

OADBY & WIGSTON BOROUGH COUNCIL HEALTH & SAFETY POLICY MARCH 2016

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TU approval	GMB: Unison:
Committee approval	Policy Finance and Development Committee
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PART 1: Health and Safety Statement

The Council will:

- Eliminate reduce and control the risks associated with our premises and undertakings (i.e. any activity/task or responsibility carried out by the Council whatsoever). We will provide suitable and sufficient resources to meet the requirements of current health and safety legislation.
- Monitor health and safety performance regularly and will revise our health and safety policy as required. We will seek to improve the health, safety and welfare of our employees, the public (including visitors to our premises), members and contractors through a system of continuous improvement.
- Co-operate with any persons on our premises to ensure they are aware of any risks to their staff and other people posed by our activities. That we are aware of any risks to our employees, the public (including visitors to our premises), members and contractors from their activities, and that we comply with the relevant requirements of fire legislation.
- Carry out suitable and sufficient assessments of the risks arising from our premises, substances and undertakings. We will implement such actions as are required to reduce the risks to an acceptable level, with regard to relevant legislation. Risk assessments will be reviewed regularly and revised, as required, and specific risk assessments will be conducted.
- Consult with our staff, as appropriate, on issues relating to health and safety.
- Ensure that all work equipment is maintained in a safe and efficient condition, with regular checks and inspections, including statutory examination, provide personal protective equipment as and when required
- Provide suitable induction training for all new employees, visitors, members and contractors
- Ensure that the premises are maintained in a safe and efficient condition, with respect to health, safety and welfare.
- Provide suitable and sufficient training for our employees to enable them to work safely and effectively, and to ensure they are competent and confident in the work they carry out.
- Ensure everyone, whilst at work, has a duty to take reasonable care of their own health and safety, to take reasonable care of the health and safety of others who may be affected by their acts or omissions; to co-operate so that the employees can all comply with our statutory provisions; not to misuse or interfere with anything provided in the interests of health and safety.

Mark Hall
Chief Executive

John Boyce
Leader of the Council

Dated:

On behalf of Oadby and Wigston Borough Council ("the Council")

PART 2: Introduction

The Council recognises that health and safety are management responsibilities that rank equally with professional and service responsibilities.

The purpose of this policy is to provide a framework around which a safe and healthy working environment can be maintained by good working practices concerning health and safety of the employees, public (including visitors to our premises), members and contractors within the Council.

Whilst legislation exists to enforce good standards of health and safety, all employees, the public (including visitors to our premises), members and contractors, should recognise their responsibility and actively ensure that all health and safety policies are adhered to.

PART 3: Roles and Responsibilities:

Elected Members of the Council

It is the responsibility of Elected Members to ensure that:

- Health and safety risks and considerations are assessed during decision making
- That suitable resources and strategic direction are available to discharge the Council's health and safety responsibilities.
- Monitor, via reports, the overall performance of the Council's health and safety management systems.
- Fully approve, support and endorse health and safety policy.

Chief Executive Officer (CEO)

The Chief Executive Officer will take overall responsibility for health & safety across the Council, and lead in setting corporate policy and direction.

Senior Management Team (SMT)

The functions and activities of the Council are in practice divided into a number of main services, managed by the Senior Management Team (SMT) which consists of the Chief Executive, Chief Finance Officer and Director of Services.

Responsibility for health and safety matters including the effective implementation of the Council's Health and Safety Policy lies with the Senior Management Team. Responsibility includes consideration of reports; ensuring arrangements are in place to ensure safe working conditions and avoidance of hazards, positive health & safety culture and the implementation of policy

It is the responsibility of Senior Management Team to ensure that:

- Strategic direction and oversight of corporate health and safety strategies and policies are made
- Robust health and safety management systems, arrangements and procedures exist in each service area.
- Employees are made aware of the contents of this health and safety policy, including amendments, as and when they are made, and have access to a copy of this policy.
- Ensure that adequate funds and other resources are allocated to enable the effective implementation of all legislative requirements.
- Ensure so far as is reasonably practicable, that Contractors and Sub Contractors working for or on behalf of the Council meet the minimum legislative standards as set out in accordance with the Health & Safety Policy.
- The health and safety policy is reviewed regularly and revised as necessary.
- Heads of Service, Line Managers and other supervisory staff are fully aware of their health and safety responsibilities, including those described within this health and safety policy.
- Heads of Service, Line Managers and other supervisory staff have sufficient training and experience to discharge their health and safety responsibilities.
- Heads of Service, Line Managers and other supervisory staff are kept up to date with respect to relevant health and safety legislation.
- Adequate consultation and communication takes place with the workforce on all matters concerning health and safety.
- Suitable and sufficient training is identified and provided for all employees.
- Suitable and sufficient assessments of the risks arising from the premises and the undertakings of the Council are completed by competent persons and are reviewed regularly and revised as necessary.
- Competent persons are appointed to provide health and safety assistance and advice.

Heads of Service

Heads of Services are responsible for ensuring the requirements of the Health and Safety Policy are implemented within their particular Service Areas. In particular the Heads of Service will ensure to: -

- Support SMT in meeting their health and safety responsibilities and show clear leadership and commitment to health and safety, in order to promote a positive health and safety culture.

- Recognise their responsibilities delegated from SMT to maintain, so far as is reasonably practicable, the highest standards with regard to the health, safety and welfare of all Council employees and others that may be affected by the Council's activities.
- Ensure that sufficient funds and other resources are allocated to enable the effective implementation of all legislative requirements.
- Ensure the development of health and safety documentation for their service that meet, as a minimum, the requirements of Health & Safety law, as well as corporate policies and standards. In particular Heads of Service will ensure suitable and sufficient risk assessments are carried out for all operations and activities within their control, to ensure that risk is adequately managed.
- Ensure that health and safety performance is monitored throughout their Service Area and strive for continual improvement
- Recognise their responsibility to provide a safe and healthy working environment for employees and visitors to Council premises, taking all reasonable steps, and in particular ensuring the provision of: -
 - Safe articles, plant, tools, equipment and systems of work.
 - Safe arrangements are in place for the use, handling, storage and transportation of substances.
 - Safe premises used by employees and members of the public that does not present a hazard to the users or occupants.
 - Sufficient information, instruction, training and supervision are provided to all employees.
 - Safe access and egress to/from the workplace.
 - Adequate health and welfare facilities on all sites where the Council is operating or has an undertaking.
- When procuring Contractors and Sub Contractors for Services for which they are responsible, ensure so far as is reasonably practicable that those persons working for or on behalf of the Council meet the minimum legislative and corporate standards as set out in accordance with the Health and Safety Policy
- Ensure that all new technology, plant, tools and equipment are safe to use, and all articles and substances are managed in a responsible manner to minimise the risk of injury and/or ill health, and implement any control measures necessary to manage that risk.
- Ensure that adequate health and safety related training is provided for their employees, arranged in liaison with the Health and Safety Officer.
- Ensure that work activities are regular reviewed in line with the Council requirements and that all reasonably practicable measures to manage risk are implemented.

- Make arrangements for or follow corporate requirements for health surveillance initiatives wherever necessary.
- Ensure adequate consultation and communication takes place with the workforce on all matters concerning health and safety, which includes the involvement of recognised Trade Union and non-Unionised Employees.
- Suitable arrangements are made for contact with external organisations such as the emergency services.
- Details of all accidents, ill health, near misses and employee safety concerns are recorded and are investigated as appropriate. And all notifiable/reportable accidents, diseases and dangerous occurrences (RIDDOR) are reported to the relevant enforcing authority.
- Suitable arrangements are made for first aid, including appointment of first aiders, provision of first aid kits, etc.
- Suitable arrangements are made for fire, including appointment of fire wardens, provision of fire training, equipment, etc.
- Health and safety monitoring records are completed in the required frequencies by relevant employees.

Team Leaders and other Supervisory Staff

Day-to-day responsibility for managing health and safety and producing suitable risk assessments lies with Unit & line managers, supervisors or any other person who organises work for others under their control. In particular supervisory staff will:-

- Recognise their responsibilities delegated from their Head of Service to maintain, so far as is reasonably practicable, the highest standards with regard to the health, safety and welfare of all Council employees.
- Implement the Council's policy for the promotion of health, safety and welfare throughout their unit or team.
- Co-ordinate resources and ensure that suitable and sufficient risk assessments have been undertaken and reviewed on a regular basis, either by themselves or by nominated competent persons for all workplaces and work activities together with the implementation of safe systems of work, where necessary. Line managers must also ensure that the findings of all risk assessments are communicated to their employees.
- Ensure all employees are provided with the guidance notes and codes of safe working practice relating to their work together with adequate instruction, training and supervision.

- Recognise their responsibility, in conjunction with their Head of Service, to provide a safe and healthy working environment for employees paying particular attention to: -
 - Safe articles, plant, tools, equipment and systems of work.
 - Safe arrangements are in place for the use, handling, storage and transportation of substances.
 - Sufficient information, instruction, training and supervision to enable employees under their management to avoid hazards and contribute positively to their own health and safety at work.
 - Adequate health and welfare facilities are available on all sites where the Council is operating or has an undertaking.
- When procuring Contractors and Sub Contractors for day to day services/part services and/or for contracts procured on behalf of another service provider, ensure so far as is reasonably practicable that those contractors meet the legislative standards set in the Council's Health and Safety policy
- Ensure that all new technology, plant, tools and equipment are safe to use, all articles and substances are managed in a responsible manner to minimise the risk of ill health, and identify and implement any control measures necessary to manage that risk.
- Report all accidents/incidents involving their employees or others injured as a result of their activities, as well as 'near-misses' involving dangerous or defective plant, tools, articles or equipment, to the Health and Safety Officer, on the appropriate form. In the event of an accident, Supervisors are responsible for conducting suitable accident/incident investigation following any accident in a timely manner and reviewing relevant risk assessments to ensure adequate preventative action is taken to prevent any reoccurrence.
- Assist their Head of Service to identify and arrange any training necessary to achieve an improving safety standard, and to maintain awareness amongst all levels of management and employees of their respective obligations and responsibilities under the Health and Safety at Work etc. Act 1974.

Employees

All employees have an important part to play in protecting themselves and others. Health and safety responsibilities are based on legal obligations and employees need to make themselves aware of how this impacts on them in the workplace. Any breaches of health and safety arrangements will be subject to the Council's formal employment procedures. In particular all employees will:-

- Ensure that they understand the contents of the Council's Health and Safety Policy, a copy of which is available to all employees, and accept health and safety as an essential part of their work.
- Be aware of and undertake the duty of care imposed upon himself/herself to have due regard for the safety of themselves and others affected by their actions, under the Health and Safety at Work etc Act 1974.
- Keep all tools, plant, equipment and protective clothing issued for personal use in good condition and utilise it in conjunction with other safety controls in accordance with the information, instruction and training provided.
- Immediately report all accidents/incidents, as well as 'near-misses' involving dangerous or defective plant, tools, articles or equipment, to a manager or the Health and Safety Officer, provide written witness statements where necessary and co-operate with any accident/incident investigation.
- Develop a personal concern for safety, be diligent in accident prevention, fire prevention and hazard spotting, and set an example to new workers in the adopted safe systems of working practice
- Follow any laid down emergency procedures in the event of serious imminent dangers, such as emergency evacuations.
- Suggest ways of eliminating hazards and improving health and safety by reporting concerns and suggestions to their Head of Service, Line Manager or Health and Safety Officer.
- Ensure attendance at any training or learning event concerning health and safety and in particular instructions given for the use of equipment and other resources

Health and Safety Officer (H&SO)

The Health and Safety Officer will be responsible for the distribution of information for effective management systems on health and safety matters. This professional role is essentially advisory and is intended to assist the Council, SMT, Managers, partners and employees to carry out their responsibilities under the Health and Safety at Work etc Act 1974.

The Health and Safety Officer will also be responsible for monitoring and reviewing the arrangements for the management of corporate health, safety and welfare matters as follows: -

- To act as the lead officer for all internal health and safety issues
- To compile, develop and maintain compliant health and safety policies and procedures and ensure effective communication of these to the workforce.
- To promote a positive health and safety culture and to secure the effective implementation of policy.
- To plan for health and safety; setting objectives, priorities and performance standards for consideration by SMT. This will include an annual Performance Report and Corporate Health and Safety Action Plan.
- To review, monitor and take action in relation to health and safety performance and to effectively audit systems in order to ensure that health and safety management arrangements are in operation.
- To ensure accident and incident reporting procedures are maintained, results analysed and reported; undertake or support internal investigations when necessary and reports sent to the HSE or other body as required by legislation
- To ensure emergency procedures are in place for First Aid and Fire and ensure that evacuation drills are practised.
- To liaise with external bodies e.g. Fire Authority, Health and Safety Executive, Police, Trade Unions and other Local Authorities for the effective implementation of the Council's Health and Safety Policy.
- To inform management and employees of any relevant changes in legislation and ensure health and safety documents are updated.
- To liaise with Human Resources and the Council's Occupational Health providers as necessary
- To arrange, develop and deliver health and safety training as necessary.
- To assist the appropriate Head of Service in ensuring that Contractors with whom the Council is involved meet the required standards laid down in health and safety legislation and the Council's Health and Safety Policy.

All Persons

It is the responsibility of all persons i.e. visitors, partners, contractors to ensure:

- To take reasonable care of their own health and safety and that of others affected by their acts and omissions.
- Not to interfere with or misuse, intentionally or recklessly, anything provided in the interests of health and safety.

- To co-operate with the Council (or its representatives) so that it may fulfil its legal duties.
- To set a good example in relation to health and safety.
- To act in accordance with any specialist training received (such as first aid, fire safety, etc.).
- To report to management any dangerous work situation and any shortcomings in our safety arrangements so that appropriate remedial action can be undertaken.
- To take health and safety and duty of care extremely seriously.

PART 4: Arrangements

Training:

In order to effectively manage health and safety, the Council will give high priority to ensure employees at all levels are provided with information, instruction and training. The Council is committed to make available resources to support the training requirements of an employee in health and safety matters.

Line Managers will ensure that service area and individual training needs will be identified following staff appraisals risk assessments and action plans.

Line Managers will ensure any related training that has been identified in the completed risk assessment, will be arranged as soon as practicable.

If any further health and safety related training has been identified the Health and Safety Officer must be consulted..

Policies, Procedures and Guidelines:

Policies, Procedures and Guidelines will be made available to all employees and contractors of the Council.

Risk Assessments:

There is a legal requirement for risk assessments to be conducted and it is the responsibility of each Head of Service in consultation with the Health and Safety Officer to ensure these assessments are carried out. Such assessments will identify significant risks and specify the control measures required. Where the risks have been identified as significant, then the assessment must be made in writing.

Notwithstanding the need for general risk assessments, specific regulations require an assessment to be made. With some examples given below:

- Work environments, activities and equipment.
- Control of Substances Hazardous to Health (COSHH).
- Manual handling.
- First aid needs.
- Vibration.
- Display screen equipment.

- Use of personal protective equipment.
- Noise.
- Fire.
- Working at height
- Persons at special risk
- Asbestos
- Lone working
- Driving at work

All assessments must be of a suitable and sufficient nature and are therefore required to be conducted by competent persons, from within the workplace, who are aware of the hazards involved in the tasks or workplaces and can call upon specialist advice when faced with unfamiliar risks. These specific assessments will form subject policies that will be appended to this Policy

Assessments will be reviewed every two years and, where necessary, modified at planned regular intervals dependent on the nature of risks encountered. The assessments will also be reviewed and modified at other times,:

- following changes in legislation.
- where changes are made to the way the task is done.
- following an incident or near miss.

PART 5: Monitoring and Review

This policy will be reviewed by the Health and Safety Group, SMT and the Policy, Finance and Development Committee on an annual basis.

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