



Corporate Policy

HEALTH and SAFETY POLICY

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SECTION 1

Statement of Intent

1.1 Introduction

Health and Safety is fundamental to the Councils operations. This policy sets out the central commitments of the Council to manage Health and Safety across its business areas.

As the Council employs more than five people, by law, the Council must have a written health and safety policy. The Chief Executive is ultimately responsible for health and safety as the most senior paid officer of the Council. The Chief Executive line manages the human resource's function where the corporate health and safety function sits, and this arrangement is a clear and strong signal that the issue of health and safety is being taken seriously and that its strategic importance is understood.

1.2 Corporate Governance

The Corporate Leadership Team (CLT) recognises that health and safety is a corporate governance issue and has integrated health and safety into the main governance structures of each department, service and team, as well as into procurement, risk and Business Continuity policies.

CLT also recognise that leadership is more effective if visible and the Chief Executive, Directors and Heads of Service will reinforce a health and safety culture by being seen to be following all safety measures themselves and insisting any potential breaches are immediately investigated and action taken if improvements are required to procedures.

The Council's procurement policy includes standards for goods, equipment and services and is in place to prevent the introduction of health and safety hazards. In addition, this does mean that contracts should be continually monitored. It also includes the health and safety arrangements of partners, key suppliers and contractors who are assessed to prevent their performance adversely affecting the Councils performance and reputation.

A separate risk scrutiny group, chaired by a Strategic Director scrutinises all of the Council's risks. The group will lead the Council's approach to managing risk, with the emphasis being on challenging risk owners to ensure that risks are being appropriately identified and managed, ensuring risk management is being delivered as a core management function across the organisation. Risk will be reported to Cabinet on a quarterly basis ensuring the key issues are addressed, guarding against time and effort being wasted on trivial risks and unnecessary bureaucracy. Health and Safety risks will be discussed within the group as needed.

Regular health and safety training promotes understanding and knowledge of the key issues in the organisation.

Supporting employee involvement in health and safety, above the legal duty to consult worker Trade Union Health and Safety representatives, helps to improve participation and demonstrate commitment. The Council formally recognises the UNISON, UNITE and GMB trade unions.

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Delivery of health and safety depends on an effective management system to ensure, so far as is reasonably practicable, the health and safety of employees, customers and members of the public. The Council aims to protect these people by introducing management systems and practices that ensure risks are dealt with sensibly, responsibly and proportionately. The Council is an advocate of the Health and Safety Executive’s (HSE) “Sensible Safety” initiative.

1.3 Health and Safety Policy Statement

Introduction

The Health and Safety at Work etc. Act 1974 places duties upon employers to ensure, so far as is reasonably practicable, the health, safety and welfare at work of all employees and other persons using and receiving services.

The Act requires employers to prepare and as often as appropriate, revise a statement of their safety policy, together with the organisation and arrangements to implement the policy.

Policy Statement

North West Leicestershire District Council (“the Council”) recognises and accepts its responsibilities as an employer for providing welfare provision and a safe and healthy workplace for all its employees, visitors and those affected by their actions.

The Chief Executive recognises and accepts responsibility to provide a safe and healthy working environment to prevent injury and ill health to all employees and any other persons who may be affected by the Councils conduct and operations.

The Council will ensure so far as is reasonably practicable that

- The working environment is safe and appropriate welfare facilities and first aid is provided.
- All employees are aware of their responsibilities relating to health and safety.
- Plant, equipment and systems of work are suitable, and risks are reduced to the lowest practical level.
- Sufficient information, instruction, training, and supervision is provided to enable all employees to avoid hazards and contribute positively towards health and safety within the organisation.
- Safe arrangements for the use, handling, storage and transportation of articles and substances are in place.
- There are safe accesses and egresses to all places of work provided by the Council.
- All significant hazards are assessed and put in place arrangements to eliminate or control the risks so far as is reasonably practicable.
- Sufficient resources are available to allow compliance with health and safety legal requirements and development of the system.

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- Effective communication arrangements are in place to consult staff representatives regarding health and safety.
- Health and Safety performance is monitored against set objectives to drive continual improvement.

The Council will appoint a competent Health and Safety Officer to advise management on health and safety issues and assist with the implementation of the policy.

No policy is likely to succeed unless it actively involves employees themselves. The Council encourages involvement of employees and/or their representatives on matters relating to health and safety and these matters are discussed through the Joint Consultative procedure.

The Council reminds its employees of their own duties to take care of their own safety and that of others and to co-operate with the Council on matters relating to health and safety.

A copy of this Policy Statement will be displayed on notice boards and is available on Sharepoint. It will also be made available to any interested parties on request.

This policy will be reviewed annually and revised as often as may be appropriate.

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SECTION 2

Organisation and Responsibilities for Health and Safety

2.1 Introduction

The Health and Safety at Work etc. Act 1974 requires an organisation's Health and Safety Policy to show details of how it will organise itself for health and safety matters.

The Chief Executive has ultimate responsibility for health and safety and welfare. However, to ensure effective implementation and management of health and safety responsibilities are delegated to all levels.

The positions named have specific areas of responsibility as defined in section 2.3.

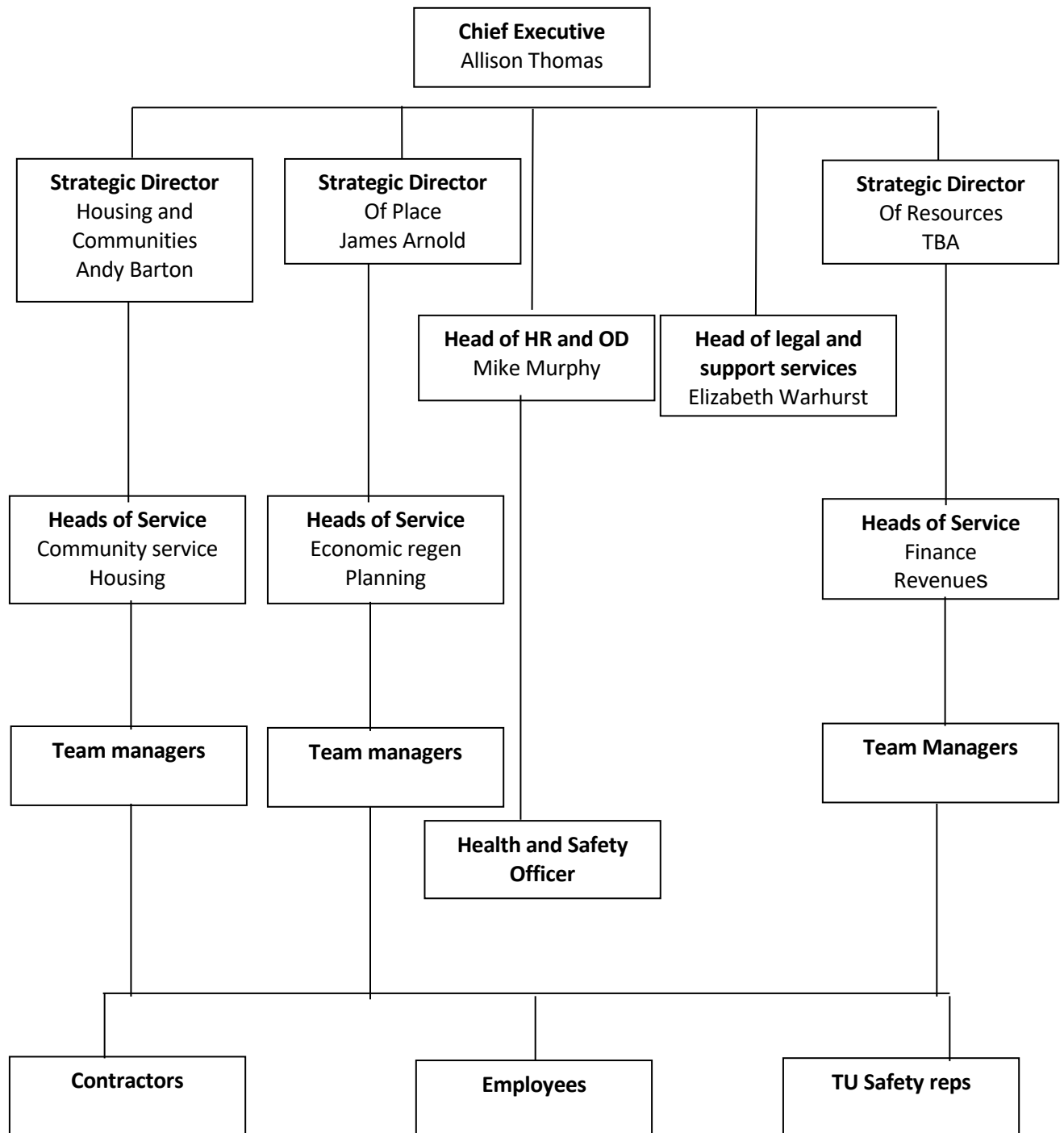
This management structure specifies the lines of communication between employees and management and committees for health and safety.

All employees have a legal responsibility to comply with statutory requirements which affect their work. Management carries this responsibility to a greater degree because they not only have to comply with the requirements themselves but ensure that the employees under their control do so. However, the responsibility for observance of health and safety legislation, codes of practice and procedures rests with everybody.

Disciplinary measures may be taken as a last resort and when deemed necessary, in cases where this responsibility is not exercised.

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2.2 Health and Safety Roles and Responsibilities Organisation Structure



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2.3 Responsibility and Accountability

2.3.1 CHIEF EXECUTIVE OFFICER

Accountability:

Responsible to: Leader and Cabinet Members.

Accepts the ultimate responsibility for safety, health and welfare matters within the Council. In addition to Strategic Directors' responsibilities, has particular responsibility to ensure the health, safety and welfare of the Council is managed in accordance with current legislation. Has particular responsibility for Legal, Democratic Services, Human resources and Organisational Development.

Responsibility:

- Must familiarise themselves with the Council's Statement of Safety Policy, the implications of the policy and how it affects their and others' particular activities.
- Initiate the Council's Health and Safety Policy and formulate arrangements to implement, achieve and maintain the aims of the policy, including consideration of the annual review of the Policy.
- Require a positive and realistic approach to the safety, health and welfare of all employees and those affected by their actions.
- Insist that safe working practices are observed at all times.
- Ensure that Council employees understand their role and responsibilities in respect of health, safety and welfare by ensuring adequate training; information and instruction are in place.
- Ensure that suitable and sufficient risk assessments have been carried out for work activities and the provision of safe working procedures and codes of practice.
- Ensure that accidents are investigated and are discussed and reported upon during corporate meetings; ensuring major incidents are actioned appropriately.
- Provide strong and active leadership from the top showing and insisting on visible, active commitment from the Corporate Leadership Team.
- Establish and maintain effective 'downward' communication systems and management structures.
- Ensure integration of good health and safety management within business decisions
- Set an excellent personal example.
- Is the lead for the Council in health safety and welfare matters.

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- As line manager of the Head of Human Resources and OD, oversee the activities of the Health and Safety Officer.
- Liaises with internal and external agencies on health and safety matters as appropriate.
- Oversee the Health and Safety function.

2.3.2 STRATEGIC DIRECTORS

Accountability:

Responsible to: The Chief Executive.

Accountable for: Their Department to ensure the health, safety and welfare of employees, their contractors and visitors, and anyone who is affected by their acts or omissions. Ensures their health, safety and welfare is managed in accordance with current legislation.

Responsibility:

- The Strategic Directors should set the direction for effective health and safety management.
- As members of the Corporate Leadership Team (CLT) the Strategic Directors need to establish a health and safety policy that is an integral part of the Council's culture, of its values and performance standards.
- They must familiarise themselves with the Council's Health and Safety Policy, the implications of the policy and how it affects activities within their department and service respectively, including consideration of the annual review of the Policy.
- Ensure a positive and realistic approach to safety, health and the welfare of all employees is embedded in the Department.
- Ensure health and safety requirements for contractors and visitors are met.
- Monitor the effectiveness of the policy, suggest amendments as appropriate.
- Ensure adequate funding is available to discharge legal health and safety duties and training.
- Engage the workforce in the promotion and achievement of safe and healthy conditions.
- Insist on Operational Risk Management as an integral decision-making tool for workplace, and operational activities.
- Review and revise safety directives to ensure risk management principles are included as appropriate.

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- Ensure that those who create risks manage them responsibly and understand that failure to manage real risks responsibly is likely to lead to robust action.
- Ensure safety and risk management principles, responsibilities, and safety cultures are embedded.
- Set an excellent personal example.

2.3.3 HEAD of HUMAN RESOURCES AND ORGANISATION DEVELOPMENT

Accountability:

Responsible to the Chief Executive

Accountable for: their Service to ensure the health, safety and welfare of employees, their contractors and visitors and anyone who is affected by their acts or omissions. Ensuring their health, safety and welfare is managed in accordance with current legislation.

Responsibility:

- Oversees the activities of the Health and Safety Officer and be able to undertake, where competent, aspects of the safety function in the absence of the Health and Safety Officer.
- Oversee the annual review of the Health and Safety Policy.
- Manages and oversees the occupational health and safety management system and monitors its implementation, developing the system, designing objectives and the definition of targets or goals.
- Liaises with third parties on health and safety matters as required.
- Deputises for the Chief Executive in respect of safety matters when required.
- Attends joint consultative committee meetings as required.

2.3.4 ALL HEADS OF SERVICE

Accountability:

Responsible to the Chief Executive or Strategic Director as detailed above.

Accountable for: their Service to ensure the health, safety and welfare of employees, their contractors and visitors and anyone who is affected by their acts or omissions. Ensuring their health, safety and welfare is managed in accordance with current legislation.

Responsibility:

- The Heads of Service should instigate an effective health and safety management system.
- As a member of CLT, ensure to establish a health and safety policy that is an integral part of the Council's culture, of its values and performance standards.

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- Lead in ensuring the communication of health and safety throughout the organisation.
- Familiarise themselves with the Council's Safety Policy, the implications of the policy and how it affects activities within their Service.
- Initiate and formulate arrangements to implement, maintain and achieve the aims of the health and safety policy.
- Ensure that accidents are investigated and reported upon and any lessons learned are implemented across the council.
- Ensure that absences due to accidents at work are investigated and monitored.
- Ensure that personnel records of health and safety surveillance, monitoring and training are maintained.
- Ensure a positive and realistic approach to the safety, health and welfare of all employees is embedded in their service.
- Ensure health and safety requirements for contractors and visitors are met.
- Monitor the effectiveness of the health and safety policy.
- Ensure health and safety is set as a standard agenda item during meetings.
- Ensure adequate funding is available to discharge legal health and safety duties and training.
- Engage the workforce in the promotion and achievement of safe and healthy conditions.
- Ensure Operational Risk Management as an integral decision-making tool for workplace, and operational activities.
- Ensure annual audits of systems are in place to monitor the safety systems to ensure compliance with legislation.
- Ensure that correct reporting procedures are carried out on all accidents and dangerous occurrences. Report any investigation findings to the Chief Executive (or Deputy if required) or Strategic Director as appropriate.
- Review safety directives.
- Ensure that those who create risks manage them responsibly and understand that failure to manage real risks responsibly is likely to lead to robust action.
- Ensure safety and risk management principles, responsibilities and safety culture are embedded in their Services.

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- Set Health and Safety Performance Indicators for their team.
- Set an excellent personal example.

2.3.5 TEAM MANAGERS

Accountability:

Responsible to: Their Head of Service

Accountable for: The health, safety and welfare of employees and contractors working for the Council, and anyone affected by their, an employee's or contractor's actions. Ensuring the health, safety and welfare is managed in accordance with current legislation.

Responsibility:

- Must familiarise themselves with the Council's Statement of Safety Policy and understand the implications of the policy and how it affects activities within their Service and team(s).
- Be familiar with the safety legislation, codes of practice and safety precautions applicable to their activities. Ensure that the employees and contractors in their charge are also aware and fully understand the implications. This may include professional bodies e.g. Construction Skill Certification Scheme.
- Ensure employees and contractors observe safe working practices at all times.
- Ensure that employees and contractors are properly trained and understand their responsibilities with regard to safe working and the effect that their activities may have on the people around them. This applies particularly to new, young, inexperienced or pregnant employees.
- Ensure that correct reporting procedures are carried out on all accidents and dangerous occurrences. Assist in the investigation of RIDDOR accidents in their area. Report any investigation findings to their Head of Service.
- Ensure that those who create risks manage them responsibly and understand that failure to manage real risks responsibly is likely to lead to robust action.
- Action within remit any defects found in plant and equipment or systems.
- Seek the advice of the Health and Safety Officer when problems arise outside their competence.
- Instigate and conduct regular audits in line with the auditing and monitoring procedures to ensure compliance with legislation, reporting the findings to the Head of Services quarterly.
- Ensure that there is always appropriate supervision, training and instruction for employees requiring it.

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- Ensure that Operational Risk Management is an integral decision-making tool for workplace and operational activities. Ensuring risk assessments are suitable and sufficient for the risks identified.
- Ensure adequate funding is available to discharge legal health and safety duties and training.
- Provide the vehicle for effective communication.
- Using the procurement policy to engage contractors then oversee their work to ensure they comply with current legislation.
- Make sure that 'best practice' is prevalent at all times.
- Monitor safety and in particular the effectiveness of the Safety Policy and suggest improvements.
- Ensure equipment in their charge complies with regulations.
- Ensure Safety Monitoring systems are in place and are used.
- Manage Health and Safety Performance Indicators, review and report to the Head of Service.
- Set an excellent personal example.

2.3.6 OTHER TIERS OF MANAGEMENT AND SUPERVISORY POSTS

Accountability:

Responsible to: Their line Manager.

Accountable for: The health, safety and welfare of employees and contractors working for the Council, and anyone affected by their, an employee's or contractors actions. Ensuring the health, safety and welfare is managed in accordance with current legislation.

Responsibility:

- Must familiarise themselves with the Council's health and safety policy, the implications of the policy and how it affects activities within their Service.
- Be familiar with the safety legislation, codes of practice and safety precautions applicable to their activities. Ensure that the employees and contractors in their charge are also aware and fully understand the implications.
- Ensure employees and contractors observe safe working practices at all times.
- Ensure that employees are properly trained and understand their responsibilities with regard to safe working and the effect that their activities may have on others. This applies particularly to new, inexperienced, young or pregnant employees.

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- Ensure that correct reporting procedures are carried out on all accidents and dangerous occurrences. Carry out a preliminary investigation of all accidents in their area. Report any investigation findings to their Team Manager and at appropriate meetings.
- Ensuring that those who create risks manage them responsibly and understand that failure to manage real risks responsibly is likely to lead to robust action.
- Oversee the maintenance of personnel records of health and safety.
- Action within remit any defects found in plant and equipment or systems.
- Seek competent advice when safety problems arise outside their competence.
- Conduct regular audits of systems to ensure compliance with legislation, reporting the findings to their Team Manager monthly.
- Ensure that there is always appropriate supervision, training and instruction for employees requiring it.
- Ensure that Operational Risk Management is an integral decision-making tool for workplace, and operational activities.
- Ensure risk assessments are suitable and sufficient for the risks identified.
- Ensure adequate funding is available to discharge legal health and safety duties and training.
- Provide the vehicle for effective communication.
- Contract Management should be used to engage contractors to ensure they comply with current legislation.
- Make sure that 'best practice' is prevalent at all times.
- Liaise with the appointed safety representatives.
- Monitor the effectiveness of the Safety Policy and suggest improvements.
- Ensure equipment in their charge complies with regulations.
- Set an excellent personal example.

2.3.7 HEALTH AND SAFETY OFFICER

Accountability:

Responsible to: Head of Human Resources and Organisation development

The Council has a nominated representative who shall assist in health and safety management. This will be a recognised competent safety practitioner. The representative will be employed by the authority (Management of Health and Safety at

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Work Regulations 1999 section 7) and has the responsibility to issue advice within their capabilities on matters pertaining to health, safety, and welfare within the Council.

Responsibility:

In addition to the individual responsibilities as identified in the legal system they must familiarise themselves with the Council’s Statement of Safety Policy, the implications of the policy and how it affects activities of the Council. They have specific responsibility to:

Develop the health and safety management system designing objectives and the definition of targets or goals.

Assist in the management and oversee the occupational health and safety management system and monitor implementation.

Determine the Council’s needs and obligations as an employer in respect of health, safety, and welfare, with particular reference to both current and new legislation.

Monitor and advise on health and safety matters including:

- Formulating and observing safe working practices.
- Where applicable, providing safe working procedures and codes of practice.
- Ensuring adequate safety and welfare facilities and equipment are provided.
- Ensuring employees are properly trained, instructed and supervised.
- The wearing of appropriate personal protection equipment.
- Ensuring plant and machinery is properly maintained and is only used by authorised personnel;
- Ensuring good housekeeping is observed.
- Overseeing the preparation of risk assessments for work activities and the appropriate arrangements are in place to minimise the risk.
- Ensuring accident reporting procedures are followed.
- Ensuring that there is adequate supervision on site during work activities.
- Ensuring that there is access to specialised safety advice where required.
- Establishing the necessary procedures and records for the monitoring of accidents, near misses and dangerous occurrences.
- Aiding in the investigation of accidents, near misses and dangerous occurrences and submitting reports to management and external agencies as necessary.

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- Carrying out inspections in line with policy of the Council's property and workplaces and submitting reports to management to ensure that safe working conditions exist in accordance with statutory requirements.
- Being consulted on the design of new buildings and the purchase of new plant and equipment to ensure that the necessary safety standards and systems are incorporated.
- Establishing training needs and liaising with management to provide or arrange adequate briefing or training of employees on matters relating to health and safety at work.
- Attending meetings to communicate and discuss Health and Safety matters arising from inspections, accidents, and other Safety concerns.
- Liaising with other agencies to exchange views on safety matters.
- Maintaining contact with official bodies, e.g., Health and Safety Executive, fire authorities etc.
- Setting an excellent personal example.
- Completing an annual review of the Health and Safety Policy.

2.3.8 TRADE UNIONS SAFETY REPRESENTITIVES

Accountability:

In addition to their responsibilities as an employee, Representatives are accountable to their union members.

Responsibility:

- To assist Management in basic health and safety matters as described in Safety Representatives and Safety Committees regulations 1977.
- Represent employees generally and when they are consulted about specific matters that will affect the health, safety and welfare of the employees.
- Represent employees when Health and Safety Inspectors from HSE consult them.
- Assist in the investigation of accidents and other potential hazards and dangerous occurrences in the workplace for the benefit of their union.
- Investigate complaints made by an employee they represent about their health, safety or welfare in the workplace.
- Present the findings of investigations to Management.
- Inspect the workplace.
- Attend Health and Safety meetings as a representative of employees.

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- Assist in the embedding of health and safety practices.
- Provide advice on producing risk assessments, assist in carrying out basic assessments for the employees they represent; and
- Help introduce a more intensive approach to Health and Safety at the Council to include marketing promotion and communications, and information for meetings.

2.3.9 ALL EMPLOYEES

Accountability:

Employees are accountable to: Their immediate Line Manager to anyone who is affected by their acts or omissions.

Accountable for: Themselves and for anyone who is affected by their acts or omissions.

Responsibility:

- Make sure they are familiar with, and conform to, the health and safety policy.
- Use the safety equipment and protective clothing supplied.
- Attend safety courses as necessary as appropriate to their post.
- Report defects in plant, machinery, or PPE to their supervisor.
- Report defects in training or instruction to their line Manager.
- Always use the correct tools and equipment for the job.
- Report safety hazards and suggest ways of eliminating the hazards to their supervisor and/or safety representative.
- Report all 'near misses' and accidents whether persons injured or not.
- Understand that as well as the right to protection, they also have to exercise responsibility for themselves, and others affected by their actions or omissions.
- Develop a personal concern for their own safety and for others who may be affected by their actions.
- Warn others of known hazards.
- Take care of the safety and welfare facilities provided for them.
- Keep their work area tidy and practise good housekeeping, particularly on the completion of works. to prevent accidents.
- Insist on risk assessments and correct safe systems of work for all tasks.
- Set an excellent personal example.

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SECTION 3

ARRANGEMENTS FOR HEALTH AND SAFETY

This section of the policy identifies the key general arrangements in place to manage and control the risks to the health and safety of people carrying out our activities or who might be affected by them doing so. Procedures providing further detail for each arrangement can be found on share point.

3.1 Introduction

3.1.1 This part of the health and safety documentation contains the arrangements for the policy. It defines the standards which relate to all employees and contractors whilst at work. It is the responsibility of all employees to observe these arrangements and behave in a safe manner whilst at work.

3.1.2 Failure to comply may render employees liable to action involving established disciplinary procedures, which may result ultimately in legal proceedings or dismissal.

3.1.3 It should also be noted that a breach of Health and Safety legislation by an employee may constitute a criminal offence punishable by the Courts.

3.1.4 It is recognised that it is not possible to prepare in written form all eventualities, but by enabling individuals to understand that as well as the right to protection, they also have to exercise responsibility for their actions. The Council:

- Expects all employees to act in a sensible manner.
- Ensure that employees, contractors and the public are properly protected.
- Provides overall benefit to society by balancing benefits and risks, with a focus on reducing real risks – both those which arise more often and those with serious consequences.
- Enables innovation and learning and not stifling them; and
- Ensures that those who create risks manage them responsibly and understand that failure to manage real risks responsibly is likely to lead to robust action.

Further information is available from the Health and Safety Officer.

3.1.5 It is the responsibility of the Line Manager to ensure risk assessments for each task is produced and relevant parties informed of residual risks, they should also insist on a safe system of work for each assessment.

3.1.6 It is important that employees are aware of the practices that they should be following to ensure the health safety and welfare of themselves and anyone else affected by their activities. The information would be supplied by their line manager.

3.1.7 Most work situations affecting employees will be discussed with new starters on their first day induction. This section of the policy should be referred to, to reinforce the information discussed.

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3.2 First Aid, Accidents and RIDDOR

3.2.1 The Health and Safety (First Aid) Regulations 1981 (Amended) requires the employer to provide adequate equipment, facilities and personnel to allow first aid to be delivered if an employee is injured or becomes ill.

3.2.2 The Council will provide an appropriate number of trained First Aiders within each of the operational areas /buildings. A list of First Aiders will be displayed in each of the buildings and will also be available on sharepoint.

3.2.3 Fully stocked first aid boxes will be available in all buildings and will be readily available. A nominated First Aider will be responsible for checking the stock levels in the first aid boxes.

3.2.4 All Accidents and Incidents shall be reported immediately using the 'SHE Assure' system.

3.2.5 Where the Accident or Incident falls under the RIDDOR requirements the 'responsible person' shall report the details online directly to the HSE contact centre within 14 Days. The responsible person for the Council is the Health and Safety Officer

3.3 Monitoring

3.3.1 The Council will ensure that safe working practices are being followed and monitoring of the workplace is undertaken.

Monitoring health and safety can be divided into two areas:

- I. **Proactive** – where checks are carried on the procedures to review the success of the measures taken to comply with the Safety Policy e.g., audits, inspections, meetings, to highlight hazards before an accident occurs.
- II. **Reactive** – this is studying evidence **after** an event to highlight any remedial action, e.g., accident investigation, monitoring of accident statistics.

3.3.2 The following monitoring arrangements are in place:

- Employees are encouraged to report any unsafe conditions to their manager. If actions are not taken employees are to escalate to the Health and Safety Officer.
- Union appointed safety representatives are entitled to carry out checks on the workplace and identify any actions.
- Managers monitor daily activities within their area of responsibility as part of their general management duties.

3.3.3 Safety Audits and inspections are undertaken by the management teams and the Health and Safety officer.

3.3.4 Health and Safety performance will be measured against set KPI's, and reports compiled for the CLT.

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3.3.5 Work related sickness absence will be investigated and monitored by Human Resource Department

3.4 Arrangements for Inspections

In order to monitor safe working conditions and safe working practices, inspections shall be carried out periodically.

Regular inspections will be undertaken to check, maintain and review arrangements to ensure:

- The required Health and Safety standards are being met.
- Health and Safety risks are controlled.
- Compliance with working procedures.

Health and Safety inspections take different forms including:

- Safety tours
- Safety sampling
- Safety surveys
- Routine inspection
- Incident inspections
- Visits from Health and Safety Executive or Fire Authority
- Statutory inspections and Examinations

3.5 Training for Health and Safety

3.5.1 Managers have a legal duty to ensure that there is budgetary provision for safety and all staff have adequate information, instruction and training of health and safety to complete their daily, and any special, duties.

3.5.2 Service Managers and Supervisors are responsible for new employees being told of certain service health and safety procedures within a week of starting as part of their induction. The Health and Safety Officer will give more information on employer/employee duties on the basic health and safety training courses held regularly soon after a person starts with the authority and must also attend or complete online refresher training. Further training can include agenda items on Health and Safety Law, Risk assessment, Manual Handling, Display Screen training lone working, Fire and explosive device evacuations CoSHH and other courses deemed necessary for their safety. Any required training should be refreshed every two years.

3.5.3 It is the Service Managers' responsibility via risk assessment to highlight areas where specific training is required (e.g., use of abrasive wheels, manual handling, DSE), and to ensure their charges are up to date with their training.

3.5.4 Each Service must keep adequate records of any training carried out. In addition to these records, the Health and Safety Officer maintains the records for fire wardens and first aid.

3.5.5 Regular training courses specifically tailored towards Health and Safety is a legal requirement. The Health and Safety at Work etc Act 1974 requires an employer to provide whatever information, instruction, training and supervision as is necessary

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to ensure, so far as is reasonably practicable, the health and safety at work of your employees.

3.6 Records

3.6.1 The Council requires that certain types of record should be kept to comply with obligations imposed under Statute and the Council's Health and Safety Policy.

3.6.2 Each Service will maintain records of all internal and external Health and Safety inspections, audits and details of appropriate remedial action.

3.6.3 Any certificates of inspection obtained under a service or insurance inspection should be kept and be readily available for inspection by the Health and Safety Officer.

3.7 Risk Assessments

3.7.1 The Management of Health and Safety at Work Regulations 1999 requires that every employer makes a suitable and sufficient assessment of the risks to the health and safety, both of their employees and those visiting or affected by the actions of employees, arising from work activities. The assessment must identify the measures that the employer must take so that he can comply with his duties under safety legislation and include a safe system of work.

3.7.2 The Council will ensure that risks are identified and a suitable and a sufficient risk assessment is undertaken. They will identify the significant hazards from the work activity or workplace and assess the risk that they may cause harm. Where the risk is high controls shall be put in place to control the risks to an acceptable level.

3.7.3 All Risk assessments shall be recorded on the 'SHE Assure' system. Risk assessments will be reviewed regularly or following a change in working practices or incident.

3.8 Contractor Arrangements

3.8.1 The Council will plan, co-ordinate, control and monitor the activities of contractors to effectively minimise the risks presented to employees, other persons on-site and the public.

3.8.2 The Council will only use contractors who have proved able to discharge their primary responsibility to safeguard their employees and other persons who may be affected by their undertakings. This will be achieved by a selection and evaluation procedure to ensure that only competent contractors are used by the organisation.

3.8.3 The appropriate management team will monitor the performance of the contractor throughout the works to ensure safety standards are maintained.

3.9 Personal Protective Equipment

3.9.1 The Council provides personal protective equipment (PPE) when the risk presented by a work activity or work environment cannot be eliminated or adequately controlled by other means.

3.9.2 The correct PPE shall be identified following completion a suitable and sufficient PPE assessment.

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3.9.2 It is the policy to provide suitable PPE, as appropriate, free of charge, to ensure it is properly maintained and that employees are provided with adequate information, instruction, and training on its use.

3.10 Work Equipment

3.10.1 The Council will provide safe plant and work equipment and will ensure all employees receive appropriate information, instruction, and training to allow the plant/equipment to be operated in a safe manner.

3.10.2 Plant requiring statutory inspections shall be inspected by a competent person at the required frequency.

3.10.3 All equipment shall be maintained on a regular basis and be subject to pre-use checks by the user. Any issues noted with an item of equipment shall be raised with the line manager and the item shall not be used.

3.10.4 Full maintenance and inspection records will be kept for all work equipment.

3.11 Consultation

3.11.1 The Council consults with safety representatives and employees in line with the requirements of the *Health and Safety (Consultation with Employee Regulations)* and *Safety Representatives and Safety Committees Regulations* over issues related to health, safety, and welfare.

3.11.2 Safety representatives are required to give the organisation reasonable notice of their intention to carry out inspections, to provide written reports following such inspections and to follow the organisation's procedures when disputes over health and safety issues arise.

3.11.3 The Council will establish a safety committee as and when needed to review safety performance within the organisation. The committee will consist of employer and employee representatives and will be chaired by a senior manager or director with the authority to act upon the decisions reached by the committee.

3.12 Emergency Procedure - Fire

3.12.1 Fire controls are identified through risk assessment and are implemented by the Premises team.

3.12.2 All employees will be made aware of the evacuation procedures during the induction process.

3.12.3 The Firefighting equipment and fire warning systems will be maintained and inspected by a competent person at the required intervals.

3.12.4 The alarm system shall be tested weekly by the premises team.

3.12.5 An emergency evacuation will be undertaken at least annually.

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3.13 Manual Handling

3.13.1 The Council will ensure that operations which involve manual handling are eliminated, so far as is reasonably practicable. Measures to achieve this include ergonomic design of the workplace and activity, and the provision of automated or mechanical aids such as trolleys, chutes, and conveyors.

3.13.2 Competent persons will carry out an assessment of the risks of manual handling activities. Identified risks will be reduced to the lowest level reasonably practicable. The following factors will be considered during the assessment.

- The Task:
- The Individual
- The Load
- The Environment
- Any other factors.

3.13.3 Suitable manual handling training will be provided to all employees required to undertake manual handling operations as part of their work activity.

3.14 Control of Hazardous Substances

3.14.1 Before any activity is undertaken which is liable to expose an employee to any substance hazardous to health, a suitable and sufficient assessment will be made, of the risks created by the work, to the health of those employees, and of the steps necessary to prevent or control the exposure to the hazardous substance.

3.14.2 A written assessment will be made and be available on the system. A copy of the assessment shall be available to all employees who may be required to handle the product in order that they are aware of the dangers and the safety precautions to follow.

3.14.3 All employees who undertake work with substances hazardous to health shall be given information, instruction and training about the risks and the precautions to be taken. Records will be kept of such training.

3.14.4 Where necessary, Health Surveillance will be given to employees who are affected by hazardous substances.

3.15 Review

3.15.1 The Council will review this policy at least annually.

3.15.2 The Policy will also be reviewed should there be a change in activities undertaken or in light of new or updated health and safety legislation.

3.15.3 A health and safety performance review report is submitted to CLT quarterly, the report will contain information on:

- Accidents and incidents
- Absences due to workplace accidents
- Violence
- Training
- Risk assessments

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- Updates to legislation

3.15.4 An annual report of health and safety performance will be submitted to CLT ensuring that the essential health and safety principles are considered and continue to be embedded within the Council, it will also identify whether systems are effective in managing risk and protecting people.

Signed 

Chief Executive: Allison Thomas

Date: 12/10/2023

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Appendix 1 – Document Control

Authorised by	Chief Executive Officer
Date Authorised:	Oct 2023
Prepared by:	Guy Anderson
Owner:	HR Department
Policy Reference:	Version 21

DOCUMENT REVIEW			
Date of Review	Reason for Review After use (A) Scheduled Review (S) Legislation (L) Other (O)	Suitable / Unsuitable (S/U)	Brief details
17/11/14	Scheduled Review (S)	Suitable	Review Completed April 2015
01/03/16	Scheduled Review	Suitable	Completed Mar 2016
08/02/18	Scheduled Review	Suitable	Completed Feb 2018
18/03/19	Scheduled Review	Suitable	Completed Mar 2019
04/02/20	Scheduled Review	Suitable	Completed Feb 2020
30/11/21	Scheduled Review	Suitable	Completed Nov 2021
Aug 23	Scheduled Review	Suitable	Completed and issued 12 Oct 2023

AUDIT OF AMENDMENTS			
Date	Paragraph Changed	Details / Reason	Approved by
14/10/14	Section 2.2	Change in personnel to include the new role of Director of Housing and Head of Planning and Regeneration	
17/11/14	Section 1 page 4	Change in Chair of Risk Group	
03/03/15	Section 1 Page 4, Para 1 and 4 Page 5 Para 7 and 8 Page 6 Para, 2 and 3 Page 8 Para 6	Clarification of a point	
	Section 2 Page 27 Para 1 Page 28 Para 4 Page 32 Para 14 Page 34 Para 34	Clarification of a point	
	Section 3 Page 37 Para 37 Page 38 Para 1, 2 and 10 Page 39 Para 3 Page 40 Para 2	Clarification of a point	
01/04/16	Section 1 Page 11	New legislation Inserted section on first aiders	

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	Pag16	administering to General public	
	Section 2 Page 23-24-25	Change in personnel to include the new role of Director of resources	
9/2/18	Section 1	Revise Index	
9/2/18	Section 2 Page 23-36	Change in personnel to include the new management structure	
10/01/19	Section 2 Page 23-36	Change in personnel to include the new management structure	
17/03/19	Whole of document	Document formatting	
9/1/2020	Pages 38 - 43	Added individual responsibilities section	
24/11/20	Section 1 Page 9	Added a section on Covid-19	
24/11/20	Section 2 Page 23-36	Change in personnel to include the new management structure	
16/12/20	Section 1 page 15	Clarification of process reporting incidents	
30/11/21	Section 2 Page 23-36	Change in personnel to include the new management structure	
30/11/21	Section 3 Page 35-42	Individual responsibilities added	
August 2023	Whole Policy reviewed and revised	Numerous changes to all sections and formatting. Issued as new version	

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