



Name of policy	Reviewed by	Signed	Date reviewed	Date for next review
Health and Safety	Jade Sloan		6/5/26	May 2027

### **Blackbird Creative Arts Health and Safety Policy**

Blackbird Creative Arts Ltd agrees to adhere to the councils current Health and Safety Policy as shown below. We agree to review and update our policy annually and we'd like to add the following addendums that we will follow.

1. If a student is involved in an accident, injury, or significant near-miss while at Blackbird Creative Arts, our staff will ensure appropriate medical attention is given and will inform the student's parents/carers and the referring school on the same day.
2. We will maintain adequate First Aid provision at all times. Prior to a student starting, we will obtain all necessary medical information, allergy details, and care plans from the referring school. Any student medication as per our medication policy will need to be administered by parent/carers.
3. When creating Health and Safety risk assessments for our activities and premises, we will specifically consider the vulnerabilities, medical needs, and SEND profiles (including EHCPs) of the students placed with us, ensuring all reasonable adjustments are made for their safety.
4. If any Health and Safety incident or near-miss raises a safeguarding concern regarding a child's welfare, or if an incident occurs due to a staff member's negligence, the matter will be immediately referred to the Designated Safeguarding Lead (DSL) and handled in line with our Safeguarding and Child Protection Policy.

Signed: 

Name: Jade Sloan

Job Title: Company Director

Date: 6 /5/26



**DARLINGTON**  
Borough Council



# Corporate Health and Safety Policy



# 1. Introduction

This document explains the Council's Health and Safety Policy and Management System. We aim to set the highest standards of health and safety management and to continue our history of providing strong and effective leadership in this area. This policy builds on established good practice by strengthening current organisational arrangements and further embedding the importance of health and safety across all areas of the Council.

This Corporate Health and Safety Policy has been endorsed by the Chief Officers Executive (COE), the Leader of the Council and Cabinet Member with Resource Portfolio and is supported by the Trade Unions.



## 2. Core Values

The Council has adopted a 'Think Safety' approach, to promote a positive health and safety culture. The Think Safety message is supported by our 10 Core Values which we are all expected to adopt and display.

1. Everyone is responsible for health and safety
2. All injuries can be prevented
3. Health and Safety is a condition of employment
4. There are no trivial accidents
5. We are risk aware, not risk averse
6. Health and Safety needs training
7. Keep checking how you are doing and looking for ways to improve
8. Everyone has the right to challenge anyone and expect action
9. Everyone is valuable, we can all learn from each other
10. Workplace health and safety is only half the story



the Health and Safety at Work etc. Act 1974 whether on our own premises or when carrying out our business elsewhere. All employees expect to work in a safe and healthy environment.

In particular the Council will ensure, in so far as is reasonably practicable

- Plant, equipment, places or work and working environments that are safe and without risks to health;
- Safe systems of work are established, implemented and adequately supervised;
- The provision of such information, instruction and training as is necessary to ensure health and safety at work;
- Safety and the absence of risks to health and safety at work;
- Adequate welfare facilities and arrangements.

### 3.1. Policy Aims

The Council aims to achieve high standards in health and safety by adopting best practice and we expect the same commitment from our partners and contractors. The Council recognises that for this policy to be effective, management of health and safety must be fully integrated into all work activities.

Our aim is to maintain a positive health and safety culture and continuously monitor performance to ensure ongoing improvements in health and safety standards throughout the Council.



## 3.2. Policy Objectives

The Council aims to comply with relevant health and safety legislation, codes of practice and guidance;

- Prioritise work and operate on the principal that work related incidents and occupational ill-health can be prevented and risks shall be managed both effectively and proportionately;
- Recognise the vital importance of the continued commitment of all employees and elected members to the highest standards of health and safety, and ensure that they have the necessary skills and support to achieve this;
- Provide and promote adequate means for effective communication, co-operation and consultation with recognised trade union and employee representatives;
- To ensure that risks associated with the Councils activities are identified and then eliminated, reduced or adequately controlled and reviewed as appropriate;
- Provide sufficient resources to successfully achieve our aims and objectives;
- Require that any organisations or persons contracted to work with the council applies health and safety standards that are consistent with our own.



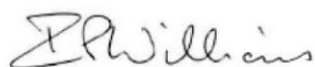
## Commitment of the Chief Executive and Directors

As Chief Executive and Directors we accept the duties imposed upon us by both legislation (including the Health and Safety at Work etc. Act 1974) and this Corporate Health and Safety Policy, to ensure so far as is reasonably practicable, the health and safety at work of all employees and those who may be affected by our work activities.

Whilst ensuring compliance with legislation we are committed to promoting a positive health and safety culture throughout the Council and aim to continually improve health and safety performance.

We realise the importance of integrating health and safety into the decision making process and will provide effective leadership across our services.

We have set out in this policy the duties that apply throughout the services to ensure all employees are aware of their responsibilities. In order for us to fulfil these duties we have committed to the 'Think Safety' culture within the Council and expect the support and co-operation of all employees in its achievement.



**Ian Williams**

Chief Executive

Date: August 2022



**Elizabeth Davison**

Director Operations

Date: August 2022



**James Stroyan**

Director People

Date: August 2022



**Dave Winstanley**

Director Services

Date: August 2022



## 4. The Health and Safety Management System

The scope of this policy includes all council activities and services. Implementation of the Health and Safety Management System in all Council activities and services is achieved by systematic application of the HSG65 'Plan, Do, Check, Act' model. However, the success of the system also depends on the attitudes and behaviours of people in the Council.

### 4.1. Plan

#### 4.1.1 Corporate Health and Safety Policy

The policy sets out the Council's position on health and safety management, demonstrating that it understands its legal duties at the highest corporate level.

#### 4.1.2 Maintained School Health and Safety Policy

Maintained schools have a bespoke health and safety policy developed to detail their specific health and safety management arrangements and adopted for implementation by the Governing Body.

#### 4.1.3 Planning

Consideration of health and safety requirements and implications shall be included in service planning to ensure decisions are made in the context of this policy. The Health and Safety Team report on health and safety performance to determine compliance with the health and safety management system and plan for continuous improvement.

### 4.2. Do

#### 4.2.1 Risk Profiling

Risk assessments shall be conducted and recorded for all Council activities. Findings of risk assessments shall be effectively communicated to employees by management. Risk assessments are reviewed periodically and following any significant changes and where appropriate following incidents and occupational ill health to ensure they remain suitable and sufficient.



## 4.2.2 Organising

**Consultation** - The Council has mechanisms for consultation with trade union safety representatives. Management consult at local level on issues and where appropriate at Trade Union Consultative Group. Corporate consultation with elected members and trade union representatives takes place at the Joint Consultative Committee.

**Induction** - All employees shall receive an induction delivered by line management covering job specific health and safety arrangements. In addition the Corporate Induction session covers the Council's commitment, culture and core values for health and safety.

**Training** - Management shall identify health and safety training needs for different employee groups through the completion of risk assessments and using the Personal Development Review (PDR) process. Management shall ensure employees attend appropriate training, refreshed as necessary and records maintained via a training matrix.

**Job Description** - Clauses highlighting health and safety responsibilities are included in all employee contracts and job descriptions.

**Performance Development Review** - The PDR framework shall be used to set and measure performance against targets and objectives including health and safety. PDR's should be used to identify the health and safety development needs of individuals and monitor competency development.

## 4.2.3 Implementing

**Work groups** - Work groups will be established, where appropriate, to help develop, monitor and review specific Council health and safety initiatives. The membership of groups will involve relevant management, employee and trade union safety representatives.

**Communication** - Health and safety information shall be communicated through a variety of methods. Management shall include health and safety as an agenda item at team meetings. Information is documented in corporate and service specific health and safety arrangements and made available in electronic format on the intranet. Managers requiring hard copies are free to print copies for distribution to staff that do not have access to IT. The Intranet, briefings, newsletters and notice boards are also vehicles for health and safety communication.



**Arrangements** - Corporate health and safety arrangements, based on legislation and best practice guidance are the standards by which employees are required to work. In addition individual services shall develop specific arrangements for controlling risks. Corporate health and safety arrangements are available on the Intranet and will be reviewed and updated on a periodic basis.

## 4.3. Check

### 4.3.1 Measuring Performance

Measuring performance is a key step in the health and safety management process and forms the basis of continual improvement. Managers shall ensure they undertake service specific health and safety monitoring, this shall include monitoring of activities undertaken by both employees and contractors.

### 4.3.2 Investigating incidents

Reactive measurement is by management undertaking incident investigations. The health and safety team support managers in undertaking investigations and analysing statistical information.

### 4.3.3 Auditing

A programme of health and safety audits agreed by senior management will be delivered across Council services in accordance with the corporate health and safety audit arrangements. Management will ensure that audit actions are closed in a timely manner.

## 4.4. Act

### 4.4.1 Reviewing Performance

Performance is reviewed and reported to senior management, on a quarterly basis and is measured against health and safety performance indicators agreed by senior managers. The principal review mechanism adopted by services will be via the annual corporate health and safety report. Opportunities are sought for suitable benchmarking on an ongoing basis e.g. against other similar local authorities.

#### 4.4.3 Policy Review

This policy and the statement of intent will be reviewed periodically and formal changes will be made to the documentation as deemed appropriate following necessary consultation. The statement of intent will be reviewed on an annual basis.

## 5. Responsibilities for Health and Safety

### 5.1. Leader of the Council

To ensure the work of the Cabinet is conducted in accordance with the Council's policy and arrangements for health and safety with due regard for any statutory provisions set out in legislation.

### 5.2. Cabinet Member with Resources Portfolio

This portfolio holder has an individual responsibility for health and safety and in particular will:

- Act as Member's contact point for ensuring that Council decision-making is in line with Council policy and arrangements for health and safety and any statutory provisions set out in legislation.
- Promote the importance of health and safety within the Council by endorsing the Policy and play an active role in monitoring health and safety performance.

### 5.3. Elected Members

Members shall ensure that their decisions give due consideration to health and safety and are made in line with Council policy and arrangements for health and safety and statutory provisions set out in legislation. Members shall ensure adequate resources are provided to eliminate or manage risks within their portfolios. Members shall adopt policies that will encourage a positive health and safety culture and promote these when engaging with employees and member of the public.

## 5.4. Chief Executive

The Chief Executive takes overall responsibility for the Council's health and safety and provide strong and active leadership from the top. In particular, is required to ensure:

- The Policy and arrangements are an integral part of the Council's health and safety culture.
- Adequate provision of resource to achieve high standards of health and safety.
- Decision-making is in line with Council policy and arrangements for health and safety and any statutory provisions set out in legislation.
- Health and safety performance is continually monitored and reviewed.
- Suitable action plans for improving health and safety are developed and implemented.
- Appropriate action is taken regarding significant health and safety failures, and the outcome of the investigations into their cause(s).
- The policy is reviewed periodically so as to maintain its effectiveness.

## 5.5. Directors and Assistant Directors

Directors take overall responsibility for health and safety within their service groups. In particular Directors and Assistant Directors are required to:

- Provide visible leadership by upholding core values requiring the same from managers and employees.
- Ensure that the Policy and arrangements are an integral part of the health and safety culture and ensure this policy is brought to the attention of all employees.
- Ensure there is a structure in place for effective communication of all health and safety matters.
- Ensure appropriate risk assessments are in place and they are regularly reviewed.





- Ensure effective monitoring, reporting and review of health and safety performance.
- Appoint Health and Safety Champions within the service ensuring they are provided with adequate training, and meet at least three times a year with champions.
- Provide active leadership and support in the investigation of significant incidents.

## 5.6. Managers

Managers are responsible for the effective implementation of the Council's health and safety policy and arrangements in their service. In particular are required to;

- Continually assess the risk to health and safety within their area of responsibility and ensure the documentation of risk assessments that are regularly reviewed and communicated to all employees.
- Ensure they and their employees are competent in health and safety, including providing information, instruction, training.
- Ensure sufficient staffing resource and adequate supervision to ensure work can be completed without compromising health and safety.
- Incorporate key health and safety responsibilities into job descriptions, indicating where there is an individual level of responsibility.
- Ensure that health and safety is taken into consideration when service planning, and prior to the purchase of systems and equipment.
- Ensure any incidents and occupational ill health that occurs within their area of responsibility are reported and investigated in accordance with the Corporate arrangements.
- Ensure effective monitoring, reporting and review of health and safety performance.
- Ensure that any recommendations made in health and safety audits are completed within the identified timescales.



- To take appropriate action when a concern of a serious or immediate danger to health and safety, or any matter which that represents a shortcoming in current arrangements for health and safety, is brought to their attention.

## 5.7. Health and Safety Champions

Health and Safety Champions' are Assistant Director nominated and have a key role in promoting a positive health and safety culture however should not take on any health and safety responsibilities beyond their job role. Health and Safety Champions;

- Act as an exemplar in health and safety and a point of contact for sharing of good practice.
- Meet on a regular basis with their Assistant Director to discuss health and safety matters.
- Attend any training as requested by their Assistant Director.

## 5.8. Health and Safety Team

The Health and Safety Team are appointed as the Council's competent persons providing a health and safety advice and guidance, to support the Council in meeting legislative requirements and best practice. The Health and Safety Team are required to;

- Promote a positive health and safety culture based on proportionate risk management.
- Develop and review of corporate health and safety arrangements.
- Assist in the development and review of risk assessments
- Advise on health and safety training requirements and provide training services.
- Monitor health and safety performance through inspection, audit and statistical analysis.
- Assist managers in incident investigation including reporting under RIDDOR and liaison with the HSE.
- Liaise with health and safety enforcing authorities.



- Exercise the authority to stop work in cases where there is a significant risk of injury or ill health due to work practices.

However, neither under the terms of this policy, nor under health and safety law, can the Health and Safety Team relieve managers of their health and safety responsibilities.

## 5.9. Human Resource Management

The HR Team are responsible for:

- Co ordinating the provision of health and safety related training to meet corporate and service specific needs and the provision of related performance management data.
- Management of the Occupational Health provision, and administration of the health surveillance arrangements.

## 5.10. Trade Union Safety Representatives

Trade Union Safety Representatives are consulted on matters affecting the health and safety of employees they represent, in compliance with the Safety Representatives and Safety Committees Regulations 1977. Formal consultation with Trades Unions on health and safety takes place on a corporate level at Trade Union Consultative Group and the Joint Consultative Committee.

## 5.11. All Employees, Agency and other Workers

All employees, are under a legal obligation to co-operate on matters of health and safety and failure to fulfil health and safety duties and responsibilities may result in disciplinary action. In particular all employees are required:

- To take reasonable care for the health and safety of themselves and others, who may be affected by what they do or fail to do at work.
- To co-operate on health and safety matters.
- To familiarise themselves with, and to act in accordance with, this policy, health and safety arrangements, risk assessments, instructions etc., which have been issued to them or otherwise brought to their attention.

- To act in accordance with any health and safety training which has been provided to them, or any verbal safety instructions issued to them by their manager.
- To use of any personal protective equipment and clothing provided to them, in accordance with instructions or training. To report any loss or obvious defect of personal protective equipment or clothing to their manager.
- Not to interfere with or misuse anything provided in the interest of health, safety or welfare.
- To report any incident and occupational ill health, as soon possible to their manager, including. to a non-employee whilst on Council premises or as a result of Council activities.
- To report to their manager any work situation which they consider to represent a serious or immediate danger to health and safety, or any matter which they consider to represent a shortcoming in current arrangements for health and safety.
- To strictly follow any laid down emergency procedures in the event of serious imminent dangers, such as fire.

## 5.12. Volunteers

Volunteers working within the knowledge of the Council are required to;

- Ensure the health and safety of themselves and others that may be affected by their undertakings.
- Undertake induction or other training required by the Council.
- Work in accordance with any information, instruction and training provided to them including where there is use of any tools or equipment.
- Work in accordance with the requirements of their volunteer agreement.
- Report any near misses, accidents or incidents where there was fault, failure or defect on the part of the Council.
- Report any health and safety hazards found that may pose significant risk to either persons.



- Ensure that their working activities do not result in the harm of themselves or others.





Corporate Health and Safety Team

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