

OADBY & WIGSTON BOROUGH COUNCIL



Oadby & Wigston
BOROUGH COUNCIL

Health and Safety Policy March 2017

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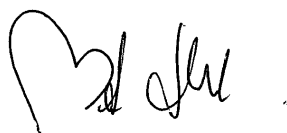
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General Statement of Health and Safety Policy

The Council recognises that good health and safety management supports the delivery of our services to the people of Oadby and Wigston. Oadby and Wigston Borough Council is committed to providing and maintaining a healthy and safe working environment for all its employees, and in ensuring that their work does not adversely affect the health and safety of other people such as service users, visitors and contractors.

In order to achieve this aim the Council has the following key objectives:

- as a minimum, to comply with requirements of relevant legislation;
- to identify hazards (the potential for harm), assess risks (the likelihood of that harm being realised) and manage those risks from our premises and works;
- to provide suitable induction training for all new employees, visitors, members and contractors;
- to ensure that employees (and others as appropriate) are adequately informed of the identified risks and where appropriate receive instruction, training and supervision;
- to consult with employees on health and safety matters;
- to provide and maintain safe and healthy premises and work equipment;
- to provide a safe working environment;
- to ensure that employees are competent to do their tasks, providing training and personal protective equipment where necessary;
- to ensure that contractors are competent to manage the health and safety aspects of their work;
- to maintain appropriate health and safety management systems and arrangements;
- to monitor and review the effectiveness of the safety management systems and arrangements and where appropriate implement improvements.



Mark Hall
Chief Executive

Date:



Councillor John Boyce
Leader of the Council

Date:

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 too.

Roles and Responsibilities

Elected Members of the Council shall ensure that suitable resources are made available and take necessary strategic direction to discharge the Council's health and safety responsibilities and monitor, via reports, the overall performance of the Council's health and safety management systems.

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

Senior Management Team (SMT) which consists of the Chief Executive, Chief Finance Officer and Director of Services are responsible for the management of risks at a corporate level. They should ensure that:

- robust health and safety management systems, arrangements and procedures exist in each service area that are aligned to the corporate health and safety policy and any subordinate policies or procedures that affect the entire council.
- ensuring appropriate consultation with staff on health and safety matters takes place with assistance from the Health and Safety Officer
- their managers are competent in health and safety management techniques
- they are involved in the investigation of major accidents or incidents of corporate significance

Service Managers are responsible for managing the risks created by their service area's activities. In particular they should ensure that:

- SMT are supported 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.
- adequate resources are available to manage risks
- work related hazards are identified and risk assessments are undertaken and that these are communicated to all relevant parties, monitored and updated
- health and safety documentation is produced for risks specific to their service areas
- When procuring contractors and suppliers ensure that suitable risk assessments and method statements are provided prior to work commencing

Team Leaders and other Supervisory Staff have day-to-day responsibility for managing health and safety of the people, activities, sites, plant, materials under their control or who organise work for others.

- Ensure that risk assessments have been undertaken and reviewed on a regular basis, controls are implemented and they are communicated to relevant persons.

- Provide suitable personal protective equipment or other control measures identified in the risk assessments
- Ensure staff under their control cooperate with measure provided for their health and safety
- Consult with staff on health and safety matters
- Ensure that facilities, plant, tools and equipment are safe and all records are maintained
- Monitor health and safety performance
- Investigate all accidents/incidents/ 'near-misses', record findings and review
- Ensure that training is identified and arranged

Employees will take reasonable care of their own health and safety and that of others affected by their acts or omissions. Any breaches of health and safety arrangements will be subject to the Council's formal employment procedures. In particular all employees will:

- Co-operate with the council's management to enable risks to be controlled and achieve compliance with legislation
- 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 and to not intentionally misuse it.
- Report to a manager or the Health and Safety Officer any health and safety problem which they cannot deal with themselves or any limitation they consider to be in the health and safety policy
- Report to a manager any accident or near miss incident

Health and Safety Officer (H&SO) will be responsible for the distribution of information for effective management systems on health and safety matters. This professional role is essentially advisory. 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 support SMT, managers, team leaders and supervisory staff to meet their health and safety responsibilities
- 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 and internal investigations are undertaken
- To liaise with enforcement agencies on the council's behalf
- To advise on relevant changes in legislation
- Facilitate the Health and Safety Group

Risk Assessments

The Council's policy is to ensure that all significant tasks, jobs and operations within the Council's undertaking are subject to suitable and sufficient risk assessment. The risk assessments must be a thorough, careful and systematic evaluation of work tasks, situations or premises which identify all significant hazards and associated risks so that suitable precautions can exist and consideration be given to implementation of further measures to reduce the hazards to the lowest practicable level. The Council accepts this is a fundamental risk management process within the Authority.

All members of staff must play their part in the implementation of risk assessment by adhering to the procedures in place to ensure the protection of all persons affected by the Council's undertakings. Additionally, employees must report any significant changes in their work methods or equipment that may alter the status of any existing risk assessments to their Manager.

Personal Protective Equipment

- Systems of work shall be selected which avoid the use of PPE wherever reasonably practicable. PPE shall be regarded as the last resort to protect against risks to Health and Safety.
- PPE shall be supplied free of charge to all employees. Service areas are responsible for obtaining and paying for PPE required by their staff, to include any storage and maintenance required.
- Service Managers must identify the need for any PPE in a suitable and sufficient risk assessment. The risk assessment should identify:
 - that the equipment is appropriate to risk and working conditions;
 - that it does not increase risks or place any unreasonable demands on the user's health and ability to work safely;
 - it adjusts/fits properly;
 - compatibility of different items of PPE used together.
- Staff must be properly informed and trained in the use of PPE.
- All PPE must be maintained and stored properly in accordance with supplier's instructions.
- Staff must follow instructions on when/how to use PPE if the need has been identified.
- Staff must treat PPE supplied to them with care and report defects immediately.

Monitoring and Review

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

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