

Corporate Health and Safety Policy

HSD01

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1. Statement of Intent

As Chief Executive, I fully embrace my duties and obligations imposed upon me under health and safety legislation, including the significance of health, safety and wellbeing as an overarching priority within the Council and to all employees.

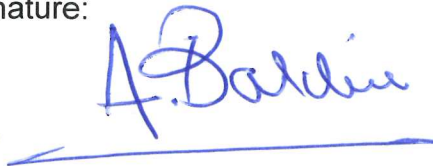
Whilst accepting the minimum legal requirements imposed by legislation, the Council is committed to continuous improvement of a positive health and safety culture, considers all Directorates, Services and Teams, aiming to produce high standards in all areas of health, safety and wellbeing. As Chief Executive, I commit to ensuring sufficient resources and provisions will be made available to achieving this through:-

- Developing and embedding a positive safety culture which recognises the importance of effective safety management;
- Comply with all health and safety legislative requirements, aiming for best practise where possible;
- Defining roles and responsibilities for all employees at all levels;
- Ensuring all significant health and safety risks which arise from Council activities are effectively managed and reduced at as low as reasonably practicable;
- Providing sufficient information, instruction, training and supervision to all employees relating to health and safety;
- Establish robust systems for monitoring, reporting and inspecting health and safety performance across the Council set against health and Safety Executive's (HSE) "Managing for Health and Safety" (HSG65);
- Corporate Director for Communities, Environment and Climate Change championing health, safety and wellbeing.

This Policy supersedes all previous copies of the Corporate Health and Safety Policy and organisational arrangements and all Directorate Health & Safety Policies in existence.

As Chief Executive, I formally and publicly accept my role in providing health and safety leadership within the organisation and being ultimately accountable for the management of health and safety as a whole. Health and safety is a shared responsibility and only with the cooperation from every employee taking an active role, acting in a safe manner and encouraging others, will this policy successfully be implemented.

Andrew Balchin, Chief Executive
Signature:



Date:

7/10/21

2. Roles and Responsibilities

Elected Member – Health and Safety Champion

As elected Member for Communities, Environment and Climate Change, it is their responsibility to support the Chief Executive and the Corporate Health and Safety Team in achieving the legal duties imposed under the Health and Safety at Work etc. Act 1974 and all other Regulations made under the Act, including:

- Ensuring the declared Statement of Intent is achieved, so far as is reasonably practicable;
- Health and safety receives appropriate resource and attention in order to achieve the required standards;
- Adequate monitoring of the effectiveness of this policy.

Corporate Management Team (CMT)

CMT are the senior decision making body, it is their specific responsibility to ensure health and safety is executed at all times, so far as is reasonably practicable, across the Council, including the successful implementation of this policy. It is their responsibility to take all necessary action to ensure all requirements of health and safety legislation, procedures and guidelines met in full within their Directorates.

Duties:-

- Provide leadership within their Directorates, supporting improvements in health and safety standards;
- Provide adequate resources and provisions to ensure the effective management of health, safety and welfare of all employees and those whom maybe affected by the Councils undertakings;
- Ensure adequate procedures are in place for the reporting of defects to property, plant, equipment and processes and made safe without delay;
- Create and maintain a positive safety culture, leading by example within Directorates, maintaining effective communication including consulting with all levels and Trade Unions;
- Undertake safety tours at least annually reporting their findings to CMT and the Corporate Health & Safety Manager;
- Agree to policies, procedures, and strategy and actively monitor health and safety performance across the Council ensuring that robust health and safety management systems exist in all areas;
- In the absence of a Corporate Director, a named Service Director will deputise on all matters involving health and safety at work.

Champion for Health and Safety - Corporate Director for Communities, Environment, Climate Change

Will support and defend the provision of competent health and safety advice across all Directorates, leading by example to promote a positive health and safety culture.

Duties:

- Ensure the provision of a robust health and safety management system;
- Support the implementation of health and safety Policies and Procedures, including monitoring their effectiveness;
- Assisting CMT on the development of annual objectives;

- Providing a corporate steer for the Council on health and safety matters;
- Ensure adequate provision of training resources;

Promote good standards of health and safety by:

- Receiving feedback (formal and informal) from the Corporate Health & Safety Manager;
- Ensuring all CMT undertake safety tours and report on the findings;
- Ensure CMT are abreast of all matters related to health and Safety matters.

Service Directors

Service Directors are responsible for implementation and effective application of this Policy within their directorates. In order to achieve this, they will ensure their Corporate Director is abreast on matters in relation to health and safety and support the Corporate Health & Safety Team across their Services.

Duties:

- Service Directors will lead by example at all times;
- Ensure Services Managers apply all policies and procedures relating to health and safety management across their Services;
- Set clear objectives for health and safety based risk;
- Clearly define roles and responsibilities for health and safety in job descriptions;
- Provide sufficient resources to health and safety including information, instruction, training and supervision, proportionate to the level of risk;
- All work plans to have create a health and safety objectives across all Services;
- Align Service health and safety systems with the Corporate Health & Safety Management System, ensuring that these are implemented and maintained, as far as is reasonably practicable;
- Support Corporate Health & Safety to undertake or instigate investigations promptly into failures, taking appropriate timely action in line with Accident Protocols;
- Ensure that all employees within their Services are aware of their roles and responsibilities towards health and safety;
- Certify all Services Managers fully communicate and engage with Corporate Health & Safety on all health and safety matters;
- Participate in cross Service audits of health and safety compliance as directed by CMT, findings will provided to Corporate Health & Safety and the fellow Service Director;
- Advise the Corporate Director if additional measures are required in order to comply with health and safety procedures/current good practice;
- Clear links to Corporate Health and Safety must be visible on Service plans, including the provision of regular feedback on compliance;
- Ensure full compliance on all health and safety matters including the recording, collection and issuing of health and safety advice and information and action taken on any shortfalls.

Service and Team Managers

Service/Team managers are responsible for assisting the Service Director in fulfilling all their duties under this policy. They are also fully responsible for all persons within their Service areas and Teams, health and safety will be given due consideration at all times.

Duties include all Service Director duties as well as:

- Leading by example at all times, communicating across their responsible areas in an effective manner, ensuring health and safety is a standing item on the agenda at all department/management meetings.
- Will ensure adequate resources for health and safety including information, instruction, training and supervision for all employees including agency employees, proportionate to the level of risk. Particular attention given to new or young employees who may be unaware of the risks of the work they are required to perform;
- Ensure that all policies, procedures and safe systems of work relating to health and safety management are fully observed with at all times;
- Manage the day-to-day health, safety and welfare requirements within their area of control and for ensuring that all employee are aware of their responsibilities;
- Ensure all risk assessments remain suitable and sufficient including safe systems of work, reviewed as required or following a significant change or incident, action taken were further controls are identified and shared with those employees affected;
- Implement relevant health surveillance, ensuring employees can attend within work hours, all recommendations made by Occupational Health Unit are actioned;
- Implement permits to work for high-risk activities, ensuring Corporate Health and Safety are aware of every permit to work prior to it going live;
- Encourage employees to report all incidents, reporting on their findings, actions taken to develop learning and prevent future loss, feeding back on the findings and changes to processes;
- Support Corporate Health & Safety to undertake or instigate investigations promptly into failures, taking appropriate timely action in line with Accident Protocols;

Corporate Health and Safety Committee

Through visible and active commitment, will ensure:

- Health and safety is an integral part of business performance and that the Corporate Health and Safety Policy to be acknowledged, implemented and enforced by all levels of the Council;
- Provide appropriate communication and consultation with employees on health, safety and welfare matters;
- Support the Councils health and safety objectives and targets, ensuring they are implemented, monitoring and reviewing performance each quarter;
- Ensure health and safety management systems, procedures and arrangements are developed, implemented, maintained and adequately resourced.

Safety, health, Environment and Quality (SHEQ) Service Manager

SHEQ Service Manager is the Council's Competent Person for the management, monitoring and control of health, safety and welfare as required under Managing for Health & Safety (HSG65) and Management of Health and Safety at Work Regulations 1999.

Duties:

- Leadership and management of in-house Corporate Health and Safety Team;
- Indirect management of and support to Senior Managers, contractors and stakeholders;
- Subject matter expert and the strategic lead for safety, health, environment and quality within the Council;
- Responsible for development and continual improvement of health, safety, environment and quality management systems;
- Working towards ISO45001;
- Deliver and maintain health and safety change programmes to drive a positive culture;
- Develop, maintain and review health and safety policies and procedures;
- Lead on Trade Union health and safety consultations;

Corporate Health and Safety Manager - the Council's Competent Person

The Corporate Health & Safety Manager is the Council's lead source of competent health and safety advice as required under Managing for Health & Safety (HSG65) and Management of Health and Safety at Work Regulations 1999.

Duties:

- Remain competent for the role, ensuring CPD is kept up to date;
- Ensure the Chief Executive and Champion for Health and Safety is kept informed and alerted to any matter concerning health and/or safety;
- Responsible for the development and promotion of the Council's Health and Safety Strategy and the Corporate Health and Safety Management System, including implementation and monitoring of their effectiveness;
- Report annually to CMT on the health and safety performance of the Council;
- To disseminate any current or intended health and safety legislation to CMT and Directorates;
- Promote awareness of health and safety practices throughout the Council;
- Support all Services on all matters relating to the health, safety and welfare including information, instruction and training of all employees;
- Lead and take appropriate action to implement any recommendations made by the Health and Safety Executive and other law enforcement officers;
- Monitor the effectiveness of policies and procedures, controlling the uniformity of approach to health and safety throughout the Council;
- Attendance at Corporate Health & Safety Committee, Joint Consultation Committee's, and any other relevant health and safety meeting;
- Responsible for setting the Corporate Health and Safety's work programme;

- Monitor and manage the competence of Corporate Health & Safety ensuring they remain competent for their roles and responsibilities;

Corporate Health and Safety

Primary role is to support the Corporate Health & Safety Manager in fulfilling the legal duties of the competent person, providing an advisory service and specialist knowledge to all levels of the Council and Service level Agreements.

Duties include all of the Corporate Health and Safety Managers as well as:

- Providing support and advice on all health and safety matters as well as specialist advice;
- Manage and monitor health and safety management systems, ensuring they remain valid;
- Provide information, instruction and training to all levels of the Councils;
- Undertake pro-active monitoring of health and safety across the Council, providing written reports in a timely manner;
- Undertake re-active monitoring including investigations across the Council, providing written reports in a timely manner;
- Provision of written guidance documents including policies, procedures and generic risk assessments;
- Provide quartile statistical information to Directorates and Trade Unions;
- Attend in the absence of the Corporate Health & Safety Manager to all health and safety meetings and committee's;
- Liaison with regulatory bodies as deemed necessary;
- Ensure the Health and Safety Strategy and the Health and Safety Management System is maintained and kept up to date, this includes access to CLEAPPS (schools science and technology service) and the educational visits planning and approval system;
- Remain competent for the role, ensuring CPD is kept up to date.

Occupational Health Unit (OHU)

Specialist branch of health care concerned with the effects of work upon health and work capacity. Responsible for providing adequate health surveillance provisions as required by the Management of Health and Safety at Work Regulations 1999 and other specific legislation.

Duties:

- Provide support, advice and guidance on health issues regarding short and long-term absence and where there is concern about underlying health problem or health related disability, affecting work.;
- Escalate cases to Occupational Health Physician where a medical practitioner's opinion is required;
- Provide health surveillance as required under specific Regulations and Legislation;
- Notify the Corporate Health & Safety Team of reportable diseases as identified in the Reporting of Injury, Disease and Dangerous Occurrence Regulations (RIDDOR) 2013;
- Maintain a database of health surveillance records for vibration, audiometry, and spirometry and skin surveillance;

- Facilitate requests for counselling and physiotherapy;
- Offer advice and help on operational risk assessments including workstation assessments.

Employees

All people regardless of their position within the Council have specific legal duties placed upon them by the Health and Safety at Work etc. Act 1974, Section 7 & 8.

Duties:

- Take reasonable care of their own safety and that of others by the work they are carrying out
- Not to recklessly interfere with or misuse anything provided in the interest of health, safety and welfare;
- Co-operate with management to enable compliance with all statutory and Council duties and policies;
- Work as trained and instructed, following risk assessments and safe systems of work;
- Not initiate, or continue, any process or activity that places themselves or others, in danger, or is in breach of statutory obligations with respect to health and safety;
- Where employees work at other organisations' premises, comply with health and safety arrangements implemented by that organisation, but only if these instructions support safe systems of work that are at least equal of those operated by the Council;
- Report all incidents including verbal/physical abuse and instances of threatening behaviour to their Manager;
- Report all defects to property, plant, equipment and processes;
- Attend health surveillance and health and safety meetings as invited within works time;
- Wear appropriate protective reporting defects and concerns to their Manager with immediate effect.

Trade Unions and safety representatives

Trade Unions and safety representatives will:

- Raise all health and safety concerns to Management and Corporate Health and Safety;
- Attend Joint Consultative Committees and local health and safety meetings;
- Carry out health and safety inspections and investigations with the assistance of Managers and Corporate health and Safety;
- Engage with Management and Corporate Health and Safety as appropriate to find solutions to problems.

3. Arrangements

Relevant Legislation and guidance

- [Health & Safety at Work etc. Act 1974](#)
- [Managing for Health & Safety - HSG65](#)
- [Management of Health & Safety at Work Regulations 1999](#)

Management of Health and Safety HSD02

The Council and the Team is committed to ensuring that a high level of health and safety performance is established, maintained and promoted, in which all activities carried out by its undertaking, are risk assessed, controlled and co-ordinated effectively to ensure that any risks to health, safety and welfare meet our statutory responsibilities as far as is reasonably practicable.

Where a risk of injury, death or ill health exists, these are will be escalated, to the Team. A full investigation with recommendation prioritised and timescales set according to the level of risk and may require suspension of the process or work until the risk is adequately controlled.

The Council acknowledges that the monitoring of health and safety is an integral part of its Health and Safety Management System, based upon the model outlined in the HSE's "Managing for Health & Safety" (HSG 65). All monitoring activities to produce appropriate action plans to address opportunities for improvement.

Risk Assessment HSD03

The Council is committed to completing and implementing risk assessments in order to comply with the Management of Health and Safety at Work Regulations 1999 and Managing for Health & Safety (HSG65).

The Council utilises the HSE guidance (5 steps to risk assessment) as a model, ensuring that hazards and persons affected are identified, risks are controlled and evaluated, and the findings are recorded and reviewed.

Workplace Health, Safety and Welfare HSD04

The Council is committed to complying with the legislative requirements of the Workplace (Health, Safety and Welfare) Regulations 1992. The Council will ensure that workplaces, equipment, devices and systems maintained in an efficient state, in working order and in good repair.

The Council provides an OHU service for employees whose work exposes them to identifiable work related diseases or conditions, where detection techniques exist, there is a reasonable likelihood of the employee suffering ill health and where surveillance is identified in Regulations.

The Council acknowledges that work has an important role in promoting mental wellbeing; however, work can also have a negative impact on mental health, particularly in the form of stress. The Council aims to support and where possible prevent employees suffering mental ill health by improving conditions at work and helping the employee manage the problem.

Information, Instruction, Training and Supervision HSD05

The Council is committed to complying with any legislative requirements for the provision of health and safety information, instruction, training and supervision.

In general the Health and Safety at Work, etc. Act 1974 requires the provision of such information, instruction, training and supervision as is necessary to ensure the safety and competence at work of employees. This duty is comprehensive and requires that appropriate training is given in all aspects of safety at the workplace and during any work activity. The extent of training varies according to the size and type of the Directorate and Service and the extent and potential severity of hazards and risks associated with work activities.

Accident and Incidents (Adverse Events) HSD06

The Council enforces protocol of reporting and recording all accidents and incidents including near misses, hazards and violence (verbal and physical abuse or threatening behaviour).

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013 identifies the categories of adverse events, reportable to the HSE. It is the responsibility of all employees to report all incidents to enable the Team to report under RIDDOR when they result from a work-related accident:

- The death of any person
- Specified Injuries to workers
- Injuries to workers which result in their incapacitation or light duties for more than 7 days
- Injuries to non-employees, which result in going directly to hospital for treatment.
- Occupational disease
- Dangerous occurrences

Enforcement Agencies HSD07

The Council is committed to ensuring that all contact with Enforcement Officers reported to the Corporate Health & Safety Manager and the Team. The Team will fully support and assist including being the key liaison Officer between the Council and the Enforcement Officer.

Consultation with Employees (and Others) HSD11

The Council is committed to complying with the legislative requirements of the Safety Representatives and Safety Committees Regulations 1977 (as amended) and the Health and Safety (Consultation with Employees) Regulations 1996 (as amended).

The Council will consult with the recognised trade unions, employees or their representatives on any health, safety and wellbeing matters or concerns. Where employees are not in groups represented by trade unions, The Council will engage those employees directly.

The Council will ensure that all elected members, trustees, and non-employees such as visitors, contractors, volunteers and members of the public fundraising on behalf of The Council are, where appropriate made aware of the requirements of existing and new statutory legislation and regulations.

Partners & Subsidiary Organisations HSD27

The Council, will, so far as is reasonably practicable, conduct its activities in such a way as not to endanger or harm non-employees.

The Council is committed to ensuring all agency employees, contractors and volunteers are competent to complete the appointed task. Managers responsible for the health, safety and wellbeing of all non-employees under their control including the provision of suitable information, instruction, training and supervision to allow the non-employee to fulfil their role.

The Council recognises the particular relationship between itself and its subsidiary and partner organisations. To this end, the Council will expect subsidiary and partner organisations to develop, produce and maintain-

- Health and Safety Policy outlining their management systems for health and safety
- Risk assessments for the areas they manage and maintain
- Emergency resilience and business continuity plan
- It will be the responsibility of the third party to adhere to all health and safety requirements at all times.

When third party contractor's use or property let to other organisations or others wishing to carry out works on property owned by the Council, the relevant Manager/Service Director must ensure all health and safety requirements as detailed in HSD27 are in place.

Where the Council enter into partnership agreements with other organisations to deliver services, or to undertake projects, it is the Council's responsibility to establish that there is adequate co-ordination and co-operation of health and safety arrangements between the partnership organisations. All reasonable due diligence will be undertaken to establish the competence of any potential partnership organisation, where if the nature of the activities involved can affect the health and safety of our employees, or others affected by the partnership activity, or service.

A contractual arrangement with others does not absolve the Council of its legal and moral duties regards to maintaining a positive safety culture and safe systems of work throughout, or prosecution from the Criminal Prosecution Service or Health and Safety Executive. The Team will work with the relevant Directorates to ensure that adequate checks and monitoring is undertaken.

Display Screen Equipment (DSE) and Home Working HSD13

The Council is committed to complying with legislative requirements of the Health and Safety (Display Screen Equipment) Regulations 1992, including homeworking and those who undertake work from other electronic devices such as tablets and PDAs.

Employees are entitled to a full eye test on a regular basis (normally every 2 years) and a contribution towards special corrective glasses or contact lenses, if required for DSE use only.

Before commencing homeworking, Managers will agree safe standards for their working environment, equipment and procedures. All homeworkers will complete the homeworking self-assessment and must have read HSD13.

Fire Precautions (Buildings) HSD15

The Council's partner Engie undertake fire risk assessments in all Council owned properties occupied by employees as required by the Regulatory Reform (Fire Safety) Order 2005.

Fire and evacuation procedures are in place, it is the responsibility of individual directorates for ensuring compliance with fire including undertaking practise drills, ensuring adequate means of escape and maintaining fire detection/alarm systems and fire equipment.

First Aid HSD16

The Council is committed to complying with the legislative requirements of the Health and Safety (First Aid) Regulations 1981. It is the Council's partner Engie to undertake first assessments including ensuring sufficient number of first aiders are available and trained.

The Council will provide adequate and appropriate equipment, facilities and personnel to ensure employees, visitors or members of the public on Council premises receive immediate attention if they are injured or taken ill.

Manual Handling HSD23

The Council is committed to complying with the legislative requirements of the Manual Handling Operations Regulations 1992. Where manual handling cannot be avoided, the Council will assess the risks and take steps to reduce the risk of injury to the lowest level reasonably practicable.

The Team will provide specialist advice. It is the responsibility of the directorate and relevant Corporate Director and Managers within to ensure sufficient training is provided and recorded.

New and Expectant Mothers HSD25

The Council is committed to complying with the legislative requirements of the Management of Health and Safety at Work Regulations 1999 and associated legislation relating to new or expectant mothers in the workplace. The Council understands that a new or expectant mother is at an increased risk from a number of physical, biological, or chemical agents.

Once the Council has received notification, by an employee that she is pregnant, it is the responsibility of the Manager to undertake a risk assessment taking into account any risk to the new or expectant mother, or her baby.

Work Equipment (PUWER HSD34 & LOLER HSD20)

The Council is committed to complying with the legislative requirements of the Provision and Use of Work Equipment Regulations 1998 and the Lifting Operations and Lifting Equipment Regulations 1998.

The Council will ensure that all work regards lifting operations is planned and managed appropriately and lifting equipment is suitable for purpose, inspected and maintained to an efficient state and that employees receive suitable and sufficient information, instruction and training on its safe and correct use.

Young Persons HSD37

The Council is committed to complying with the legislative requirements of the Management of Health and Safety at Work Regulations 1999 and associated legislation relating to young people in the workplace, this includes work experience and apprentices (where they are under 18 years of age).

The Council understands that a young person is at an increased risk from a number of physical, biological, and/or chemical agents. It is the responsibility of the Manager to undertake a risk assessment taking into account any risks the young person(s) and provide them with the risk assessment.

Corporate Health & Safety Management System

The Corporate Health & Safety Management System, holds all Policies, Procedures and other key documents to allow Managers and employees to systematically manage health, safety welfare in the workplace, the Management System, is recognised by the Champion of Health & Safety and CMT.

