

Health and Safety Policy

(HS.1.0)

Health and Safety Policy

1.0 Policy Statement

The organisation recognises that health and safety is a fundamental part of both the efficient and effective delivery of quality services.

Chief Executive, Directors, Senior Managers and Operational Line Management are committed to making health, safety and wellbeing a high priority in all our activities. They will visibly lead by example in actively establishing a positive health and safety culture by ensuring so far as is reasonably practicable steps to:

- provide and maintain safe and healthy working conditions and environment for all our employees, clients and any others who may be affected by our work activities;
- provide and maintain plant, equipment and machinery, and ensure safe storage/use of substances;
- identify, assess and provide adequate control of occupational health and safety risks arising from our work activities, ensuring risks are dealt with sensibly, responsibly and proportionately to eliminate or minimise risks;
- prevent and further reduce incidents, instances of near miss and cases of work-related ill health;
- provide information, instruction, training and supervision as necessary to ensure that employees are competent to do their tasks, and services are delivered safely without the risk to health;
- engage and consult with employees on matters affecting their health, safety and wellbeing;
- maintain an effective system of joint consultation with trade union representatives and, where elected, non trade union representatives of employee safety, as appropriate;
- maintain arrangements for the co-ordination and co-operation with other employers where employees or clients in shared premises, facilities or activities with persons working in other organisations;
- continually improve our health and safety performance in delivery of our services;
- develop and implement emergency procedures – evacuation in case of fire or other significant incident;
- ensure commitment, support and action from all employees and allocation of sufficient resources; and
- review and revise this policy annually.

The above requires the commitment, support and action from everyone working within the Organisation is central to the ongoing effective management of health and safety within the organisation.

Signed

Date 2nd April 2013

**Chief Executive
City Council**

2.0 Responsibilities

2.1 Chief Executive

The Chief Executive has overall responsibility for health and safety. Practical day-to-day responsibility for ensuring this policy is put into practice is delegated to operational line managers in respect of areas under their management control as detailed below:

2.2 Corporate Management Team – (Chief Executive and Directors)

- Responsible for ensuring the corporate health and safety policy is implemented at strategic level;
- Visibly demonstrate and “champion” the strategic importance of health and safety via a leadership style that promotes, sets and enforces a positive health and safety culture;
- Establish, implement, maintain and embed an occupational health and safety management system;
- Supportive of management systems and practices that ensure risks are dealt with sensibly, responsibly and proportionately;
- Setting and monitoring of annual health and safety objectives and targets;
- Allocation of sufficient resources to implement the corporate health and safety policy;
- Promoting health, safety and wellbeing as a shared employee and management objective and will include the consultation with recognised safety representatives; and
- Informing elected members of health and safety issues, as appropriate.

2.3 Directors

- Embed occupational health, safety and wellbeing as an integral part of service delivery at strategic level through to operational delivery.
- Responsible for the implementation, maintenance and monitoring of health and safety policy and associated policy, procedures and guidance within their Department;
- Production, review and communication of their Department health and safety arrangements detailing specific tasks and responsibilities. This requires to include assessing, planning, resourcing, organising, monitoring and reviewing measures to eliminate, reduce or control risk;
- Ensuring that all places of work under their control are maintained in a condition that is safe and without risks to health, safety and wellbeing.
- Development of Department health and safety action plan, setting of annual targets, measuring performance through Corporate Health and Safety Committee, Department Health and Safety Committees and senior management meetings; and
- Ensuring effective discussion and communication of health and safety issues and performance at health and safety committees and senior management meetings.

2.4 Senior Managers

- Responsible for the implementation, maintenance and monitoring of health and safety policy arrangements and department health and safety action plan within their Service at an operational level;
- Ensuring key occupational health and safety risks related to their service delivery and work tasks are identified and eliminated, reduced or controlled;
- Identify and implement proactive health, safety and wellbeing workplace initiatives.
- Ensuring proper control, including management, of contractors' activities;

- Prepare and present to the Corporate and Department Health and Safety Committee an annual health and safety report evaluating service performance and set future objectives and targets;
- Represent management at health and safety committees;
- Regularly review occupational health and safety information (including wellbeing such as maximising attendance, working hours, occupational health provider and employee assistance service utilisation and reports) to identify trends and potential action, implement to improve performance and compliance with legal requirement and corporate policy;
- Ensuring effective management of employee workload to ensure that an appropriate balance is struck between work and life outside; and
- Ensure mechanisms are in place in shared premises for the communication and co-ordination with defined roles and responsibilities.

2.5 Operational Line Management

- Responsible for the implementation, maintenance and monitoring of the health and safety policy arrangements and Department health and safety action plan in their area of responsibility;
- Responsible for ensuring that appropriate health and safety arrangements are in place, ensuring that any health and safety responsibilities delegated to staff within their area are clearly identified, relayed and undertaken;
- Undertaking and ensuring valid risk assessments are available, and regularly reviewed, for activities undertaken by the service and pertinent findings of risk assessments and any changes to work practices communicated to staff;
- Ensuring the provision and maintenance of safe vehicles, plant and equipment and ensure safe handling and use of substances;
- Ensuring that all staff are, and remain, competent to carry out any activities required as part of their duties and responsibilities through the provision of appropriate information, instruction training and supervision;
- Encouraging each employee to co-operate in incident and near miss prevention and to exercise personal responsibility so as to avoid accidents to themselves and others;
- Actively monitor and review health and safety performance taking action as appropriate.
- Responsible for recording and investigating incidents and near misses to identify remedial actions and trends to prevent reoccurrence;
- Monitor working conditions and environment including the completion of Workplace Inspections, undertake and arrange where appropriate referrals and health surveillance through occupational health provider.
- Implement and monitor employee attendance management, regularly review workload and working hours in line with legal requirements and corporate policy taking remedial action where necessary;
- Ensuring compliance with all relevant guidance documents and procedures; and
- Motivating and empowering employees to work in a safe and healthy manner in order to encourage a positive attitude towards health, safety and welfare in the workplace.

2.6 Employees

- Responsible for co-operating with supervisors and managers on health and safety matters;
- Working in accordance with any health and safety instruction or training that has been given;
- Not interfering with anything provided to safeguard their health and safety;
- Taking reasonable care of their own health and safety;
- Not to compromise the health and safety of persons working with or around them through negligent acts or omissions;
- Setting a good example to others, especially young or inexperienced workers; and
- Reporting all health and safety concerns to an appropriate person.

2.8 Health & Safety Team

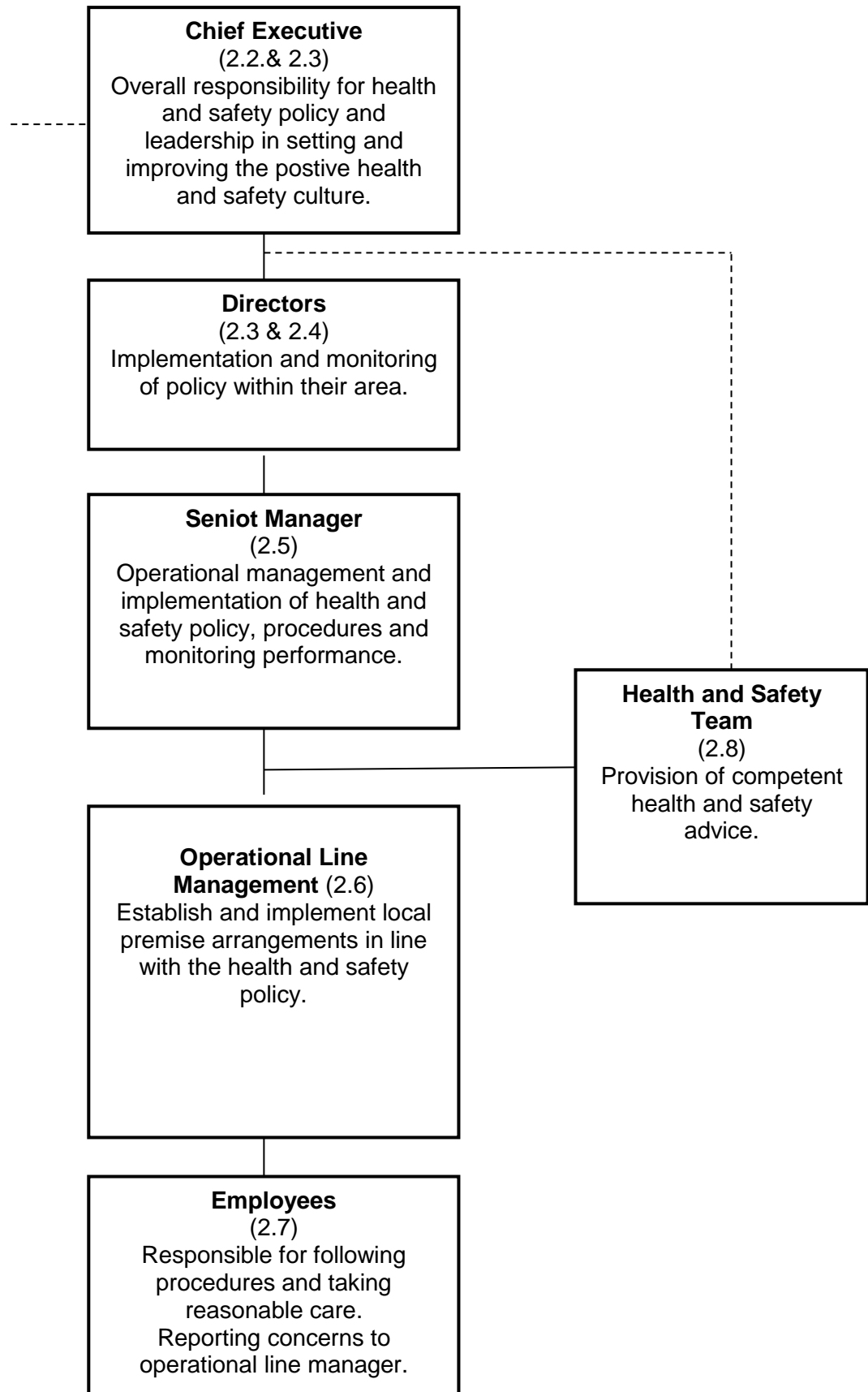
- Provide competent occupational health and safety advice to members of the organisation, Corporate Management Team, operational line management and employees;
- Provide up to date information on changes to legislation;
- Co-ordinate, interpret, progress enquiries from enforcing authorities and support Departments in addressing actions.
- Undertake proactive and reactive monitoring, analysis and evaluation of health and safety performance to check compliance and identify remedial actions.
- Preparation of an annual corporate health and safety management report and action plan intended to ensure that safety standards are raised or maintained throughout the organisation.
- Actively promote and develop a positive health and safety culture within the organisation.
- Assist in the enhancement of the organisations occupational health and safety management system to improve health and safety performance within the organisation.
- Provision of corporate occupational health service and employee assistance programme.
- Delivery of the corporate health and safety development programme.

2.9 Health and Safety Representatives

This policy uses the term 'Health and Safety Representative' to apply to both appointed and elected representatives.

- Promote a sensible, responsible and proportionate approach to health and safety;
- Joint working with line management in "championing" health and safety in the workplace;
- Undertaking functions as per the Safety Representatives and Safety Committees Regulations 1977 (as amended) or the Health and Safety (Consultation with Employees) Regulations 1996 (as amended); and
- Attending and participation at relevant health and safety committees.

2.11 Structure Chart



3.0 Arrangements

This policy is the over-arching policy for health and safety management within City Council. It is supported by other related policies, procedures and guidance available on the Intranet “the Zone” health and safety pages.

3.1 Planning and Implementation

The organisations health and safety management system reflects Successful Health and Safety Management (HSG 65) in terms of policy, organising, planning and implementation, measuring performance, audit and review.

Directorates will ensure that health and safety is an integral part of service delivery through the development of Directorate health and safety specific arrangements as necessary to implement the corporate health and safety policy statement. The corporate and Directorate health and safety action plans will provide the framework for continuous improvement of the organisations health and safety management system. Strategic decisions will take into account the potential impact on operational delivery.

3.2 Health and Safety Committees

The Corporate Health and Safety Committee will be held on a quarterly basis in line with its constitution/ terms of reference. A quarterly and an annual report will be produced to detail the organisations health and safety performance along with a corporate health and safety action plan.

Each Director and nominated Head of Service will establish and maintain a Directorate Health and Safety Committee in line with issued guidance. Meetings will be held on a quarterly basis to monitor performance and progress on the Directorate’s health and safety action plan.

Planning for health and safety shall be included as a standing agenda item within the remit of the Directorate Senior Management Team meetings (SMT) and Corporate Management Team (CMT). See appendix 1 for the process for raising and dealing with health and safety issues.

The Health and Safety Committee is not an alternative or substitute for local liaison meetings or safety groups involving employee representation.

3.4 Health and Safety Plans

The Chief Executive will ensure that a corporate health and safety action plan is developed, implemented and monitored by the corporate management team (CMT) and through the Corporate Health and Safety Committee to improve the existing health and safety management system and performance.

Directorates will prepare a health and safety action plan outlining specific Directorate health and safety objectives and targets (short and long term) developed in consultation with the health and safety team and trade unions.

All health and safety plans will be regularly monitored by the Directorates' senior, management teams (SMT). Updated health and safety plans will form part of the Directorates' annual health and safety report presented to the Corporate Health and Safety Committee.

3.5 Risk Identification

Directorates will identify all significant health and safety risks arising from their service delivery using corporate risk assessment templates as per procedures and guidance, this includes:

- Generic risk assessment – task based employee work activities;
- Specific risk assessment – COSHH, DSE, First Aid, Manual Handling, Stress, Young Persons, New and Expectant Mothers, Noise, Vibration.

Identified risks will be dealt with sensibly, proportionately and responsibly in the development and implementation of safe systems of work with adequate controls.

Risk assessment findings and their associated controls will be communicated to the affected employees using appropriate methods of informing, instructing and training.

3.6 Fire Safety

The management of fire within council workplaces will be undertaken in line with corporate policy, procedure and guidance. Each establishment will produce a local Fire Safety Policy and Emergency Fire Action Plan that will ensure arrangements are in place for the maintenance of fire safety measures and any required emergency evacuation.

The fire risk assessment programme will be managed by the Health, Safety and Wellbeing Manager. Fire risk assessments will be undertaken and provided to Directorates for action and retaining on the premise.

3.7 Vehicles, Plant and Equipment

Directorates will ensure that all vehicles, plant and equipment provided for service delivery is suitable, fit for purpose and appropriately inspected, examined, certificated and maintained. Such regimes will reflect risk assessment based on manufacturers instructions, legislation and Approved Codes of Practice requirements such examples include Lifting Operations and Lifting Equipment Regulations (LOLER) 1998, Provision and Use of Work Equipment Regulations 1998 (PUWER) and pressure systems. Specific risk assessments will be undertaken for those activities that present an occupational risk to health such as Display Screen Equipment (DSE) workstations, vibration and noise.

Arrangements will be made to ensure that defective equipment is taken out and remains out of service until repaired or removed.

Arrangements will be made to provide adequate information, instruction and training to employees to ensure competency in its operation prior to use and at determined suitable frequencies.

Portable appliance testing and fixed electrical installations will be undertaken by competent persons frequency based on assessment of risk normally annual /biannually for portable appliances and at five year intervals fixed installations. Informal visual inspections of electrical equipment will be carried out by employees using equipment.

3.8 Hazardous Substances

Adequate arrangements will be made for the safe handling, storage and transportation of substances in line with corporate procedure and guidance to prevent injury or ill health due to exposure to hazardous substances.

Corporate and related Directorate procedures and arrangements will be followed for occupational hazardous substances to health such as asbestos, legionella, gas, lead and ionising radiation.

Corporate infection control guidance and Directorate arrangements will be followed to reduce the risk of ill health from identified biological hazards such as blood borne viruses and bodily fluids via risk assessment.

Health surveillance will be implemented within workplaces by operational line management and where appropriate referrals through the Council's occupational health provider.

The Council operates a policy that so far as is reasonably practicable ensures that a smoke free working environment exists for all employees. A complete ban on smoking in all Council wholly or substantially enclosed workplaces will be applied including vehicles.

3.9 Management of Contractors

Commissioning Directorates will assess all contractors in terms of health and safety in line with corporate guidance. The contractor's health and safety policy statement, safe system of work and method/ risk assessments, information on past performance eg incidents/ near misses/dangerous occurrences, enforcement action, insurance cover, operatives training and qualifications will be examined through the procurement process by competent persons.

The contractor must be given details of any specific risks such as asbestos. Securing of co-operation, communication arrangements, site security and working arrangements must be discussed with the "Premises Responsible Person" prior to the start of works. The Directorate will monitor the performance of the contractor health and safety management during the contract, taking action where necessary to ensure the health and safety of persons who may be affected by the work activities.

3.10 Occupational health and wellbeing

The Council will create a work environment designed to protect the health and wellbeing of employees and optimise the opportunity to help employees improve their own health. There will be the effective management of employee workload and working hours to ensure that appropriate balance is struck between work and life outside. Corporate policy, procedure and guidance will be followed by Directorates to provide and maintain safe and healthy working conditions and environment.

The organisation is committed to health promotion to improve the health and wellbeing of its employees and wider local community. This will be demonstrated via participation in the Healthy Working Lives Awards. Employee initiatives and information will be assessed planned and organised through the Employee Good Health Group and the Health, Safety and Wellbeing team to enable employees maintain and enhance a healthy lifestyle.

The Council's occupational health provider, will work with and to the benefit of both the employer and employee to address the medical needs, occupational health issues and health surveillance of employees whilst at work. The provider will assess employees providing

recommendations to ensure the control of potential health risk at work after injury, medical condition or ill health, and participate in employee health and wellbeing intervention and initiatives. A supportive maximising attendance management system will contribute to employees wellbeing.

The Council's employee health assistance provider will provide an independent, impartial and confidential service designed to support employees accessible 24 hours a day, 365 days a year. Support, advice and information on how to deal with any issues that they may be facing are available via a range of resources such as website, telephone and face to face counselling.

3.11 Health and Safety Reports

An annual health and safety management report will be produced by the Health, Safety and Wellbeing Manager to make comparison on organisational performance progress against the corporate health and safety action plan.

Occupational health service and Employee Assistance Service providers will provide quarterly anonymised information on utilisation of their service with outcomes and support provided.

Directorates will prepare and present to the Corporate Health and Safety Committee an annual health and safety report covering all their related services that evaluates their health and safety performance as per corporate guidance. Reports will include, as a minimum, information on the following issues:

- a. Profile of the Directorate and associated Services and its main functions and activities;
- b. Management of health and safety within the Service. This should include a report detailing the progress of the health and safety plan objectives from the previous twelve months (updated action plan);
- c. Occupational health and safety risk management, planning and progress;
- d. Information on incidents and instances of near miss, including trends and lessons learnt;
- e. Sickness and ill health absence highlighting areas for improvement;
- f. HSE issues / interventions;
- g. Health and safety training;
- h. Directorate health and safety objectives for the coming twelve months.

3.12 Incident Recording, Investigation and Reporting

Employees must inform line management as soon as is practicable of incidents and instances of near miss (including others affected by our service delivery e.g. members of the public) in the course of their work duties. Line management will then complete the appropriate forms in relation to the accident where necessary as per corporate guidance.

Incidents and instances of near miss will be investigated by line management. The level of investigation is determined by the severity of injury sustained or potential for serious injury or loss. This will assist in the identification of remedial actions to prevent reoccurrence. The health and safety team should be informed of serious incidents as soon as possible in line with corporate guidance where necessary.

The notification of RIDDOR injuries / incidents, dangerous occurrences and work related ill health will be undertaken in line with corporate guidance by each Directorate's Health and Safety Co-ordinator. Incident and near miss reports and related information will be held by

Directorates for a minimum of 3 years from the date of the incident or 40 years in the case of work related disease.

3.13 Incident and near miss analysis

Incident and near miss records will be analysed to identify trends by services and Directorate Health and Safety Committees involving employee safety representation. This will be undertaken corporately by the health and safety team and the Corporate Health and Safety Committee.

3.14 Proactive Monitoring

Six monthly workplace safety inspections of each establishment shall be undertaken within all Directorates as part of their health and safety action plan.

The health and safety matrix will be used by the Directorates as part of the safety performance monitoring process.

Management will promote a positive health and safety culture during regular workplace visits.

The health and safety team will undertake regular monitoring of legislative and internal procedure compliance. This will be undertaken using audits, inspections, assessments and workplace monitoring. Planned programme for fire risk assessment and health and safety audits.

Identified actions will be provided to Directorates for remedial action.

3.15 Health and Safety Advice

The health and safety team will actively monitor the implementation of this policy. They will provide professional consultancy advice to line managers, employees, trade unions and elected members in managing the health, safety and wellbeing of all employees and anyone who may be affected by the council's work activities.

3.16 Health and Safety Information, Instruction and Training

Providing health and safety information, instruction and training is a legal requirement and a key factor in ensuring good management and safe systems of work.

Corporate health and safety training is available to Directorates through the health and safety team. Directorates will source appropriate service specific training to ensure the competency of employees in undertaking their work tasks.

Directorates will actively provide and support information, instruction, training and supervision by providing the resources to ensure that employees have the necessary skills and competencies to do their tasks and services are delivered without risk to health.

All new employees will receive a service workplace induction and corporate induction.

Training needs will be identified through risk assessment, accident/ incident investigation, personal development plans and the corporate Performance, Review and Development system.

3.17 Health and Safety Representatives

Directorates will engage and consult the relevant health and safety representatives in accordance with the current council policy.

Health and Safety Representatives appointed by recognised trade unions will be provided with, on request, information necessary to carry out their functions as defined under the Safety Representatives and Safety Committees Regulations 1977 and representatives of employee safety in accordance with the Health and Safety (Consultation with Employees) Regulations 1996.

Health and Safety Representatives may undertake workplace inspections accompanied by a line management representative.

Health and Safety Representatives should attend relevant health and safety committees.

3.18 Communication, Consultation and Co-ordination

Directorates will engage and consult with employees on matters affecting their health, safety and wellbeing. Clear two way clear communications will be maintained throughout the organisation to address and improve health and safety arrangements and culture (see Appendix 1). Employees will be encouraged to raise health and safety concerns when they arise. Directorates will ensure co-operation and co-ordination with other employers where employees or clients share premises, facilities or activities with persons working in other organisations.

The Health and Safety Co-ordinator or equivalent will be responsible for the co-ordination of health and safety activities across the Directorate. This will include, but is not limited to:

- Preparation and co-ordination of a twelve monthly health and safety report and action plan in conjunction with Directors and Heads of Service;
- Reporting relevant incidents and instances of near miss to the HSE in line with corporate guidance;
- Maintaining the Directorate risk register;
- Updating and reporting on their related health and safety matrix;
- Dissemination of information across the Directorate, as appropriate;
- Maintaining and dissemination of Directorate and service specific health and safety information; and
- Issue and co-ordination of Workplace Inspections;

Health and safety will be integral to the decision making process at strategic and operational levels.

Policies, procedures, guidance and information will be developed by the health and safety team and posted on “the Zone” health and safety pages for reference. Equally information will be circulated to the Health and Safety Co-ordinators for dissemination and potential action.

Appendix 1 Communication and discussion of health and safety issues

