

CHILDREN'S SERVICE

Local Code of Practice 3

Information, Instruction, Training and Supervision

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Author:	Peter Dempsey
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Children's Service
Local Code of Practice No 3
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Introduction:

The Health & Safety at Work Act 1974 section 2 (2) (c) places a general duty on the employer, to provide such information, instruction, training and supervision as necessary to ensure, so far as is reasonably practicable, the health, safety and welfare at work of LA employees

The duty on the LA is to ensure that employees and other persons who carry out work in connection with the LA's undertaking are provided with such information, instruction, training and supervision as is suitable and sufficient for them to know, and extends to:

- The nature and degree of any risk or danger associated with the processes, premises or systems of working within the control of the LA
- The safety precautions needed and the reason for their use
- The reason for any personal protective clothing, where to obtain it, how and when it is to be used
- Emergency action, procedures for imminent and serious danger, obtaining first aid and how to raise the alarm
- Such supervision as may be necessary to enable employees and other persons to avoid placing themselves and others at risk.

In practice the LA Safety Liaison Officer, has been delegated the task of providing information on behalf of the LA.

Employees have a statutory duty under section 7 of the Health & Safety at Work Act 1974 to co-operate with their employer.

Governing Bodies have a similar obligation to co-operate with the LA in meeting its obligation.

This may involve the releasing of staff from their workplace to attend training or making facilities available on the premises for training to take place.

Information & Instruction

The LA will normally inform and instruct its educational establishments on health & safety by the issuing of Local codes of Practice and Health & Safety Bulletins. However, urgent or individual information/instruction may be given by memorandum, e mail, fax, letter or verbally.

Local codes of practice, and safety bulletins will be addressed to the Premises Controller (Headteachers/Managers) who will be required to action them, bring them to the attention of all relevant people in their establishment (including the governing body), and subsequently file the original.

To assist premise's controllers with this task, local codes and safety bulletins will be clearly identified

Premise's Controllers are required to notify recognised safety representatives at their establishments of any new Local Codes of Practice and Health & Safety Bulletins that they receive.

Governing Bodies should ensure that the School Safety Policies outline the arrangements for informing and instructing members of staff and others.

Training

To ensure that training is suitable and sufficient, it must match the employees training needs and reflect their experience, expertise and the nature of the potential danger or levels of skill required to work safely.

Subject advisers, safety / specialist officers and premises controllers, have an on going responsibility for monitoring safety training and the instruction needs within their areas of specialism. They are to notify all training requirements to the LA Safety Liaison Officer

Safety Representatives may also draw attention to any training requirements through the Premises Controller or Safety Committee

Governing Bodies and Premises Controllers have an essential role in regularly identifying and arranging safety training, for their staff. Please refer to training opportunities for Primary/Secondary schools for further details on training available, for LA teaching and non-teaching staff.

Keeping Records:

A general record of LA training undertaken, including course titles and numbers attending should be maintained for inclusion in the Service Area Annual Report.
Details of staff in house training should be kept on personal files held at the establishment

Training Requirements:

First Day Induction:

All new employees (including temporary staff) should be given safety training on the first morning of work, by their line manager.

This training should include:

- Action to be taken in the event of a fire (sounding the fire alarm, escape routes, assembly point(s) etc
- Other emergency procedures e.g bomb procedures, gas leaks etc
- First Aid arrangements, first aider, first aid box

Additional items that should be included during the first week

- Accident & hazard reporting procedures
- Workplace risks and hazards
- Any specialist equipment that they may be required to use
- Any protective clothing and equipment they may be required to use or issue
- Infection control procedures
- Areas which are out of bounds to the member of staff
- Smoking areas (if they exist)

Please see Appendix A: A Safety Induction Proforma which is recommended for this purpose and may be amended to suit the individual needs of the establishment.

School Staff Induction:

To support the first morning briefing, the LA has developed a Health & Safety Induction Pack.

Premises Controllers may use the pack as it is or amend it to suit the needs of their individual establishment. All schools should have a copy of the pack.

Other Staff Induction:

For staff not working in schools, staff have access to Corporate Induction Courses. This course is not a substitute for the in house induction training, delivered by the line manager, which should include the LA policy, and details of the local codes of practice.

Premises Controller's wishing to send staff on Corporate Induction should contact the Training & Development Centre.

Premises Controllers:

All premise's controllers must attend the LA's Premises Controllers Course and any other course designated as essential to their role by the Safety Liaison Officer. Deputy Premises Controller should also attend the Premises Controllers course.

Specific Training for Employees:

Areas likely to require specific health & safety training are:

- systems of work where there are foreseeable/potential hazards and risks, in order to prevent accidents or ill health
- Operators of specialist or complex machinery/equipment
- When new systems of work and/or machinery are being introduced
- Employees requiring specialist knowledge/skills e.g first aid, fire wardens
- Managers and supervisors, in order that they are aware of their responsibilities
- Where personnel are required to carry out assessments as required by Regulations e.g COSHH, Manual Handling etc
- New employees commencing work or where a member of staff is transferred from one premises to another
- When new risk associated with a work process or activity are identified

Each year the Children's Service produces a training programme. This brochure is issued to all educational establishments at the beginning of the academic year. Premise's Controllers wishing to send staff on these courses should contact the Staff Development & Training Unit

Refresher Training:

An employee's competence will decline if skills are not used regularly, training, needs to be repeated periodically to ensure continued competence. Information from personal

performance monitoring, health and safety checks, accident investigation and near miss incidents can help premises controllers to establish a suitable period for retraining.

Pupils and Students

Pupils and students should be instructed on

- Action to be taken in the event of a fire or bomb warning
- Where to obtain first aid treatment
- How to report an accident or hazard
- Infection control (e.g do not handle blood or other body fluids)

Instruction, information and training on curriculum health & safety issues should be delivered during lessons by competent teaching staff and before any of the risks are incurred. Registers together with schemes of work and lesson plans will act as a register.

Contractors & Visitors

Contractors and other persons visiting the premises are to be briefed and as necessary given written procedures to acquaint them with Emergency Procedures. In case of contractors, all these procedures should be included with any contract, works order or be issued at a pre contract meeting.

Supervision

The LA will monitor its establishments via inspections and audits.

Governing Bodies should ensure that areas within their control have established systems for supervision. These systems should be detailed in the Schools Safety Policy.

Premises Controllers should ensure staff are adequately supervised and that staff with "loco parentis" responsibilities, supervise pupils/students in their care.

Appendices:

Appendix A Proforma for first day Health & Safety Induction

Appendix B Checklist for Health & Safety topics to be covered post first day induction

Appendix C Mandatory Health & Safety training courses

Appendix A

First Day/Week Health & Safety Induction Proforma

Department

Proforma No:

Please read before completion:

1. The purpose of this proforma is to ensure that the new employee receives adequate instruction on those Health & Safety matters applicable to his/her post. The responsibility for ensuring that this training is given rests with the Premises Controller, Heads of Service, or line manager, however the actual task may be delegated to a competent person.
2. The proforma is to be completed on the employees first day of employment and signed by the manager completing the form and by the employee.
3. The proforma should be completed in duplicate. The new employee should be given the original. The duplicate is to be retained by the Human Resources Officer.

New Employee - Details		
Name		Post
Section		Date of commencing employment
Workplace Address		
Serial No	Subject completion of	Tick on satisfactory completion of training
Conducted tour of workplace of: 1. Fire Alarm Points 2. Emergency Exits 3. Emergency Phones 4. Escape Routes 5. Fire/Smoke doors 6. Assembly areas 7. Out of bounds areas		

8 First aid facilities 9 First aider (including name and contact number) 10 Safety Representative (including name and contact number)	
Emergency Procedures: 1 Action on discovering a fire On hearing the fire or bomb alarm 2 Method of operating fire alarm 3 Assembly points 4 Method of calling for assistance 5 Action when a bomb warning is received or Suspicious package identified 6 Other emergency procedures applicable to the employees work, eg gas leaks, chemical spillage's, etc	
Miscellaneous 1 Specific and general workplace risks & hazards 2 Who should be told of an accident or hazard 3 Any protective clothing and equipment they may be required to use or issue 4 Any specialist equipment the employee may be required to use	

Any notes on information given (eg details of specialist equipment covered, other matters discussed etc)

Managers Signature:

Date:

Employees Signature:

Date:

Appendix B

Topics to be covered, post first day Health & Safety Induction

Below is a list of topics which a new employee in any service area, should be given instruction on, following their first day induction training.

- 1 Departmental & local safety policies**
- 2 The importance of fire/smoke doors (rules about wedging open, obstructing etc)**
- 3 The fire action plan for the site. (In and out of normal working hours)**
- 4 Fire wardens (where applicable)**
- 5 Fire appliances**
- 6 Duties of the employer and employee under the Health & Safety at Work Act**
- 7 Safety Committee Structure**
- 8 Safety Liaison Officers**
- 9 Health & Safety Training (Courses available and how to apply)**
- 10 List of First Aiders & Appointed Persons for establishment**
- 11 Specialist equipment not covered on first day induction**
- 12 Protective clothing/equipment (not covered on first day induction)**
- 13 Local codes of practice**
- 14 Other applicable safety regulations and methods of work**
- 15 Accident/incident reporting procedures**
- 16 Security Procedures**
- 17 Workplace policies e.g**
 - Smoking**
 - Drugs & alcohol**
 - Stress Management**
 - Violence at work**
 - Safe working practices eg: HIV/AIDS**
 - Hep B/C**
 - Sharps**
- 18 Housekeeping & storage**
- 19 Health & Safety Contacts**
- 20 Where to locate health & safety documentation and reference books etc**
- 21 Introduction to safety representative**

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Appendix C Mandatory Health & Safety Training Courses

Guidance Notes:

1. The courses listed in the tables on the following pages have been designated by the council as mandatory training for the staff groups indicated in the right hand column. Full consultation took place in 1995 with all Headteachers and Service Managers and with the Health & Safety JCC's for Educational Services on these courses, and overwhelming support was given to making them mandatory.
2. In order to meet the requirements of this LCOP headteachers and managers of other educational establishments will need to review their training records to check if relevant staff have attended or need retraining in the courses specified for them. Having identified gaps, attendance at forthcoming courses can be arranged by sending applications to the Development & Consultancy Team. Training records will also need to be kept, and the position kept under regular review as part of safety audits.
3. In addition to the courses listed in the tables all new staff need to be provided with appropriate safety induction information and training. For school staff the safety induction materials provided by the LA is suitable for this purpose.
4. Additional courses may need to be designed, in consultation with the Children's Service Health & Safety JCC's, by the council as mandatory from time to time reflecting new legislation and any related LCOP's and legislation.
5. Some centres attended by young people have similar requirements to schools and managers will need to make similar arrangements.
6. Headteachers and managers of educational establishments may also need to designate additional training programmes as essential to specific staff as required by local circumstances, risk assessments and needs e.g. Emergency Treatment and Use of Fire Extinguishers.

Mandatory Health & Safety Training Courses

Programme Title	Who for?
Premises Control	Schools: Headteachers and Deputy(ies) Sites/centres: Manager and deputy
Risk Assessment	Schools Headteachers and/or senior manager. Services Manager
Manual Handling Assessment	Assessors in all schools and establishments
VDU Assessments	Assessors in all schools and establishments
Personal Protective Equipment	Assessors in all schools and establishments
Electrical Safety for Caretakers	All users in schools and services
Caretakers Basic Safety (7 modules and lifting and moving course)	All caretakers
Swimming Pools Maintenance	All caretakers of sites/schools with pools
Swimming Pools Management (update briefings)	Headteachers of schools and managers of sites with pools
Safety Induction for New Science Teachers and Heads of Science	New Heads of Dept and New Science Teachers Appointed to LBB
Senior Science Technicians Conference	All Senior Technicians
Managing Organisational Stress	All Headteachers and Managers
Safety Induction for New Heads and Teachers of DT and Art	DT and Art Heads of Dept and Teachers new to LBB
Health & Safety Seminar for Heads/Teachers of Art and DT	Heads of Dept and Teachers of Art and DT
Restricted Access Machine Training: Initial Certificate	All Teachers and Technicians new to LBB
Restricted Access Machine Safety 5 Yearly Renewal of Certificate	All Teachers/Technicians using machines
DT Technicians Health & Safety Updates	All DT Technicians
Safety Induction for New Heads/Teacher of PE	Heads of Dept and Teachers of PE new to LBB
Educational Visits Co-ordinator	Staff appointed as EVC
Trampolining	PE Staff involved in teaching trampolining skills
Trampolining Refresher	PE Staff involved in Teaching trampolining skills
First Aid at Work initial 4 day and regular update and requalification training	Staff in schools and other establishments who are nominated as First Aiders
First Aid Update: Children & Babies	Staff dealing with children and babies