel.
- Check the quality of local risk assessments.
- Helping to develop safety management and information systems.
- Support the development of consultation arrangements (e.g. with union representatives).
- Information distribution on current topics.
- Library service for guidance to managers, supervisors, headteachers, etc.
- Links with other professional services, eg: Health & Safety Executive, Chartered Institute of Environmental Health, Institute of Occupational Safety & Health and Royal Berkshire Fire & Rescue Service.

Section 1(5): Health & Safety Service available from Resources

- Promoting health and safety awareness by use of displays/road shows, etc.
- Maintain links with Training & Development and when requested assist with health and safety training, including induction courses.
- Maintain links with the Council's Occupational Health Service (see Section 2(2)).
- Updating on the Council's website the Schools Health and Safety Manual and the Corporate Health, Safety and Welfare Manual of Guidance.

BENEFITS OF THE SERVICE

The main benefits of using internal health and safety services are as follows:

- Close association with the Council's overall corporate management
- Harmonises with the Borough's Property Management and Employment Policies
- Comprehensive and up-to-date database of notified work-related accidents/incidents
- Close working relationships with the Department for Education, the Council's Insurers, and the Health & Safety Executive
- Wide range of technical contacts, and shared expertise.
- Local knowledge of shared good practice.
- Close relationship with Trade Unions, Teaching Unions and other staff associations.
- Value for money.
- Responsive, helpful, confidential and constructive.
- Qualified professional service.
- Up-to-date information on statutory health and safety issues.

Close working relationships with all Council services including:

- Corporate Training
- Occupational Health Service
- Public Health
- Environmental Health
- Food Safety
- Insurance
- Grounds Maintenance
- Property Services
- Building Control
- Waste Collection
- School Governors Support and Information Service
- Bursars Support Group
- School Property, Planning and Contracts
- Adult Services
- Children's Services
- Housing
- Leisure Services

PERFORMANCE STANDARDS

Although normally exceeded, the following response times are the minimum standards:

- response within 2 working days (depending upon nature of problem) and
- completion within 30 days

AVAILABILITY

The Health and Safety service is open during normal office hours throughout the year:

Monday – Friday 8.30 am - 5.00 pm

At other times by prior appointment.

CONTACTS

Corporate Health & Safety
Time Square
Market Street
Bracknell RG12 1JD

Health and Safety Team	01344 352000
Health and Safety Adviser	07717 361066
Health and Safety Manager	07717 361064
Chief Officer Property Services	01344 352474