

COPELAND BOROUGH COUNCIL
HEALTH AND SAFETY POLICY
DRAFT – JUNE 2005

APPENDIX 1

1 GENERAL PRINCIPLES

- 1.1 The Council is committed to providing for the health, safety and welfare of all its employees and others affected by its activities, and to maintaining standards at least equal to the best practice in public sector workplaces.
- 1.2 The Council will observe the Health and Safety at Work Act 1974 and all relevant regulations and codes of practice issued under it from time to time. The Council will also take into account any recommendations made by the Health and Safety Executive with regard to health and safety issues.
- 1.3 This commitment to health and safety is a management responsibility equivalent to that of any other management function. It is the duty of the ~~Strategic Management- Corporate~~ Team to ensure that the policy is upheld at all times and to ensure that necessary resources are allocated.
- 1.4 In implementing this policy, the Council aims to eliminate as far as is reasonably possible all work-related injuries and ill-health. The system for management will reflect the good practice guidance “Successful health and safety management” (HSG 65) published and promoted by the HSE.
- 1.5 The Council operates in accordance with the following general principles:

i) That it should not only comply with legal requirements, but will actively promote measures for the protection of the health and safety of all those affected directly or indirectly by its activities.

ii) That achieving its objectives depends on the on-going commitment of all employees (whether managers, supervisors or other employees) to the highest standards of health and safety performance. ~~and~~ The Council will take measures to ensure that each Employee has the required skills, knowledge and support to achieve these standards.

The measures will include regular training for competence, and cooperation in the standards set by the law and Council Policy. Regular monitoring of the Council’s safety activities will be used not only to ensure the robustness of Policy and Procedure but also to ensure that standards are being met. Audits covering any or all of the Council’s health and safety Policies will be carried out to ensure adequacy.

iii) That active promotion of employee participation in measures to improve health and safety standards is essential and this will be achieved through communication with staff at meetings, through newsletters and by training for competence and skill.

iv) That employees, contractors and other persons likely to be affected by the Council's activities are informed of any known potential hazards that might affect them, and the methods of combating such hazards.

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v) That assessment of health and safety risks is an integral part of management as is auditing performance evidence and constant reviews and action planning.

2 ROLES AND RESPONSIBILITIES

2.1 The Council is responsible for:

- ❖ Assessing the risk to health and safety of employees and others who may be affected and identifying what measures are needed to comply with all health and safety obligations.
- ❖ Providing and maintaining safe locations, equipment, protective clothing and systems of work without risks to health.
- ❖ Ensuring that all necessary safety devices are installed and maintained.
- ❖ Ensuring that all necessary safety procedures are in place and adequately promoted.
- ❖ Providing information, instruction, training and supervision in safe working methods and procedures for all Employees and anyone else involved in work or activities promoted by the Council.
- ❖ Providing and maintaining a healthy and safe place of work and safe means of access and egress.
- ❖ Promoting the co-operation of employees to ensure safe and healthy conditions and systems of work by discussion and effective joint consultation.
- ❖ Communicating the safety culture, rules and procedures at all times.
- ❖ Establishing emergency procedures as required and practising them on a regular basis.
- ❖ Monitoring and reviewing the management of health and safety at work.
- ❖ Keeping safety policy under review by regular audit, making any revisions deemed necessary from time to time, and bringing such revisions to the attention of Employees.

2.2 To be effective, this policy needs the full co-operation of all Employees, who are expected to give all possible assistance aimed at successful implementation, and to take reasonable care for their own and others' safety. To achieve this end, every employee is responsible for:

- ❖ Complying with safety instructions and directions issued by the Council. The Council will ensure that information is adequately distributed and understood.
- ❖ Taking reasonable care for his or her safety and health and that of other employees, contractors, customers and visitors, by adhering to procedures and instructions set by the Council.
- ❖ Reporting and co-operating in the investigation of all accidents or incidents that have led, or may lead to injury or ill health.
- ❖ Using equipment and protective clothing in accordance with any training and instructions received.
- ❖ Reporting any potential risk, hazardous situation or malfunction of equipment to the appropriate line manager, safety officer, safety representative or senior person in the chain of command.

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- 2.3 Failure by an employee to comply with any health and safety procedure or rule will be regarded as gross misconduct and dealt with under the terms of the Council's Disciplinary and Capability Procedure.
- 2.4 In managing this health and safety policy, the Council assigns specific roles and responsibilities to the following individuals and bodies.
- 2.5 **THE COUNCIL** has some responsibility under the provisions of the Health and Safety at Work, Etc., Act 1974 for the adequate resourcing of the organisation. Safety procedures, safe environments, safe working activities and equipment must be resourced by suitable means. The resources will include funding, manpower and working time.
- 2.6 ~~THE GENERAL MANAGER~~ **CHIEF EXECUTIVE** has overall and final responsibility for giving effect to this health and safety policy and for ensuring that responsibilities for health, safety and welfare are promptly assigned and accepted at all levels. This includes ensuring that Directors and senior managers maintain responsibilities for health and safety matters in relation to personnel, equipment, work activity and workplaces under their control (by the regular use of risk assessment and recording evidence of compliance); making the Council aware of any particular problems relating to health and safety; and seeking resources to meet any special needs or legal requirements. *The Chief Executive will ensure that the role of "Health and Safety Director" is assigned to a member of Corporate Team, in line with the recommendation in the HSE's guidance document "Directors' Responsibilities for Health & Safety".*
- 2.7 ***THE "HEALTH AND SAFETY DIRECTOR"** will act as senior management champion for health and safety, and will liaise regularly with the Health & Safety Officer and Safety Representatives in order to ensure continuous improvement in relation to corporate health and safety.*
- 2.86 ~~DIRECTORS AND HEADS OF BUSINESS UNITS~~ **SERVICE** are responsible for the health, safety and welfare activities of their ~~Directorate or~~ Unit, ensuring that responsibilities delegated for health, safety and welfare are promptly assigned, accepted, fulfilled and reviewed; and ensuring that managers and supervisors make assessments of risks to the health and safety of Employees and others affected by the activities of their ~~Directorate Unit~~. In pursuit of this requirement Directors and ~~others~~ **Heads of Service** will ensure that managers and supervisors have the ~~correct~~ competence and training to carry out and review risk assessments. *Heads of Service must carry out two Workplace Inspections per year at their premises, with the assistance of the Health & Safety Officer.*
- 2.97 **MANAGERS** are responsible for implementing this health and safety policy as it affects all employees under their direct control; ensuring that plant, equipment and systems of work are, so far as is reasonably practicable, safe and without risk to health. Managers must ensure that all employees under their control are aware of emergency procedures in the event of fire, etc., and will carry out and record risk assessment ensuring the health and safety of all employees under their control and anyone else affected by the *Council's operations.* ~~In addition the Business Unit Managers must carry out two Workplace Inspections per year at their premises, under the assistance of the Safety Officer.~~ Managers are responsible for reporting all incidents recorded in the Accident Book and conveying that information promptly to the *Health & Safety Officer* so that investigations can be made immediately.

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2.108 **SUPERVISORS** are required to be aware of the requirements of this policy and general health and safety matters related to areas under their control; ensuring that work instructions include safe working practices and that they are followed; notifying senior management of any unsafe plant, equipment or systems of work; and carrying out regular safety checks under the direction of senior management.

2.9.11 **THE HEALTH & SAFETY OFFICER**, under the general direction of the **General Manager Chief Executive** and the supervision of the **Personnel Human Resources** Manager, is responsible for advising on the overall health, safety and welfare policy of the Council; advising and assisting managers and supervisors to evaluate hazards and assisting them to carry out risk assessments. The **Health & Safety Officer** will monitor, review and audit the evidence produced by Directors, Heads **of Service**, Managers and Supervisors and compile and present reports on health and safety performance and procedures to management, the Risk Management Group and the Joint Consultative and Safety Panel as required. The **Health & Safety Officer** will lead two safety audits each year of all Council operations, providing help and guidance to **Business Unit** Managers whose duty is to carry out the audit. The **Health & Safety Officer** will coordinate the Workplace Inspection Reports made twice a year by all Managers by preparing an Annual Programme and prompting action. The **Health & Safety Officer** will report the records to the Risk Management Group at each meeting, recommending any actions or resources likely to improve future performance and to outline good practice, which can be shared by all departments.

The **Health & Safety Officer** will be the Council's representative for all day-to-day health and safety matters with all outside agencies, including the HSE. The **Health & Safety Officer** will actively maintain outside contact with relevant agencies as part of the duties and keep up to date with all health, safety and welfare issues relevant to the Council.

2.120 **SAFETY REPRESENTATIVES.** The Council encourages ~~its recognised Trades Unions to the appointment of~~ Safety Representatives in each Business Unit. ~~Where Trades Unions are not involved the Council will facilitate the election of Safety Representatives when requested by employees.~~ Where appointed, Safety Representatives shall assist managers, etc., and participate in the assessment of health and safety risks, and in safety inspections and audits; represent the interests of employees in their **Business Service** Unit in matters of health and safety as required; and undertake appropriate training. The Council will provide appropriate facilities and resources to enable Safety Representatives to carry out their functions, as specified in the Council's Trades Union Recognition Agreement.

3 ARRANGEMENTS AND PROCEDURES

3.1 The following arrangements and procedures will be adopted to take account of the Council's general duties as an Employer, as set out in the Management of Health and Safety at Work Regulations 1999:

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PLANNING AND ORGANISING

3.2 RISK MANAGEMENT

3.3 The Council's Risk Management Group (RMG) will take a proactive role in relation to planning and organising the management of risks to health and safety, and will report periodically on its work to ~~the SMT and~~ the Joint Consultative & Safety Panel (JCSP). The RMG will set targets each year by the preparation and implementation of an Annual Action Plan. This will be monitored at each meeting of the RMT and reported to the ~~SMT and the~~ JCSP when appropriate. The Safety Officer, with the guidance of the ~~Personnel~~ *Human Resources* Manager, will ensure the implementation of the Action Plan.

3.4 The agenda of the Risk Management Group will include close monitoring of the following:

- Policy and Procedure
- Accident and injury reports
- Incident report (violence, aggression, threats and telephone abuse)
- Sickness absence (workplace ill-health)
- Training and Development (for health and safety)
- Workplace inspection routines
- Risk Assessment review programmes
- PPE registers
- Equipment registers
- Electrical testing
- Fire Log Book audit

3.4 RISK ASSESSMENT

3.5 ~~Business- Service~~ Unit Managers will compile and maintain a record of assessed risks to the health and safety of employees in their ~~Business- Service~~ Unit every year. These records may be accessed at any time by employees, and in cases where a risk assessment identifies specific actions to be taken by employees or management, a copy of the relevant assessment will be supplied to the affected employee(s) and signed by them, accepting an understanding of the issues and a willingness to comply. The generic risk assessments maintained in the Council's ~~Procedure's~~ Manual (on line) and closely monitored and updated by the *Health &* Safety Officer, will be used for guidance.

3.6 The *Health &* Safety Officer will maintain a corporate record of assessed risks identified by managers and report periodically on it to the Risk Management Group and Joint Consultative and Safety Panel.

SAFETY AUDITS

3.7 A safety audit of each workplace, as defined by the *Health &* Safety Officer, will be undertaken twice yearly by the *Health &* Safety Officer. Reports on these Safety Audits will be made to ~~the SMT,~~ the Risk Management Group and Joint Consultative & Safety Panel.

SAFETY INSPECTIONS

3.8 A safety inspection of each workplace, as defined by the *Health &* Safety Officer, will be undertaken twice yearly by the relevant manager and the Safety Representative(s)

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(where appointed) and with the assistance of the *Health &* Safety Officer. Reports on these safety inspections will be made to the ~~SMT~~, Risk Management Group and Joint Consultative & Safety Panel.

~~BUSINESS- SERVICE PLANS~~

- 3.9 All ~~Business- Service~~ Plans will set out the general approach a ~~Business-Service~~ Unit will adopt for health and safety management and any specific activities relating to the health and safety of employees in the relevant Unit. Directors and Heads *of Service* may describe how they will organise the duties for risk assessment, recording and reporting and publish an organogram for information.

MONITORING AND REVIEWING

- ~~3.10 The Performance Monitoring report for Personnel Services, which is presented to the SMT, and the Executive will include a corporate overview of health and safety matters, including relevant statistics, and the Performance Monitoring reports for units within the Commercial & Cultural Services unit will include specific health and safety monitoring information. The information contained in these reports will also be presented to the RMG.~~
- 3.101 **THE RISK MANAGEMENT GROUP** will report on its work periodically to ~~the SMT and~~ the Joint Consultative & Safety Panel ~~and Executive~~
- 3.121 **THE JOINT CONSULTATIVE & SAFETY PANEL**, comprising nominated Members, ~~Directors, senior managers,~~ the ~~Personnel Human Resources~~ Manager, the *Health &* Safety Officer and Trades Union representatives, will meet at least quarterly to consider and consult on any corporate matters of health and safety, to receive relevant reports from the RMG, and to recommend action where required.
- 3.132 **COMPETENT PERSON.** The *Health &* Safety Officer will act as the Council's competent person, advising and assisting in undertaking whatever measures are required to conform to legal requirements and promote best practice in relation to health and safety.
- 3.143 **COMMUNICATION AND TRAINING**
- 3.154 The Council will provide relevant training to managers, supervisors and other employees, so as to ensure that as far as is reasonably possible, they are aware of the contents of this policy and equipped to carry out their responsibilities under it. They will also receive any health and safety training relating to the law and changes affecting their specific work activities to enable them to review and update risk assessments as appropriate. During the preparation of the annual corporate training plan, training related to health and safety will be treated as a priority. A health and safety training programme will be prepared after risk assessment reviews, each year.
- 3.165 The Council will utilise its various channels of communication, including Team Briefs, ~~2020-Vision, the in-house newspaper,~~ the corporate Intranet and notice boards, to communicate matters relating to health and safety, and raise the profile of activities designed to improve the prevention of work related injuries and ill health. These communications will be interactive to allow participation, where necessary, by all employees.

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4 ACCIDENTS AND INCIDENTS AT WORK

- 4.1 All accidents, injuries, diseases and dangerous occurrences (not necessarily resulting in injury) must be reported to the appropriate supervisor or manager at the earliest opportunity, and a report made in the Accident Book (at each site). Managers must ensure that copies of all accident reports are sent immediately to the *Health & Safety Officer*, who will carry out investigations where necessary and report to the HSE, if appropriate.
- 4.2 In cases of serious injury, accidents and dangerous occurrences, the appropriate manager or supervisor must inform the relevant Director *and/or the Chief Executive* and the *Health & Safety Officer* immediately by telephone.

5 SAFETY GRIEVANCE PROCEDURE

- 5.1 As stated elsewhere in this Policy, employees are expected to give all possible assistance in maintaining a healthy and safe working environment, and particularly to take reasonable care for their own and others' safety.
- 5.2 Where an employee requires the speedy resolution of an urgent problem relating to health and safety at work, he or she will be encouraged to express it and discuss it in the first instance with the immediate supervisor.
- 5.3 If the employee is dissatisfied with the outcome of the discussion with the supervisor, he or she should report the grievance to the appropriate Safety Representative or Trade Union Representative, who will advise and assist the employee as required.
- 5.4 If the matter is urgent and remains unresolved, the employee should report and explain the grievance to the *Health & Safety Officer* who will take responsibility for resolving the grievance and communicating appropriately with the employee. ~~The~~ *The Health & Safety Officer*, as the Council's competent person, will liaise appropriately with the relevant manager or Director.
- 5.5 If the matter remains unresolved and/or the employee continues to be aggrieved, the grievance will be referred to the ~~General Manager~~ *Chief Executive* by the *Health & Safety Officer*.
- 5.6 If local resolution of the grievance proves impossible, the matter may be referred to the Health and Safety Inspector (HSE) by ~~the~~ *the Health & Safety Officer*.