NOTICEBOARD

Children & Young People's Services

Please ensure all members of staff have access to this publication

ebulletin
Edition 04; 28 January 2011

HEALTH AND SAFETY SERVICE TO NORTH SOMERSET COUNCIL SCHOOLS

Staff changes have provided an opportunity for the Schools Health & Safety Team to rework the way we can support you, provide value for money and high quality flexible services to meet your needs.

The Schools Health and Safety Team will be led by:

Nicola Watkins

Nicola will be taking a lead in our work with schools, as you know Nicola has been working with many of you since joining the Schools Health and Safety Team in 2007 and has vast experience in auditing, inspecting and advising schools, and is able to develop bespoke procedures for individual schools. Many of you will also know Nicola through her work supporting you in planning and undertaking school trips and visits.

Before joining NSC Nicola worked as enforcement officer for twelve years and comparing the two areas definitely prefers working with schools in an advisory capacity.

Nicola is a Graduate Member of the Institute of Occupational Safety and Health.

Cate Sampson

Cate joined the Health & Safety Team in May 2010 and has proven her ability to provide pragmatic advice and to support schools and other educational establishments. Cate has more than 17 years Health & Safety experience. Prior to joining the team Cate was Health and Safety Manager for the Audit Commission and was Principal Health and Safety Officer for Somerset County Council for several years where she worked extensively with schools. Cate is also a qualified teacher and taught in the secondary sector for 7 years.

Cate Is a Chartered Member of Institute of Occupational Safety and Health.

Steph Hembery

Steph has recently been appointed and has wide experience of working in the public sector, including local authorities

Kate Sparrow

Kate is our H&S Apprentice who will be providing technical support and assisting with the maintenance of H&S support systems e.g. the Accident Management system.

There are significant benefits to schools taking advantage of the statutory and supplementary services, including

- That you will be working with a team of highly experienced health and safety professionals who have a wide ranging background, including extensive experience of working with schools

- Flexibility and resilience of team resources

- A single point of contact for schools who benefit from accessing both the statuary and supplementary services

- Easy access to a health and safety team who work closely with other technical services e.g. Legal and Property & Asset management

- Access to a high level professional support throughout the year including school holidays.

- Guidance from the authors of the schools health and safety manual which will be regularly updated to incorporate changes in best practice, legislation and emerging issues and trends and other information sources via the schools health and safety team

- Access to national and regional networks where best practice and emerging issues are shared and discussed and an opportunity to influence forthcoming initiatives and common concerns e.g. the collaboration of South West advisors to clarify Ofsted's approach to schools health and safety during inspections

The Schools Health & Safety Team will be providing the following services to all Community and VC Schools (more details can be found in the updated Traded Services, Pencils document via this link
http://www.n-somerset.gov.uk/Education/school+management/Financial+Innovations/tradedservices.htm**):**

- Provide and maintain the health and safety policy and procedures, including a model policy for schools

  The policy and procedures required to fulfil the policy will be provided via the School's H&S Manual. This will be updated as and when required to reflect best practice, legislative changes, etc.

- Audit and monitor H&S standards and arrangements in schools

  All schools will be audited on a prioritised rotating basis. This will include any follow up work as deemed necessary as a result of the audit. Any additional site visits may also be required under this service in response to any areas where additional support is required.

- Off-site visits and adventurous activities will be monitored via the use of the EVOLVE online system.

- Training and development to ensure competency

  Requirements for training are provided in the training matrix found in section 32 of the H&S Manual. Some training courses may only be provided by the LA as they are organisation specific, e.g. Head teacher induction.

- Accident reporting, investigation and monitoring

  Accidents, incidents and near misses will be monitored to analyse emerging issues and trends. The LA has a duty to ensure accidents are being properly investigated and that appropriate measures are implemented as a result. For serious or complex issues support for accident investigations will be provided. The LA will report accidents to the HSE as necessary.

- Advice and guidance regarding legislation and best practice

  Advice and guidance will be provided on the H&S Manual. This will include responses to telephone or email enquiries and visits where deemed necessary.

- Provision of regular updates or safety bulletins via Noticeboard or email as appropriate.

The cost of the above services will not be borne directly by Community and VC Schools please see the revised costs attached to this article.

In addition to the statutory services set out above the Schools Health & Safety team is also able to provide the following supplementary services:

- Helping to customise H&S policies, procedures and emergency arrangements

- Comprehensive advice and guidance to individual schools including additional site visits or extensive research or liaison and follow up with other agencies. This will include access to CLEAPPS and its helpline.

- Providing additional support to schools when they are undertaking initial risk assessments and reviews of existing risk assessment records

- Access to national lead body for Outdoor Education for detailed technical advice on outdoor activities

- Undertake complex assessments for DSE, Manual Handling, etc. Providing support when implementing the findings of other technical assessments e.g. Fire Risk Assessments.

- Supporting schools in the completion of individual pupil risk assessments

- Advice on procedures and arrangements for young people engaged in work experience

Both the statutory and supplementary elements of the services are also available to all VA, Trust and Foundation schools at the costs set out in the Traded Service arrangements.

If you have any queries, please contact Nicola Watkins, Schools Health and Safety Advisor, telephone 01275 884675 or Nicola.watkins@n-somerset.gov.uk.

Paul Morris, Head of Performance Improvement and HR

Appendix: Health and Safety Charges 2011/12.

Health and Safety Charges 2011/12

	Statutory	Discretionary	Total
All Saints East Clevedon	£ -	£ 569	£ 569
Ashcombe	£ -	£ 893	£ 893
Backwell	£ -	£ 725	£ 725
Banwell	£ -	£ 725	£ 725
Becket, Worle	£ -	£ 725	£ 725
Birdwell	£ -	£ 725	£ 725
Blagdon	£ -	£ 569	£ 569
Bournville	£ -	£ 847	£ 847
Burrington	£ 379	£ 569	£ 948
Castle Batch, Worle	£ -	£ 893	£ 893
Christ Church, Weston	£ 483	£ 725	£ 1,208
Churchill	£ -	£ 725	£ 725
Corpus Christi	£ 483	£ 725	£ 1,208
Court de Wyck	£ -	£ 569	£ 569
Crockerne C of E	£ -	£ 725	£ 725
Dundry	£ -	£ 569	£ 569
Flax Bourton	£ -	£ 569	£ 569
Golden Valley	£ -	£ 893	£ 893
Grove	£ -	£ 847	£ 847
Hannah More, Nailsea	£ -	£ 725	£ 725
Herons' Moor Community Primary	£ -	£ 893	£ 893
High Down, Portishead	£ -	£ 725	£ 725
High Down Jnr, Portishead	£ -	£ 847	£ 847
Hillside	£ -	£ 725	£ 725
Hutton	£ -	£ 725	£ 725
Kewstoke	£ -	£ 569	£ 569
Kingshill	£ -	£ 725	£ 725
Locking	£ -	£ 847	£ 847
Mary Elton	£ -	£ 893	£ 893
Mead Vale	£ -	£ 893	£ 893
Mendip Green	£ -	£ 893	£ 893
Milton Park	£ -	£ 893	£ 893
Northleaze	£ -	£ 725	£ 725
Oldmixon	£ -	£ 725	£ 725
Portishead	£ -	£ 842	£ 842
Sandford	£ -	£ 725	£ 725
St Andrew's, Congresbury	£ -	£ 725	£ 725
St Anne's, Hewish	£ -	£ 725	£ 725
St Francis	£ 483	£ 725	£ 1,208
St.Georges	£ 483	£ 725	£ 1,208
St John the Evangelist	£ 564	£ 847	£ 1,411
St Joseph's, Portishead	£ 483	£ 725	£ 1,208
St Mark's, Worle	£ 596	£ 893	£ 1,489
St Martin's	£ -	£ 893	£ 893
St Mary's, Portbury	£ 379	£ 569	£ 948
St Nicholas Chantry	£ -	£ 847	£ 847
St Peter's C of E	£ -	£ 893	£ 893
Tickenham	£ 379	£ 569	£ 948
Trinity	£ 483	£ 725	£ 1,208
Uphill	£ -	£ 842	£ 842
Walliscote	£ -	£ 893	£ 893
West Leigh	£ -	£ 725	£ 725
Windwhistle	£ -	£ 893	£ 893
Winford	£ -	£ 569	£ 569
Winscombe	£ -	£ 725	£ 725
Worlebury	£ 379	£ 569	£ 948
Wraxall	£ 379	£ 569	£ 948
Wrington	£ -	£ 725	£ 725
Yatton Infant	£ -	£ 725	£ 725
Yatton Junior	£ -	£ 842	£ 842
Yeo Moor Primary	£ -	£ 842	£ 842
Backwell	£ -	£ 1,325	£ 1,325
Broadoak	£ -	£ 1,076	£ 1,076
Churchill	£ 884	£ 1,325	£ 2,209
Clevedon	£ -	£ 1,201	£ 1,201
Gordano	£ 884	£ 1,325	£ 2,209
Nailsea	£ -	£ 1,325	£ 1,325
Priory	£ 759	£ 1,138	£ 1,897
St Katherines	£ -	£ 1,138	£ 1,138
Worle	£ 800	£ 1,201	£ 2,001
Wyvern	£ 718	£ 1,076	£ 1,794
Baytree	£ -	£ 912	£ 912
Ravenswood	£ -	£ 912	£ 912
Westhaven	£ 608	£ 912	£ 1,520