WESTMINSTER ADULT EDUCATION SERVICE

HEALTH & SAFETY POLICY

2011-12

City of Westminster
CONTENTS

1. Policy Statement & Strategic Service Arrangements

2. Operational Arrangements & Responsibilities

3. Accident Reports and Investigation

4. Fire Drills & Evacuation Procedure


6. First Aid & Health Arrangements

7. Risk Assessment Arrangements :-
   a) Accommodation
   b) Display Screen Equipment

8. Monitoring, Maintenance and Inspection Arrangements


10. Violence & Aggression - Protection Arrangements.

11. Lone Working Arrangements

12. Security Arrangements -
   a) CRB checks
   b) Security policy

13. Supporting Structure & Arrangements
   a) WCC Health & Safety Committee
   b) WAES Departmental H&S Committee
   c) Trade Union Appointed Safety Representatives.
   d) Health & Safety Training
1. **POLICY STATEMENT & STRATEGIC SERVICE ARRANGEMENTS**

The responsibility for adherence to all health and safety legislation in the department has been delegated to the Head of Westminster Adult Education Service.

1.1 As Head of Service, my policy for the Westminster Adult Education Service is to provide and maintain working conditions which are safe and without risk to health, as required under the general duties of the Health and Safety at Work Act 1974 s2(3), Disability Discrimination Act and supporting regulations.

1.2 I believe that health and safety is an integral part of the management of the Service and its activities. I recognise that achievement in health and safety is by ensuring that adequate management systems are developed and maintained so that the risks to the health and safety of all employees, students and those affected by our undertaking are kept as low as is reasonably practicable.

1.3 It is my objective to ensure, so far as is reasonably practicable, the health, safety and welfare of all the Services’ employees and others who may be affected by the Services’ activities in conjunction with Westminster City Council’s Department of Education and the Corporate Health and Safety Policy. In particular this Service will demonstrate its commitment to health and safety by:

(a) establishing a strategic commitment to risk reduction and stress audit methodologies;

(b) endeavouring to exceed the minimum statutory requirements, wherever possible, commensurate with its activities;

(c) establishing and developing ownership of health and safety by all board members and throughout each level of line management and member of staff within the Service, and to ensure that adequate arrangements are made to support managers at all levels in the department to achieve a high level of performance;

(d) communicating the required standards of performance and actively recognise the adoption of best practice;

(e) seeking to be a leader in health and safety matters;

(f) ensuring that appropriate arrangements and resources will be made available to achieve a high level of performance in occupational health and safety;
basing its management actions on ensuring the identification of risks to the health and safety of employees and non employees;

actively consulting with the workforce and encourage the mutual development of appropriate standards, procedures and practices;

considering the implications for health and safety in all its decisions;

ensuring that all employees where appropriate have the necessary skills, knowledge and understanding to support the stated objectives;

Westminster Adult Education Service will implement this policy by developing the health and safety management system, making appropriate arrangements to secure the stated aims and provide documentation describing how these aims are to be met;

providing and maintaining safe systems of work, safe plant and equipment and a safe place to work;

providing a working environment that is safe and without risk to health, which contains adequate welfare arrangements and facilities.

implementing safe working practices and procedures in connection with the use, handling, storage and transport of articles and substances.

providing adequate information, instruction training, and supervision to enable the work to be carried out without risk to health or safety;

monitoring and auditing safety performance;

preparing implementing and reviewing (annually) all safety policies, procedures and practices as necessary to ensure that the department fulfils its statutory duties in respect of health, safety and welfare at work;

requiring that any company contracted to carry out work on the Services’ premises or on behalf of the department applies health and safety standards fully consistent with those in Westminster City Council;

co-operating with Staff Safety Representatives in the carrying out of their functions;

expecting all its employees to work towards achieving standards of excellence with respect to health and safety.

1.4 I recognise my responsibility for creating, promoting and maintaining high standards of health, safety and welfare; however, it is the duty of all employees to assist me in achieving these objectives.
1.5 Under the Health and Safety at Work Act 1974 (section 7), an employee has a legal duty to take reasonable care for the health and safety of himself/herself and of any other persons who may be affected by his/her acts or omissions and to co-operate with the Service in fulfilling any statutory requirements and any Corporate, Department, or site practices and procedures.

1.6 This statement applies to the Adult Education Service and should be read in conjunction with the City of Westminster’s Adult Services Department and the Corporate Health and Safety Policy (which applies throughout the Authority), and other Safety Policies which have been prepared specifically for individual work sites, schools or establishments within the City Council.

Barbara Holm ………………………………………… Date …………………

Head of Service, Westminster Adult Education Service

Neil Grimstone ………………………………………… Date………………

Chairman, Board of Governors.
2. OPERATIONAL ARRANGEMENTS & RESPONSIBILITIES

This part of the policy describes the way we manage the effective planning, organisation, control, monitoring, review and auditing of the preventative and protective measures.

Head of Service

The Head of Service has overall day to day responsibility for the health and safety matters associated with Westminster Adult Education Services' activities and the way in which this is undertaken as delegated under the Scheme of Management agreed with the City Council. The ultimate responsibility for ensuring the alignment, effective development and implementation of the general policy statement, achievement of the effective, planning, organisation, control, monitor, review and auditing of preventative and protective measures of the management system on health and safety rests with the Director of Adult Services.

Specifically the Head of Service will be responsible for:

(a) Setting departmental objectives and targets;
(b) Verifying the overall policy and the review of health and safety performance;
(c) Ensuring that suitable funds and resources are available to meet the requirements of the policy as far as is reasonably practicable;
(d) Creating a positive health and safety culture leading by example and creating an environment where all can actively participate and take ownership of high health and safety standards;
(e) Ensuring that there are proper arrangements for disciplining staff for failing to comply with the requirements of the policy;
(f) Ensuring that health and safety is discussed at Governing Body meetings and subsidiary management team meetings as required;
(g) Ensuring that reviews of policy (at least annually) and procedures dealing with health and safety are carried out;
(h) Creating and defining the role of Lead Officer with the Governing Body
(i) Liaise with the Lead Officer over the full range of their duties and responsibilities;
(j) Ensuring satisfactory communication systems are in place within the department to spread information on health and safety.
(k) Referring any issues not resolved at local level to the Adult Services and Housing H & S Committee.
An important feature of an effective policy towards health and safety at work is the definition of responsibilities and accountabilities of individuals in the organisation. It is important to distinguish between responsibility and accountability for health and safety. In general terms, all employees have responsibility for health and safety but it is managers who are accountable. This accountability will vary in its scope with seniority and the responsibility and accountability of managers at different levels must be identified.

The role, responsibility and accountability should be as follows:

**Governing Body and Health and Safety Lead Officer**

Each individual Board member will share a collective responsibility for health and safety at board level, and are responsible for ensuring the efficient management of health and safety of areas under their control. This includes ensuring that areas under their control comply with the Services’ health and safety policy and are fulfilling their more specific health and safety responsibilities.

It will be the Governing Body who will be accountable to enforcement authorities for health and safety. The health and safety management system must therefore be designed to enable the Governing Body to account for health and safety throughout the Service.

The Governing Body are responsible for creating a positive health and safety culture leading by example and creating an environment where all can actively participate and take ownership of high health and safety standards.

The Governing Body will appoint a Lead Officer on health and safety matters with defined responsibilities for:-

(a) ensuring that arrangements are in place to secure compliance with statutory provisions and the departments stated aims;

(b) co-ordinating the activities of the Service with respect to health and safety including monitoring and enforcing the health and safety policy to ensure that targets set by the health and safety management system are met within the relevant time frames.

The Head of Service and Governing Body members are responsible for ensuring that the Services’ policy is developed and maintained and will advise the Service on the requirements and applications of resources to achieve the policy objectives and agreeing the tares set by the health and safety management system requirements.

The Governing Body will assist the Lead Officer in achieving the development and maintenance of the health and safety management system and in securing the targets agreed by the Governing Body of the three year action plan.
The Service will use the Services of the Westminster City Hall Health & Safety Officer to provide competent advice on health and safety matters to the Governing Body and for the development of the Services’ policy and strategy.

The Service will describe in relevant job descriptions the responsibilities of staff with respect to securing the continuous improvement in health and safety.

In particular the Service will maintain a health and safety manual which will describe in detail the arrangements made for securing health and safety and the duties and responsibilities to be undertaken with respect to the specific hazards and risks.

The health and safety manual will contain details of arrangements with respect to:

- Health and safety policy review and statement
- Accident reporting and investigation
- Audit of health and safety systems
- Occupational health
- Compliance with legislation
- Training for health and safety
- Collection and use of health and safety information
- Setting of goals and establishing targets
- The monitoring of health and safety performance
- The analysis and assessment of risk
- Fire Safety and Emergency Procedures
- Welfare and First Aid Arrangements
- And any other such matters relevant to the developing and maintaining of safety management systems

**Strategic Managers**

Are responsible for the implementation of the Health and Safety Policy and therefore:

(a) Are responsible and accountable for meeting safety objectives and targets set by the Governing Body

(b) Are responsible for reinforcement of safety culture at local level;

(c) Ensure that they fully understand and implement the requirements of Westminster City Councils and the Services’ Health and Safety Policies;

(d) Fully implement all safety procedures applicable to operations, and processes carried out within the areas under their control;

(e) Ensure that all employees in their areas are adequately trained to work without risk to health and safety;
(f) Ensure that all employees, students, visitors and contractors in their areas are fully aware of all relevant dangers and the arrangements for safety in the workplace;

(g) Ensure that all plant, equipment and materials are safe and suitable for their intended use, and are adequately maintained and controlled;

(h) Monitor the implementation of all safety procedures, safe working practices, and safety rules;

(i) Maintain a high standard of housekeeping within their areas at all times;

(j) Ensure that all hazards in the workplace are promptly reported and rectified;

(k) Liaise with the Health and Safety Manager and Staff Safety Representatives on matters relating to health and safety;

(l) Ensure an adequate safety induction for all employees and subcontractors within their areas;

(m) Within departmental timescales report and investigate all accidents, dangerous occurrences, assaults and near misses, occurring within the areas under their control and take such measures as are necessary to prevent recurrence;

(n) Accompany Staff Safety Representatives and/or members of local safety committees in carrying out periodic safety inspections within their areas;

(o) Manage the information and consultative processes at local level with employees and their representatives;

(p) Create a positive health and safety culture leading by example and create an environment where all can actively participate and take ownership of high health and safety standards for all;

(q) Ensure that a written risk assessment is undertaken for all work activities within their control which records the significant findings, lists the acceptability of those risks, the control measures that result from the risk assessment; and

(r) Ensure the risk assessments are subject to suitable review and carry out any recommendations and extra control measures that result from the risk assessment.
**Line Managers and Supervisors**

Line Managers and Supervisors have a general responsibility for work activities in their control. Within this it is their duty to ensure that the health and safety policy and arrangements that have been made are implemented through working practices. As a general rule, however, it may be taken that a manager’s direct responsibility for health and safety is determined by the extent to which s/he has authority to take executive action within the overall limits of his/her job. In other words, if s/he has authority to make a general decision about some aspect of his/her work, then s/he is responsible for the health and safety implications of that decision.

Within this context they will:

(a) Ensure compliance with their Line Managers’ requirements and the Services’ policies on health and safety issues;

(b) Create a positive health and safety culture leading by example and creating an environment where all can actively participate and take ownership of high health and safety standards for all;

(c) Ensure that a written risk assessment is undertaken for all work activities within their control which records the significant findings, lists the acceptability of those risks, the control measures that result from the risk assessment;

(d) Ensure the risk assessments are subject to suitable review and carry out any recommendations and extra control measures that result from the risk assessments;

(e) Set a personal example on health and safety; and

(f) Within departmental timescales report and investigate all accidents, dangerous occurrences, assaults and near misses, occurring within the areas under their control and take such measures as are necessary to prevent recurrence.

**Health and Safety Lead Officer**

The Health and Safety Lead Officer will:

(a) Write departmental health and safety policy development for agreement by the Governing Body

(b) Manage health and safety

(c) Establish a systematic risk assessment programme including the departmental adoption of risk profiles and ensure that the risks associated with the department’s activities are identified, eliminated wherever possible, reduced or adequately controlled;
(d) Arrange for the undertaking of regular audits and monitor compliance with department standards and procedures relating to health, safety and welfare;

(e) Identify, advise on and participate in the safety training of all department personnel;

(e) Interpret statutes, codes of practice, and corporate practices in order to establish policies, procedures and safe working practices, as appropriate, throughout the department;

(f) Liaise and co-operate with the Corporate Health and Safety Adviser/Manager to ensure standards of departmental health and safety are commensurate with Corporate policy;

(g) Provide technical direction of accident investigation and monitor accidents, and assist Strategic Managers in identifying suitable measure to prevent recurrence;

(h) Advise the contracts section on the specification of health and safety requirements. Receive reports from contract monitoring officers as necessary;

(i) Attend such safety related committees as specified by the Director or appropriate Assistant Director;

(j) Maintain liaison with enforcement agencies such as HSE and LFEPA; and

(k) Liaise with trades union safety representatives as required.

Employee Responsibilities

All those employed within the department will:

(a) Take all reasonable care for the health and safety of themselves and others who may be affected by their acts or omissions;

(b) Co-operate with management to enable the Service in fulfilling its statutory duties by complying with all legal requirements and department/local safety policies, procedures and practices;

(c) Use all safety equipment and devices provided for their protection and will not intentionally or recklessly interfere with or misuse them;

(d) Immediately report any damage loss or malfunction of any item of safety equipment to their line manager;

(e) Immediately report all accidents, assaults, hazardous conditions, dangerous occurrences or near misses to their line manager;
(f) Undertake any necessary training, as directed by their line manager, to enable them to carry out their work without risk to health and safety;

(g) Understand and support the Services’ Health and Safety Policy;

(h) Set a personal example at all times;

(i) Be familiar with procedures for emergency evacuation of the building where they work;

(j) Report to a Line Manager or Supervisor if inadequacies are detected in any safety procedures; and

(k) Draw to the attention of their Line Manager or Supervisor immediately if they consider that they are undertaking, or are expected to undertake, something for which they are not adequately trained, qualified or equipped.
3. ACCIDENT REPORTING AND INVESTIGATION

All accidents, incidents and assaults (verbal or physical) and all dangerous occurrences and near misses involving staff, pupils, contractors and visitors must be reported within 7 days using the City of Westminster Accident, Assault and Dangerous Occurrence Book. A copy of this is held at Reception Desks of main Centres.

Any serious incident must be notified to the Health and Safety Lead Officer ( x 8163 ) for Westminster Adult Education Service, by telephone, email or fax as soon as possible. The site of any serious incident must remain unaltered until the City Council’s Health & Safety Adviser has stated that an examination is not required, unless in the interests of safety, it is necessary to make alternations.

The Health and Safety Lead Officer in collaboration with strategic managers will investigate all accidents and take steps to prevent recurrence. The Health and Safety Lead Officer for Westminster Adult Education Service, in co-operation with the Corporate Health and Safety Adviser will investigate all serious accidents and annually review the number and type of incidents to develop new preventative measures where possible.

The Corporate Health and Safety Adviser is responsible for reporting to the Health and Safety Executive, all relevant accidents, assaults and dangerous occurrences as specified under Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 1995.
4. FIRE DRILLS AND EVACUATION PROCEDURES

Strategic Managers are responsible for the development and implementation of adequate local arrangements for the prevention of fire, the ongoing maintenance of means of escape routes and the operation of evacuation procedures.

Evacuation procedures should be posted in each work area and those procedures made known to all staff, pupils, contractors and visitors as appropriate.

Fire alarms should be tested from random call points at least weekly.

Practice drills should be held at regular intervals and at least 3 times a year.

The Westminster Property Services are responsible for the formal maintenance of fire fighting equipment, fire alarm systems and emergency lighting in all corporate buildings.

The Service will provide a suitable number of evac-chairs at each main teaching centre and train a number of staff to operate these chairs in the case of an emergency to ensure the safe evacuation of any student or member of staff with a mobility or disability.
5. MAJOR INCIDENTS & EMERGENCY PROCEDURE.

The Service, in line with the Westminster City Council`s policy and procedures, has developed and operates a major incident and emergency plan which is attached as Appendix A.

The plan has been issued to all managers and staff and outlines the procedures to be followed in the event of a major incident or emergency to provide for the safety of staff, students, visitors and contractors, business continuity arrangements and disaster recovery arrangements.

The plan is reviewed and updated annually by the WAES H & S Sub Committee in liaison with the Adult Services Emergency Planning Officer and approved via the Executive Board and Board of Governors.
6. FIRST AID & HEALTH ARRANGEMENTS.

The Health and Safety Lead Officer will make an assessment of first aid requirements and appoint a suitable & sufficient number of trained staff to cope with all foreseeable incidents that are likely to occur in the workplace, given the work environment, potential number of building occupants at any one time and work processes in use.

The appointed first aiders will maintain an adequate stock of first aid supplies that is up to date & complies with Health and Safety guidelines. Records of use and incidents will also be kept centrally in the Premises and Facilities department.

The service will ensure that First Aid training is available to maintain adequate numbers of first aiders (anticipating staff turnover and holidays etc).

All staff will be made aware of the arrangements for first aid in the areas where they are employed and also the location of the first aid equipment.

Health / Welfare Arrangements

a) Occupational Health

Occupational Health will provide advice and information to the Service on matters of health and welfare as appropriate. This will include advice and guidance on cases of, for example, alcoholism; drugs, stress, DDA adjustments, etc.

The Service will arrange for health screening where required by Health & Safety regulations, or, to ensure appropriate advice and guidance is sought to assist the Service on any case involving an employee where there are health issues involved which may affect the safety of that individual.

b) Dyslexia

The Service offers a confidential support service for staff who believe that they are suffering from dyslexia which may be affecting the performance of their duties. Further details on this scheme is available from the Head of Human Resources (x 8163) on a confidential basis.

c) Counselling

The Service offers a support service to staff who require counselling to assist them to overcome any work related problem. Further details of this service are available from the Human Resources Section (x8110/8188).
7. RISK ASSESSMENT ARRANGEMENTS

A. ACCOMMODATION

The Service will carry out annual risk assessments on all areas used by staff and learners within the Westminster area. A copy of the risk assessment procedure which will be used and operated in each case is attached as Appendix B.

B. DISPLAY SCREEN EQUIPMENT

In line with the Health and Safety Display Screen Equipment Regulations (1992), the service will seek to protect the health of workers using DSE equipment by reducing the risks associated with use of such equipment.

In regards to Risk Assessment Arrangements, the following will be provided/carried out by the Service:

1. Analysis/assessment of workstations used by ‘users’. These assessments will be suitable and sufficient, systematic, appropriate to the degree of risk, comprehensive and consultative.

   Other than in the simplest cases, any DSE assessments carried out as a result of problems identified in a DSE questionnaire, will be recorded and kept accessible in one central location.

2. DSE workstations will also be reviewed in the light of any changes in the workstations or users. Indeed the service will provide all new users with a DSE questionnaire as part of their induction, which they will be required to complete and return to the appropriate DSE inspection officer, within 2 weeks of commencement of employment. The service will aim to reduce any risks identified to the lowest extent reasonably practicable as quickly as possible.

3. Workstations - must meet minimum requirements using guidelines set out by the HSE.

4. All employees will be provided with/have access to literature that advises them on the need to organise work routines so that they take periodic breaks from work on DSE equipment.

5. Eye and Eyesight Tests - ‘users’ are to be provided with appropriate eye and eyesight tests on request. The cost of these tests and any prescribed corrective appliances for DSE use will be met by WAES up to a certain pre-specified amount.
6. Training will be provided for users who request it which will include hazards and risks procedures arrangements, DSE Regulations and assessments.

7. The Service will work to ensure that all workstations comply with requirements set out by the relevant regulations.

8. DSE users who report problems with their workstation will be informed of any improvements/changes made to their workstation.

C. OTHER RISK ASSESSMENTS

The Service will also carry out the following risk assessments as required:

1. Maternity cases.
2. On recommendation from OHMA relates to individual members of staff.
3. Approved & arranged external visits by learners.
4. New external accommodation centres used by the Service.
8. MONITORING, MAINTENANCE & INSPECTION ARRANGEMENTS

The Service appreciates that monitoring schemes, whether ambitious or modest demand a high level of management commitment. All managers, supervisors and estates staff will be made aware of their health and safety responsibilities, have the competence and necessary training to fulfil them. Monitoring systems will include monitoring both by inspection and by evaluation of accidents etc.

Monitoring by inspection and checks

The Service will completed monitoring by inspection and checks as follows:

- Routine and local checks by managers, supervisors and Estate Management Team - daily/weekly/monthly checks on machinery guarding, housekeeping, storage and use of flammable materials and chemicals etc - spotting hazards and checking critical jobs such as making ready, cleaning and maintenance etc where special systems of work are needed which may otherwise fall into disuse.
- Tests and examinations by competent persons and contractors etc - thorough examinations at specified intervals of local exhaust ventilation, lifting equipment, boilers, lift installations etc - regular tests and checks of equipment such as fire alarms, extinguishers etc.
- Inspections by members of staff with health and safety expertise, e.g. Union representative(s), Estate’s Officers and Health & Safety Lead Officer.

Also, monthly/3-monthly/6-monthly/annual inspection, to identify hazards, check action on previous inspection and that the local routine checks and inspections are being carried out, assess adequacy of supervision, identify safety training needs.

- To make the reporting of lapses in health and safety easier and more efficient, WAES now uses pre-printed feedback forms which allow staff, visitors or students to report any incident or hazard in relation to Health & Safety.
- Investigation of monitoring reports to identify reasons for failure in control and to inform the steps needed to prevent recurrence.

Health and Safety guidance indicates that managers who implement standards will need to monitor how well they are being met. As a result the Health and Safety personnel within WAES will therefore be trained to enable them to be knowledgeable about:

- Identification and evaluation of hazards and risks and the reasons, both physical and organisational,
- Examination of skills and safety and health training needs
- Relevant legal requirements, e.g. Health and Safety at Work etc Act 1974, Management of Health and Safety at Work Regulations 1992, Control of
Substances Hazardous to Health Regulations 1988, Noise at Work Regulations 1989, Electricity at Work Regulations 1989 (Refs 3, 4, 7-9)

- approved codes of practice and guidance and their application.

**Action and review**

A report on the results of the inspections and incident investigations will go to the Executive Board within the service. The Health and Safety Lead Officer will also prepare for the Executive Board information on the following:

- analysis of all manual handling operations likely to cause injury and introduction of mechanical aids wherever possible
- the names of all members of staff who have undertaken appropriate health and safety training to improve competence and operation of health and safety within the Service.
- hazards from noise and the action taken to prevent harm to staff and students.
- annual review and revision of risk assessments that are used by the service.
9. CONTRACTORS & CONTRACTED WORK ARRANGEMENTS

All contractors and sub-contractors will be required to:

(a) Comply with the Service’s health and safety policies, practices and procedures as applicable to their operations;
(b) Comply with the health, safety and hygiene conditions specified in the contract and with all statutory requirements;
(c) Employ persons competent to carry out their duties without risk to the health and safety of themselves and others;
(d) Strategic Managers engaging contractors for the provision of professional services within the Service are to take account at the tendering stages of all relevant Health and Safety legislation;

In particular Strategic Managers are to ensure that they establish on-site responsibilities and arrangements for the safety of employees, learners and other persons who may be affected by the work being carried out. They should also make Contractors aware of the Health and Safety arrangements relevant to the premises to which they apply.

(e) Strategic Managers should ensure a person is designated to take responsibility as the project co-ordinator for the Contract, and must ensure that the Contractor is aware of his/her statutory obligations. The designated person must ensure that the following takes place:

- that the Contractor will produce on request, their Company Health and Safety policies and arrangements;
- that relevant risk assessments are carried out in connection with all aspects of the work to be undertaken;
- that the contractor provides safe systems of work documentation and Permits to Work, relevant to the Contract;
- that by their methods of working and policy arrangements, persons both in the Contractors’ employment, employees of the Council, students/pupils or others who have access on or within the premises are not adversely affected by the Contractors’ undertakings;
- that the Contractor is made aware of the Council’s and the Service’s Health and Safety policies and arrangements, and carries out their work in accordance with the requirements of these policies and arrangements.
10. VIOLENCE & AGGRESSION - PROTECTION ARRANGEMENTS

The Service operates the Westminster City Council Violence and Aggression policy in relation to the staff and learners within all the centres used by the Service.

A copy of the policy is available on the Service web-site and from the Human Resources section (x 8110).
11. LONE WORKING ARRANGEMENTS

The Service operates the Westminster City Council`s policy on Lone Working, including the completion of appropriate risk assessments.

A copy of the Lone working policy is available on the Service`s web site and from the Human Resources section (x 8110).
12. SECURITY

A) CRB / POLICE CHECKS
As the Service is part of Westminster City Council CRB checks on staff who require them are requested on our behalf by the City Council to the Metropolitan Police.
The request is formed by the WAES/HR team and then sent to Westminster City Council (HR Direct / Vertex) who then complete the request and forward it on to the police on our behalf.
The result of the request is then fed back to the WAES/HR team by HR Direct when it is received from the police.

B) SECURITY
1) Site Security - Is provided on the two main centres (Amberley and Ebury) by the Estates Team in liaison with the local police station. On community sites the security is provided within the existing arrangements provided on that particular site and will therefore vary from a large community school site with site staff to rooms within a church hall where security may be minimal.
2) CCTV - Is installed and used on both the main sites (Amberley and Ebury) to assist in the prevention and detection of situations affecting the security of the site and the safety of the staff, students and visitors.
3) Personal Responsibility - It is the personal responsibility of each member of staff, students and visitors to take all reasonable precautions to ensure both their own personal safety whilst attending the centres and the safety of personal items and service equipment.
Where possible secure storage will provide for the protection of equipment at each centre. The loss or theft of equipment from centres must be reported to the Estates Team and the local police station obtain a crime reference.
13. SUPPORTING STRUCTURE & ARRANGEMENTS

a) Westminster City Council - Central Health & Safety Committee

b) Corporate & Departmental Health & Safety Policies.

The Corporate health and safety policy is issued in the Personnel Handbook ref P8.1 and the Council’s intranet so that each Council Workplace has, on site, a source of health and safety information and advice that can be easily updated and amended. It should be read in conjunction with the Adult Services and Housing H & S policy. All members of staff in each workplace must be told where these documents are kept and have ready access to them. Copies of the policies are issued to all trade union appointed safety representatives. Copies of Corporate and Departmental Policies can be found on the Council’s intranet.

c) WAES Departmental Health & Safety Committee

The Chairman of the Committee is the Head of Human Resources and the members are managers from sections within the Service, the trade unions, a member from the Board of Governors, a representative from the WCC/Central Health & Safety Unit and ex-officio advisers as required.

In the absence of the Head of Human Resources the Committee will nominate one member to chair the meeting.

The Committee’s role is to:

- develop policies and procedures for referral to the Board of Governors and monitor the implementation of the Service’s safety policies and procedures;
- review the Service’s safety policies and procedures to ensure that they are constantly updated in line with new legislation, approved codes of practice, improving technical developments and changing circumstances within the department and report to the EMB as appropriate;
- develop best practice on health and safety matters that are fully integrated with management practice and individual accountabilities to improve the department’s health and safety performance and report to the EMB as appropriate; recommend annual health and safety objectives and targets to the EMB and to the Central Health and Safety Committee;
- seek to ensure that all relevant legislation is compiled with at the earliest opportunity and no later than the date of commencement;
• seek to ensure audit and review of all risk assessments carried out by the department;
• seek to ensure the regular review of the departmental health and safety policy and procedures;
• report to the Central Health and Safety Committee any health and safety issues that have not been resolved at local level or where such issues have Council-wide implications;
• regularly review accidents, assaults, occupational ill health and dangerous occurrence statistics in order to analyse trends and highlight deficiencies and training needs;
• monitor and review departmental health and safety training needs for all staff and to assess priorities for implementation;
• seek to ensure the monitoring of the health and safety performance of contractors operating on behalf of the department;
• consider the resource implications of health and safety issues and make recommendations to the EMB concerning priorities;
• receive reports of visits by the enforcing authority.

Meetings are held 3 times a year and copies of the minutes are sent to all Strategic Managers.

c) Trade Union Appointed Safety Representatives

The Service recognises the important role played by safety representatives and actively encourages and supports them in this role by a process of full consultation and by providing them with suitable and sufficient resources.

The Service will allow safety representatives sufficient time off with pay for them to carry out their functions effectively, and to receive appropriate levels of health and safety training.

Consultation with safety representatives in all matters laid out in the Head of Service’s responsibilities must be conducted as an open and honest exercise with the aim of ensuring the fullest input from all interested parties. It must take place at the earliest possible opportunity to be effective.

The functions of safety representatives are to:

• make representations to managers about health and safety in respect of their members’ interests;
• draw managers’ attention to health and safety deficiencies;
• carry out joint inspections of the workplace with management;
• investigate accidents, assaults, occupational ill health and dangerous occurrences to identify underlying causes and to make recommendations for preventing recurrence;

• attend health and safety committee and associated working parties;

• assist managers in the production of risk assessments;

• assist managers in the policy formulation, development, implementation, monitoring, auditing and reviewing health and safety performance;

• be involved in the planning and organisation of health and safety, particularly in the introduction of any changes to workplaces, working practices or new technology that may affect health and safety.

d. Health & Safety Training.

The Service includes Health and Safety training as an on-going standing item within the Service’s annual Continuous Professional Development Training plan for all staff.

The plan and the health and safety training required are reviewed and updated annually by the Service’s Health and Safety Committee and approved by the Executive Board.