

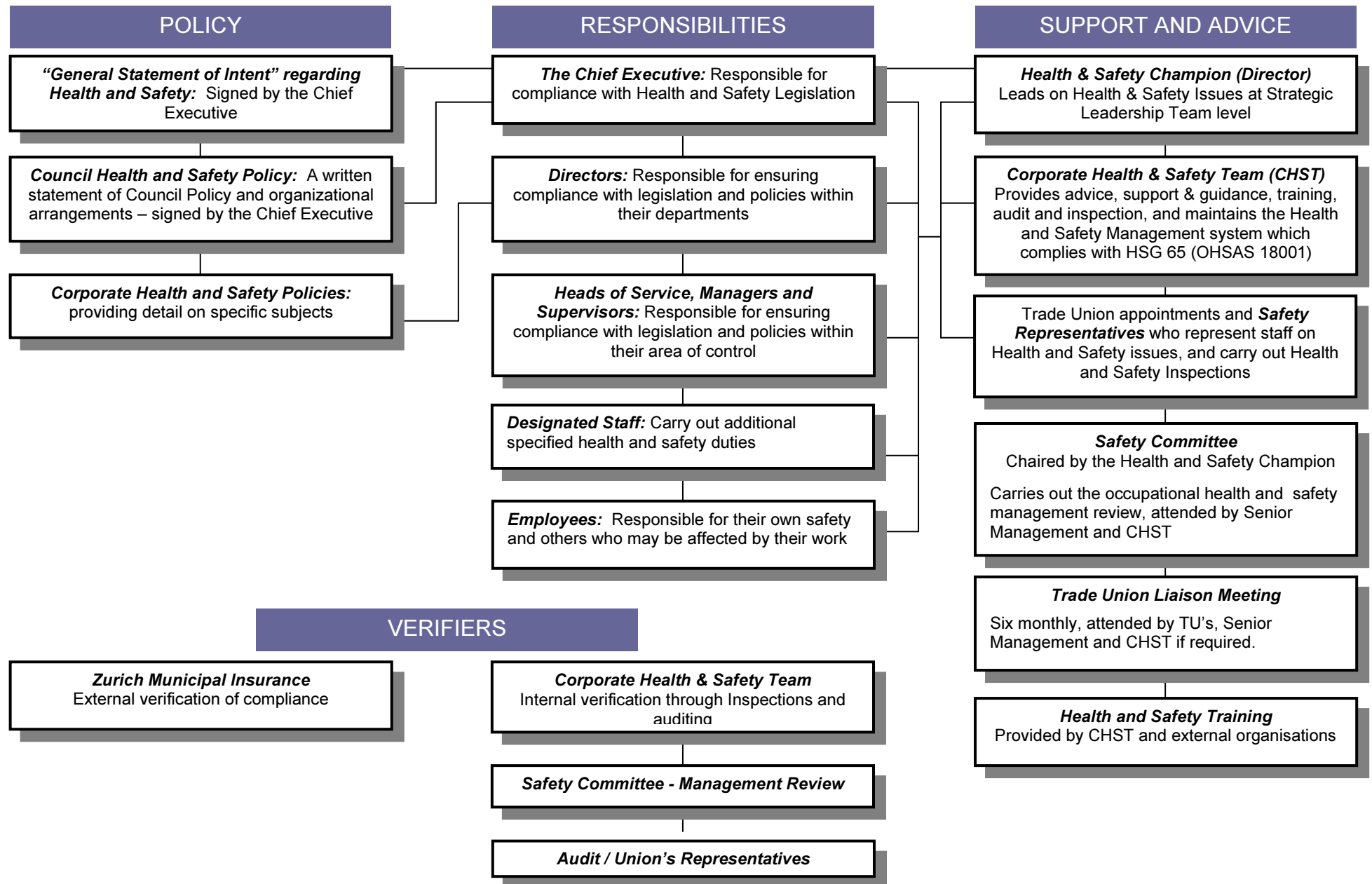


# Health and Safety Policy



“Protecting the health and well-being  
of all our employees”

# SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL OCCUPATIONAL HEALTH and SAFETY MANAGEMENT



## **1.0 Introduction**

The Health and Safety at Work etc. Act 1974, requires South Cambridgeshire District Council (the Council) to prepare this written statement of its general policy with respect to the health, safety and welfare at work of its employees and the organisational arrangements for carrying out the policy.

In July 2009 the Chief Executive signed the revised 'Statement of Intent', which has had the full support of the Trade Unions. The statement outlines the responsibilities for Occupational Health and Safety within the Council, and forms the basis for the reviewing of the Council's Occupational Health and Safety Policy.

## **2.0 Responsibility for Occupational Health, Safety and Welfare at Work**

Whilst the Council, as the employer, has overall responsibility for ensuring the safety, health and welfare of all its employees, various aspects of the policy have been delegated as shown below:

### **2.1 Members**

Have significant influence and responsibility for health and safety and should provide leadership, direction, strategy and appropriate budget setting allowing for the safe management of health and safety.

Members are not responsible for day-to-day management of health and safety. However the "Portfolio" holder for health and safety, could be considered to have a more direct influence – in effect a "directing mind" under criminal law.

### **2.2 The Chief Executive**

Is responsible for ensuring compliance with health and safety legislation, administering the Council's policy and related procedures as well as making sure that Directors have the necessary resources to fulfil their duties and obligations.

### **2.3 The Health & Safety Champion (Director)**

Leads on Occupational Health & Safety issues at Executive Management Team level and chairs the Safety Committee which meets every three months to carry out the health & safety management review.

### **2.4 Directors**

The Directors are accountable to the Chief Executive for ensuring that statutory occupational health, safety and welfare requirements, the Health and Safety Policy, and the requirements of the Occupational Health and Safety Management Standard HSG 65 (OHSAS 18001) are complied with. They may delegate duties (but not responsibility) to their Heads of Service, and other designated staff as necessary, but shall be responsible for:

- Providing leadership on occupational health & safety.
- Ensuring the availability of resources essential to establish, implement, maintain and improve the Occupational Health & Safety management system.
- Defining roles, allocating responsibilities and accountabilities, and delegating authorities, to facilitate effective Occupational Health & Safety management;
- Ensure that a suitable supplementary policy exists where appropriate.
- Ensure by means of job descriptions contained within contracts of employment or by other means such as annual appraisal that Heads of Service, line managers and others in supervisory roles, are made aware of the areas and extent of their specific health and safety responsibilities.

- Ensure that such measures as are necessary (including disciplinary procedures, training, etc.) are taken to prevent, so far as possible, any breach of health and safety procedures.
- Co-operate with Trade Union Health and Safety Representatives.

## **2.5 Heads of Service**

Heads of Service are accountable to the Directors for ensuring that statutory health, safety and welfare requirements, the more detailed aspects of the Health and Safety Policy, and the requirements of the Occupational Health and Safety Management Standard HSG65 (OHSAS 18001) are complied with within their division. They may delegate duties (but not responsibility) to designated staff as necessary, but shall:

- Ensure adequate inspections and monitoring of health and safety standards are undertaken.
- Arrange for the systematic assessment of hazards and the effective implementation of effective risk management systems.
- Arrange for the maintenance of statutory and other testing and examination of equipment and the keeping of registers and records where necessary including buildings, plant and equipment for which they are responsible.
- Provide the necessary information, instruction, training and supervision for staff
- Keep themselves informed of incidents or accidents within their area of control, and ensure that action is taken in order to prevent recurrence.
- Arrange for the provision of safety equipment and protective clothing, where necessary.
- Ensure that Fire Precautions and First Aid provisions are made.
- Ensure the effective safety management of contractors carrying out works within their area of responsibility.
- Provide adequate facilities for safety representatives.
- Ensure that the necessary resources are available to staff to fulfil their health and safety obligations.
- Ensure by means of job descriptions contained within contracts of employment or by other means such as annual appraisal that line managers and others in supervisory roles, are made aware of the areas and extent of their specific health and safety responsibilities.
- Appoint suitable trained and qualified "Designated Staff" to carry out specified health & safety duties within their division.
- Ensure that such measures as are necessary (including disciplinary procedures, training, etc.) are taken to prevent, so far as possible, any breach of health and safety procedures.
- Co-operate with Trade Union Health and Safety Representatives.
- Co-operate with external verifiers in compliance and statutory inspections.

## **2.6 Line Managers and Supervisors**

Line Managers and Supervisors are accountable for the effective implementation of the Health and Safety Policy within their section or area of control. Whilst some duties may be specifically designated, staff having a management or supervisory responsibility will:

- Be familiar with the South Cambridgeshire District Council Safety Policies and any relevant safe system of work.
- Carry out an induction for all new staff or staff who transfer in from another department or division.
- Ensure that staff under their control are adequately trained and fully aware of the hazards involved in the work undertaken and generally in the Department where they are employed.
- Communicate the key findings of risk assessments related to the work undertaken by staff under their control.
- Develop safe working practices and, by information, instruction, training and supervision, particularly in the case of young and inexperienced workers, ensure maximum safety for all personnel controlled.
- Report and investigate all accidents, near misses and violent and aggressive incidents with a view to taking such measures as will prevent recurrence and make recommendations to prevent recurrence.
- Inspect the section or area under their control to check that the safety measures are being maintained and that the employees are following safety instructions and safe practices in the method of work.
- Ensure that staff are consulted on matters which affect their health and safety.
- Be aware of health and safety requirements and provide such information, instruction, training and supervision to new and existing staff under their control to ensure, as far as possible, the health and safety of themselves and all others affected by their activity and that the instructions are understood and recorded.
- Co-operate with Trade Union Health and Safety Representatives in accordance with the Safety Partnering Agreement.
- Co-operate with external verifiers in compliance and statutory inspections.

## **2.7 Directorate Leadership Teams (DLT's)**

Directorate Leadership Teams co-ordinate the management of operational services managed by Heads of Service.

- Health & Safety should be a standard item on the agenda for every Directorate Leadership Teams meeting, to consider if any immediate action is required.
- Periodically (6 monthly) a specific report should be presented to DLT by Corporate H&S Team summarising H&S performance, incidents, outstanding actions, etc.

## **2.8 Section Meetings / Team Meetings and Forums**

Section meetings, team meetings, and forums should consider and discuss health & safety matters arising locally and implement corrective action as necessary, informing Corporate Health & Safety Team (CHST) where appropriate. Advice and assistance can be sought from CHST who may be invited to attend these meetings.

## **2.9 Facilities Management**

Facilities Management will on behalf of Directors and Heads of Service, be responsible for maintaining the infrastructure of administration buildings by means of a preventative maintenance program. (Note: most of these requirements will be fulfilled by appointed corporate contractors). This will include:

- Ensuring that fixed wire testing is carried out at least every 5 years.
- Maintaining the asbestos registers and asbestos management plans.
- Ensuring that Portable Appliance Testing (PAT) is carried out on a regular basis.
- Ensuring that fire alarm systems are maintained and regularly tested.
- Arranging regular practice evacuations in accordance with fire management plans.
- Arranging for a fire risk assessment to be carried out at each location at least every three years and is reviewed every year, ensuring that actions arising are actioned in a timely manner.
- Ensuring that emergency lighting systems are maintained and regularly tested.
- Managing legionella risk, ensuring a legionella risk assessment has been carried out for all locations, that regular testing is carried out, corrective actions taken where appropriate and that a Written Scheme of Control is in place.
- Ensure that all passenger and goods lifts are maintained and tested in accordance with legal requirements.
- Ensure that security arrangement and equipment are in place and maintained
- Overseeing vending arrangements.
- Overseeing welfare arrangements.

## **2.10 Corporate Health and Safety Team**

This is a corporate resource which oversees the implementation of the Occupational Health and Safety Management System, ensuring it complies with the HSG 65 (OHSAS 18001) Standard, and ensuring that statutory occupational health, safety and welfare requirements, and the Councils Health & Safety policies are complied with.

In particular, the Corporate Health and Safety Team (CHST) has a responsibility to:

- Provide leadership on occupational health & safety.
- Maintain the Occupational Health and Safety Management System to comply with HSG 65 (OHSAS18001).
- Develop corporate health and safety policies and guidance which provide detail on specific health and safety requirements.
- Advise on the implementation of the Health and Safety Policies throughout the Council's area of activity.
- Inspect and audit as necessary the Council's operations and advise appropriate Managers of any action necessary to ensure compliance with this policy, recording high-risk actions onto the risk register.
- Carry out and review risk assessments, if appropriate, in conjunction with Line Managers, Supervisors, Team Leaders and staff.
- Support Line Managers, Supervisors, Team Leaders and staff to carry out and review risk assessments where this is more appropriate.
- Advise on necessary safe systems of work for operations undertaken by the Council and to review and report on safety recommendations received.
- Maintain an overview of fire safety within South Cambridgeshire DC.
- Advise or assist in health and safety management of contractors including CDM where this is appropriate.
- Independently evaluate contractor health and safety of major tenders where suitable expertise does not exist within the directorates.
- Attend meetings of the Safety Committee and report on health and safety matters.
- Ensure that information is given to employees requiring advice on issues relating to occupational health, safety.

- Advise on and as necessary facilitate the provision of training courses in accordance with the Corporate Training Programme.
- Investigate, as necessary, accidents or incidents and recommend corrective action
- Disseminate new information on health and safety matters to managers
- Take immediate direct action in cases of imminent danger, where that action cannot be taken by managers or supervisors
- Record and review details of accidents or injury at work and provide advice on ways in which recurrence could be minimised
- Review policies and procedures

### **2.11 Designated Staff**

Management may designate specific staff to carry out specified health & safety duties in addition to their normal duties and responsibilities. This may include for example:

- Designated Director responsible for fire management in specified buildings.
- Director Champion of Occupational Health & Safety.
- Key contacts at various locations.
- Fire Wardens, First Aiders
- Responsible Persons (Duty Holders – Fire, Legionella, Asbestos, etc)
- Corporate Safety Committee Members
- Service Safety Co-ordinators
- CDM Co-ordinator for a specific CDM project

### **2.12 All Employees**

In particular, every employee:

- Must have a responsibility for their own personal health and safety and that of others who may be affected by their work, including their fellow employees and those affected by their activity
- They must not interfere with, or misuse, anything provided in the interest of health and safety
- Must co-operate with the Council in ensuring that its obligations as regard health and safety are performed or complied with
- Must make themselves familiar with, and conform to, the Council's health and safety policy statement, and any other specific policies or guidelines
- Must conform to safety instructions given by their line management
- Must report all hazard incidents or accidents to their supervisor
- Must ensure that tools and equipment (both those issued by the Council and approved personnel equipment) are properly maintained and used in accordance with the manufacturer's, supplier's or installers instructions and report any defects to the Line Manager/Supervisor
- Must notify their Line Manager/Supervisor immediately of any health and safety problem that they are not able to put right or are outside their control.

### **3.0 Trade Unions**

South Cambridgeshire District Council commits to working closely with the Trade Unions in regards to the appointment of safety representatives, co-operation on inspections, fulfilling 'Safety Committee' requirements of Regulation 9 of the Safety Representatives and Safety Committees Regulations 1977

#### 4.0 Health & Safety in Partnership Working and Contracted Out Work

The responsibilities for health & safety in partnership working and contracted out work will be determined by the nature of the contract between the Council and the partner / contractor. Construction contracts will be governed by the Construction Design Management Regulations (CDM), other contracts will be subject to the Council's procurement rules and Health and Safety Management of Contractors policy and guidance which are available on the intranet. Contracting out work or services does not exclude the Council from its health & safety responsibilities.

#### 5.0 Policies, Procedures and Guidance

There are a number of policies, which have been developed on specific hazards encountered within the Council. These are available on the Corporate Intranet site under Policies.

#### 6.0 Health and Safety Training / Competence

The health and safety training requirements of all employees will be identified on recruitment and at the individual's annual performance review. Key corporate Health & Safety courses are shown in the table below. Advice on specialist courses is available from the Corporate Health & Safety Team.

Training	Applicability	Course / Content	Delivery
Induction (Workplace Health & Safety)	All staff including permanent, temporary and fixed term staff.	Post / job overview Responsibilities / limitations Risk assessments H & S Handbook	First day
Corporate Induction	All staff - (core competence)	Health and Safety in the workplace, including responsibilities and overview	Within 2 Months
Specialist health and safety training*  *Specialist training dependant on post	Staff <u>as required</u> by post (Basic manual handling to all staff by induction).	Manual handling Hand arm vibration COSHH (Chemical use) Working at height Asbestos Risk assessment Workplace infections Fire warden	ASAP
IOSH Working Safely	Team leaders, supervisors*	How to work safely	6 months
Managing Safely	Managers	How to manage safely	6 months
Directing Safely	HoS, Directors	How to direct safely	4 months

Notes:

\*It may be appropriate in some cases where supervisors, manage high numbers of staff or high risk processes (work) that they also attend IOSH Managing Safely.

Health & Safety competence for designated staff with additional health & safety duties will be relevant to the role and may be demonstrated by a range of specific training.

A key factor in health and safety competence is recognising your limitations and knowing when to seek additional help and advice.



## 7.0 Meeting Structure

**Safety Committee** (3 Monthly) – Chair: Health and Safety Champion.

Attendees: Cross section of Heads of Service or Managers, CHST and Safety Committee Representatives.

**Health and Safety Trade Union Liaison** (6 Monthly)

Attendees: Senior Management representative, Corporate Health and Safety Team (As required), Trade Union Health and Safety representatives.

## 8.0 Policy Review

This policy will be periodically reviewed at least every 3 years by the Corporate Health and Safety Team and signed off by the Executive Management Team.

**Jean Hunter**

Chief Executive

19 November 2013

