

Policy Statement

The Executive Director Wellbeing and Community Health Services is accountable for the health and safety arrangements throughout the Group, as detailed in the General Policy Statement. The discharge of this duty is given equal priority with any of his other obligations in the provision of the service.

The aim is to ensure, so far as is reasonably practicable, the provision of a safe and healthy working environment for all employees and the protection of others who may be affected by the Group's activities, especially the children who attend Northumberland schools.

The Group will achieve this standard by practising good safety management techniques. Arrangements will be planned, prioritised and implemented through the policy manual and associated guidance, as required. The progress achieved and the effectiveness of controls will be monitored through measurement of performance and regular reviews.

In practice, each of us has a part to play in the promotion of safety as well as the prevention of accidents and ill health at work. By valuing our own safety and that of our colleagues we will each be able to participate fully in assisting Northumberland County Council in its commitment to safeguarding the health, safety and welfare of its employees and service users.



Daljit Lally
Executive Director Wellbeing and Community Health Services

20th July 2015

Introduction

Standards of health and safety in our working environment have increased by leaps and bounds during the past few decades. The advances of science and medical knowledge have brought about a major improvement in working conditions and methods. Safety legislation has played a major part in this. The Health and Safety at Work Act places a duty on employers to publish a safety policy which details the organisational structure and arrangements for ensuring that adequate safety standards are maintained.

This manual contains the Children's Services Group's Health and Safety Policy and supporting arrangements. Each school should, in addition, produce its own policy to complement this document. The school's policy should be endorsed by the governing body and detail specific procedures and local arrangements in place within the school.

Distribution and Amendment Service

It is a legal requirement that the Health and Safety Policy Manual is brought to the attention of each employee within a school. During a period of unprecedented change in safety legislation it is crucial that staff have access to the most current information. To facilitate this, the policy manual is available on the [Health and Safety Team's webpage](#). As changes occur, the relevant sections of the manual will be amended on the webpage and the changes publicised via a circular letter and included in the School's weekly "Courier" which is available on the Schools Information Webpage. This will include an outline of the changes which have been made.

Where staff do not have access to the webpage it is important that managers provide them with access to the information in paper copy form. If a paper copy of the manual is retained in the school, the responsibility for inserting amendments should be assigned to a named member of staff to ensure the document is kept up to date.