

OADBY & WIGSTON BOROUGH COUNCIL HEALTH & SAFETY POLICY MARCH 2014

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Author	Kalv Garcha – Head of Corporate Resources
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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 employee's can all comply with our statutory provisions; not to misuse or interfere with anything provided in the interests of health and safety.

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Mark Hall
Chief Executive

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John Boyce
Leader of the Council

Dated:

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

PART 2: Introduction

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:

Chief Executive Officer (CEO)

- Take overall responsibility for health & safety across the Council, and lead in setting corporate policy and direction.

Senior Management Team (SMT)

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

- Provide strategic direction and oversight of corporate health and safety strategies and policies.
- Ensure that 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.
- The effectiveness of, and the adherence to, the health and safety policy is monitored regularly.
- 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 Supervisors are kept up to date with respect to relevant health and safety legislation.
- 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.
- Arrangements are in place for statutory examinations of work equipment to be made at the required intervals and that all actions arising from these examinations are completed as appropriate.
- Suitable and sufficient resources (money, people, time, materials and equipment) are provided to meet health and safety requirements.
- Adequate insurance cover (Employers' Liability Insurance, Motor Insurance, etc.) are provided.
- Competent persons are appointed to provide health and safety assistance and advice.
- These health and safety roles and responsibilities are to be understood and adhered to by all.

Heads of Service Management Team (HSMT)

It is the responsibility of Heads of Service Management Team to ensure that:

- The actions and recommendations arising from the risk assessments are implemented fully and that suitable arrangements are made to monitor this implementation.
- Suitable arrangements are made for contact with external organisations such as the emergency services.
- Adequate arrangements are made for employee welfare.
- Premises, storage facilities and work equipment are maintained in a safe and efficient condition.
- Safe systems of work (including safe operating procedures) are developed and implemented as appropriate.
- Support in meeting their health and safety responsibilities for the Council as a whole.
- Identify and recognise service specific health and safety requirements and provide suitable training.
- The risks arising from employees' undertakings are brought to the attention of relevant employees, as well as the control measures to be used and the significant findings of relevant risk assessments.
- Suitable and sufficient arrangements are made for health surveillance and workplace monitoring noise, Control of Hazardous Substances (COSHH), Hand Arm Vibration (HAV), Hot Works, etc.).
- Details of all accidents, ill health, near misses and employee safety concerns are recorded and are investigated as appropriate.
- Details of 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.
- Suitable arrangements are made for communication and consultation with employees on matters relating to health and safety.
- Health and safety monitoring records are completed in the required frequencies by relevant employees.

Elected Members of the Council

It is the responsibility of Elected Members to ensure that:

- 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.

Employee

It is the responsibility of an Employee to ensure that:

- Have a duty to ensure their own health and safety whilst at work and the health and safety of those that might be affected by their acts or omissions.
- To attend all mandatory training and any other health and safety training that is deemed appropriate by the nominated Health and Safety Officer.

All Persons

It is the responsibility of all persons i.e. visitors, 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.

Nominated Health and Safety Officer (H&SO)

- Drive, guide, implement and embed health and safety throughout the organisation.
- Act as the “competent person” as set out in the Management of Health and Safety at Work Regulations 1999 and the Regulatory Reform (Fire Safety) Order 2005 respectively.
- Provide appropriate advice and support to the Council.
- Maintain themselves up to date with legislation and best practice knowledge.

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 the 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 in accordance with funding from service delivery customer charters, risk assessments and action plans.

Line Managers will ensure any related training that has been identified in the completed risk assessment, has been concluded within the first month of employment. Line Managers shall make certain individuals training sheets which will be signed by themselves, the employee and a copy given to HR.

If any further health and safety related training has been identified the nominated Health and Safety Officer, must be consulted, in the first instance.

Procedures:

Procedures will be made available to all employees and contractors of the Council from their department and also viewable on the Council intranet system.

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 nominated 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 assessment, specific regulations require assessment to be made. Examples are given below:

- Work environments, activities and equipment.
- Hazardous substances.
- Manual handling.
- First aid needs.
- Vibration.
- Display screen equipment.
- Use of personal protective equipment.
- Noise.
- Fire.

All assessments must be of a suitable and sufficient nature and therefore require 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.

Assessments will be reviewed annually 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, e.g.:

- 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 jointly by Trade Unions (on behalf of the employees) and management team on an annual basis.