

## COPELAND BOROUGH COUNCIL

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**Section 3**

This section will contain any amendments to this policy, prior to the update at annual review. Issues such as those mentioned above (to be issued) will feature as and when time allows, possibly at the time of review or when demand or situations warrant it. There are currently 32 issues of guidance, some of which have been sent out electronically over the last 5 months, with another 23 to follow in due course.

## STATEMENT OF INTENT

### 1. General Statement of Policy

- 1.1 Copeland Borough Council recognises and accepts its responsibility for providing, so far as is reasonably practicable, a place of work and conditions that will ensure the health, safety and welfare of all employees whilst at work according to the Health & Safety at Work Act 1974.
- 1.2 All levels of management are required to ensure safety is the first responsibility for management, which is to be given constant consideration along with professional responsibilities and other management functions.

To this end the Council will, so far as is reasonably practicable;

- (a) Provide and maintain premises, plant, equipment and systems of work that are safe and without risk to health or safety.
- (b) Ensure safe arrangements in connection with the use, handling, storage and transport of articles and substances.
- (c) Provide information, instruction, training and supervision as is necessary, which is designed to enable all employees to avoid hazards and contribute positively to their own safety and health at work.
- (d) Create and maintain a working environment, which has adequate facilities and arrangements for the health, safety, and welfare of employees, customers and contractors on the Council premises.
- (e) Encourage and promote co-operation between management and employees on all matters relating to health and safety at work, and implementing this policy.
- (f) Ensure that employees are fit for the work they are required to do, that accidents are prevented and loss of working time due to a workplace injury or illness is minimised.
- (g) Provide such facilities, equipment and staff as may be necessary to deal with accidents and emergencies.

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- 1.3 Equally it is the statutory responsibility of every employee to take reasonable care for the health and safety of him/herself and any other person who may be affected by his/her acts or omissions at work.
- 1.4 All employees must co-operate with The Council to enable statutory duties and the aims of this policy to be carried out.
  - 1.5 The aim of this policy and the council procedures and priorities is to minimise unsafe, and unhealthy conditions, this can only be achieved by co-operation and positive attitudes from all involved.
  - 1.6 The operation and effectiveness of this policy will be monitored and regularly reviewed, (by way of a corporate group chaired by an Executive Director) taking into account any changes that may occur in plant, systems or environment.
  - 1.7 This policy will be brought to the attention of all employees and may be supplemented in particular departments by further statements, codes of practice and policies relating to specific groups of employees and their activities.

## ORGANISATION

### 2. Organisation and Responsibilities

#### 2.1 The Chief Executive

- (a) Will co-ordinate and monitor Health and Safety matters with the aid of an Executive Director, who will be nominated to Champion Health & Safety within the council.
- (b) A corporate safety-working group consisting of a representative from each Service Unit (Corporate Team) will assist the Executive Director to co-ordinate and monitor health & safety within the council.
- (c) The corporate group will be advised and supported by the Council's Safety Officer ensuring the pro-active safety performance throughout the Council.

#### 2.2 Directors

- (a) Will show a positive commitment to health & safety as part of their pursuit of excellence in the design and implementation of all operational aspects of the Council's health & safety activities.
- (b) He/she will ensure that Service Unit Heads are fulfilling their health & safety responsibilities.
- (c) He/she will liaise with the Council's Safety Officer in monitoring the overall safety performance of the Council.

#### 2.3 Heads of Service Units (Corporate Team)

- (a) The Heads of Service will take overall responsibility for health and safety standards in their own Service Unit.
- (b) Will ensure all necessary Health and Safety training is provided and attended by all staff.
- (c) Will ensure all Risk Assessments are in place and reviewed as necessary with an annual review and re-issue.

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- (d) Heads of Service Units will, when necessary, consult and seek advice from the Health and Safety Officer.

### 2.4 Management Group and Supervisors

- (a) Management Group and Supervisors / Team Leaders will take responsibility for monitoring health and safety standards in their services.
- (b) They will co-ordinate safety management and ensure compliance on matters of health and safety.
- (c) They will liaise with Trade Unions & Safety Representatives.
- (d) They will attend the formal Health and Safety meetings as required.
- (e) They will participate in the operation and updating of the Councils Health and Safety Policy.
- (f) They will monitor the formulation, operation and updating of departmental safety policies and risk assessments.
- (g) They will act as channels of communication in conjunction with the corporate safety person from their Service Unit in order to disseminate information on health and safety to employees and Safety Representatives.
- (h) They will monitor management's involvement in safety inspections by safety representatives.
- (i) Managers and Supervisors / Team Leaders will, as appropriate, take part in training in health and safety within their Unit and support their business unit safety person to maintain records of:
  - (i) Accidents, incidents and dangerous occurrences in their Unit.
  - (ii) Health and Safety Executive reports.
  - (iii) Safety representatives' reports.
  - (iv) Matters arising from management health and safety inspection and checks
- (j) Managers and Supervisors / team leaders when necessary, consult and seek advice from the Health and Safety Officer.

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### 2.5 Heads of Service Units, Managers and Supervisors or Team Leaders must all have the following additional objectives:

- (a) Those persons within their control are adequately instructed to carry out their duties and are fully aware of any working hazards and risks.
- (b) That all persons within their control know what to do in the case of fire and know the location of fire equipment & assembly points and receive instructions on how to use fire fighting equipment where appropriate.
- (c) That adequate supervision is provided at all times particularly where young or inexperienced persons or pregnant workers are concerned with potentially dangerous equipment, materials or substances.
- (d) That appropriate safety devices are always fitted to equipment and are correctly adjusted and maintained.
- (e) That all safety rules are observed and that protective clothing is issued, worn and used where appropriate in accordance with the Personal Protective Equipment at Work Regulations.
- (f) That all machinery and equipment is maintained effectively and safely used as required by the Provision and Use of Work Equipment Regulations.

Additionally they will:

- (g) Continually develop safe practices to ensure maximum safety for all persons employed.
- (h) Maintain good housekeeping within their Service Units or section at all times.
- (i) Ensure, so far as is reasonably practicable, that whilst on Council property, members of the public, visitors and contractors are not exposed to risks to their health and safety and to give any information to such people as is necessary to ensure their safety and health.

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### 2.6 All employees must:

- (a) Take reasonable care of their own health as well as that of others who may be affected by what they do or do not do.
- (b) Co-operate with their employer (Copeland Borough Council) on health & safety.
- (c) Become familiar with and conform to the current Health and Safety Policies within the Council.
- (d) Observe all relevant safety procedures and practices.
- (e) Correctly use work items provided, including personal protective equipment, in accordance with training or instructions.
- (f) Not interfere with or misuse anything provided for their health, safety or welfare.
- (g) Conform to instructions with regard to health & safety given by persons responsible for health and safety.
- (h) Report all accident/incidents and near misses or hazards to their supervisor, and fill in the appropriate accident / incident forms.
- (i) Be encouraged to make suggestions to improve health and safety standards within the Council.

### 2.7 Members

- (a) All Members acknowledge the Councils Policies and Procedures with regard to Health and Safety.
- (b) Decisions made by Members, either collectively e.g. Executive or individually e.g. Portfolio Holders will be consistent with Council Health and Safety Policies and Procedures.
- (c) All Members will recognise their personal responsibilities for their own health and safety as well as others who may be affected by their acts or omissions.



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- (d) The Portfolio Holder with responsibility for corporate resources will keep members of the Executive informed as to developments in relation to sections 2.7 (a), (b), (c) above.

### 2.8 Service Unit Safety Representatives

- (a) Will provide a means of communication to all employees through managers with regard to the content of and findings from safety policy, risk assessment, and safe working practices as contained within the business unit safety files.
- (b) Will provide safety assistance in conjunction with their Service Unit Head and under the guidance of the Safety Officer to all employees within their unit.
- (c) Be a member of the environment safety-working group. The function of this group will not be that of strategic decision making. It will however discuss any health and safety issues and bring to the attention of the Council via the Safety Officer any areas of safety, which may require reviewing or risk assessing.
- (d) Will receive adequate information instruction, training and allocated time to allow them to perform their function as a service unit safety person.
- (e) He / She will liase with the Councils Safety Officer in monitoring the overall safety performance of the Council.

### 2.9 Health & Safety Officer

- (a) The Safety Officer is responsible, through the Head of HR and Director of Health & Safety champion, to the Chief Executive.
- (b) He will provide specialist advice and assistance to:  
The Council, its Committees, The Chief Executive, Executive Directors, Service Unit Managers, Supervisors and all employees on all aspects of health & safety issues which may arise as a result of their work activities.
- (c) Will advise on and monitor the implementation of the Councils Health and Safety Policy, and assist the Executive Directors and Service Unit Managers to fulfil their responsibilities under the Health and Safety at Work Act 1974 and associated legislation.

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- (d) Will advise on the provision of appropriate training to underpin the Council's Health and Safety Policy.

2.10 **Health & Safety Union Representatives**

- (a) Specific Union Health & Safety Representatives are available to employees, affiliated to specific unions for further information and advice.
- (b) Regular meetings are held between Union Safety Representatives and Management. Relevant health & safety issues brought to the attention of the Unions are addressed. These meetings are also attended by the Service Unit managers safety reps, who report in such meetings directly to the Health & Safety Officer.

Signed by

**Liam Murphy**

**CHIEF EXECUTIVE**