



# **Corporate Health and Safety Policy**

**(Including the organisational arrangements for managing health and safety)**

## **HSMS 1**

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<b>Reference number/Title</b> <b>HSMS 1</b>	Corporate Health and Safety Policy (Including Organisational Arrangements for Health and Safety)
<b>Issued by:</b>	People and Policy
<b>Responsibility of:</b>	Advisory Service
<b>Drafting Officer:</b>	Steve Wall
<b>Lead Officer:</b>	Steve Wall
<b>Issue date:</b>	July 2011
<b>This review date</b>	April 2018
<b>Next review date:</b>	March 2019
<b>Equality Impact Assessment</b>	N/A

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# Corporate Health and Safety Policy

## 1. Introduction

This Policy contains two sections, the policy statement and the organisational arrangements for managing health, safety and wellbeing. The policy statement is the mission statement of Southend-on-Sea Borough Council with respect to health and safety. It sets out the approach of the Authority to its health and safety responsibilities. It demonstrates the commitment of senior members and officers to the effective management of health and safety. This document will be reviewed regularly, and amended where necessary, to ensure it remains relevant.

The second section is the organisational arrangements for the effective management of health, safety and wellbeing throughout the Authority, including the allocation of responsibilities for health and safety.

## 2. Background and Legislation

The writing of a health and safety policy is a legal obligation (Health and Safety at Work etc Act 1974, section 2(3)) for any organisation employing five or more people. Its purpose is more than satisfying a statutory duty, it communicates the beliefs and the commitment of the Authority to the principles of protecting and promoting health, safety and wellbeing amongst its workforce.

# **General Policy Statement for the management of Health and Safety**

I, as Chief Executive and Town Clerk, with the Leader of the Council and my Corporate Management Team (CMT), are responsible to Southend-on-Sea Borough Council, (SBC) and all employees for the planned achievement of our health and safety management policies. My CMT and I will ensure that a management system has been developed and implemented to ensure the health, safety and wellbeing of all our staff and others who could be affected by our business activities, as well as controlling the environmental impact of our workplace activities. To meet these aims we will ensure that health and safety management objectives are an integral part of all our business activities and continuous improvement programmes.

To support this commitment we will regard current legal or statutory requirements as setting the minimum standard we must achieve. Whenever required, these will take precedence over all other operational activities, which will be suspended until appropriate control actions are implemented.

We recognise that the minimisation of all work related accidents, which result in injury, illness or damage to premises, material or the environment is a major contribution to the quality and efficiency of our business performance. For this reason all aspects of health, safety and wellbeing are management activities and this policy will be formally reviewed annually and enhanced whenever appropriate. Additional management reviews will be carried out whenever we have reason to believe that our arrangements or the level of resources provided may be inadequate to meet our responsibilities.

It is a principle duty of all managers to actively maintain and improve the health, safety and wellbeing of all persons in their area of accountability. I expect the full co-operation of employees at all times in this endeavour.

In order to meet these commitments we will ensure that we will:

- Systematically use risk assessments and establish suitable and sufficient control measures to ensure that we control workplace hazards and provide and maintain a safe place of work.
- Provide and maintain management, operational and maintenance procedures and systems of work designed to protect individuals and the environment.
- Design and maintain suitable and sufficient safety arrangements for the use, handling, storage, transport and disposal of all substances and articles.
- Ensure that workplace standards are regularly monitored by a system of planned inspections and whenever required that suitable remedial actions are implemented.

- Encourage the reporting of accidents and ensure that all reported accidents are thoroughly investigated (commensurate with the seriousness of the consequences of the accident) and suitable remedial actions are promptly and effectively implemented.
- Ensure that systems are in place to provide suitable and sufficient information, instruction and supervision.
- Regularly consult with our employees in order to monitor health, safety and environmental management performance and aid the ongoing improvement of existing standards.
- Ensure that employees have clearly assigned health, safety and environmental responsibilities.
- Ensure employees are competent to carry out delegated tasks by identifying training needs and providing suitable and sufficient training.
- Ensure the health of all personnel by controlling their exposure to hazardous substances (e.g. chemicals) and physical agents (e.g. noise, hand arm vibration).
- Devise and implement appropriate risk assessment based proactive monitoring systems supported where appropriate by employee health surveillance via our Occupational Health provider, Team Prevent.
- Positively consult with all employees to ensure that they can fully participate in the identification of hazards, assessment of risks, the development and use of suitable control measures.
- Ensure that competent technical advice is available to support the management team and staff by providing health, safety, environmental and emergency management assistance.
- Ensure that adequate financial and physical provision is made available to ensure that SBC is able to comply with its statutory health and safety duties.
- Capture and co-ordinate near miss information so that it can be used to strengthen and enhance health and safety throughout the Council.
- Take all reasonable steps within its power to ensure the health and safety of persons not in its employment are not at risk of injury arising from its undertaking;

In accepting ultimate responsibility for health and safety within SBC, I and the Leader of the Council have delegated to by the Corporate Deputy Chief Executive, Department for Place the authority to exercise control over strategic health and safety issues as CMT Champion for health and safety, and to the Director of Transformation, Department of the Chief Executives. , the day-to-day health and safety activities as the management appointee with special responsibility for co-ordinating health and safety, who will be actively supported by Advisory Services, (People and Policy), and the Strategic Health and Safety Group.

.....  
**Councillor J Lamb**  
**Leader of the Council**

.....  
**Alison Griffin**  
**Chief Executive**

**Date**

**Date**

**Scope**

- This policy applies to all employees of Southend-on-Sea Borough Council.
- Community schools will be bound by the principles of this agreement.
- In educational establishments with fully delegated budgets it is for the relevant governing body to decide whether or not it is appropriate to apply this policy. Where it is decided that it is not appropriate, the governing body is reminded of its obligation as an employer to satisfy the requirements of the law and, where appropriate, the requirements of specific conditions of service.

**Delegation:**

**Deputy Chief Executive, Department for Place**  
**Director of Transformation, Department of the Chief Executive**

**New policy June 2010 (Revised April 2014)**

**Note:** This Policy will be subjected to an annual review.

# **Organisational Arrangements for Managing Health and Safety**

**(Responsibilities for Health and Safety Management)**

# **Organisational Arrangements for managing Health and Safety**

## **Responsibilities for Health and Safety Management**

Southend-on-Sea Borough Council, (SBC) is committed to clearly defining the role of all of its personnel in order to help them to effectively meet their responsibilities in the organisation, planning, implementation and review within its health and safety management system.

### **Introduction**

Every employee must take reasonable care for the health and safety of themselves and of others who may be affected by their 'acts or omissions' at work.

This means that each employee has input into this 'shared' responsibility for health and safety. The degree of responsibility varies with the individual's position in the Council.

These arrangements set out the different responsibilities of managers and employees, in order to achieve SBC's objectives explained in the General Policy Statement.

### **Elected Members**

The Leader of the Council and Southend-on-Sea Borough Council Cabinet Members have overall responsibility for the control, direction and allocation of resources that are made available to manage health and safety.

Where necessary, they will ensure that they take competent advice when considering matters relating to health and safety matters.

Members are legally responsible for health and safety matters. Failure to comply with the requirements of current health and safety legislation will render them liable to prosecution under section 37 of the Health and Safety at Work etc. Act 1974.

### **Corporate Management Team (CMT)**

CMT are legally responsible for health and safety matters within their respective service areas. Failure to comply with the requirements of current health and safety legislation will render them liable to prosecution under section 37 of the Health and Safety at Work etc. Act 1974.

The Chief Executive and Town Clerk and the Corporate Management Team, (CMT) have overall responsibility for the development, implementation and review of the SBC health and safety policy and health and safety management system, integrating these into the general activities of the organisation.



Their responsibilities include:

- Providing leadership and direction so that the health, safety and wellbeing of all employees and other persons affected by SBC activities is assured and ensuring that all CMT decisions reflect the principles of the Council's Health and Safety Policy.
- Ensuring the development, implementation, monitoring and review of the SBC health and safety management systems through clearly defined:
  - Structures
  - Procedures
  - Resources
  - Improvement Plans
- Reviewing performance in meeting corporate health and safety strategic objectives by receiving an annual report from the Head of People and Policy
- Appoint a Corporate leader as H&S Champion who will lead the Strategic Health and Safety Group

Members of the CMT have a duty to inform the Chief Executive and Town Clerk of any decisions by Council Committees or Elected Members, or any other significant contraventions, that may constitute a contravention of health and safety legislation or is not in accordance with the principles of the Council's Health and Safety Policy.

### **Chief Executive and Town Clerk**

The Chief Executive is legally responsible for health and safety matters within his respective service area and has overall responsibility for health and safety as the Head of Paid Service.

### **Deputy Chief Executive, Department for Place and Director of transformation, Department of the Chief Executives.**

The Deputy Chief Executive, Department for Place and Director of transformation, Department of the Chief Executives has delegated responsibility for the development, implementation, review and audit of the SBC health and safety management system.

The Deputy Chief Executive, Department for Place and Director of transformation, Department of the Chief Executives will ensure that health and safety is part of SBC policies, development plans and operational activities.

## Corporate Directors and Heads of Service

Corporate Directors and Heads of Service are legally responsible for health and safety matters within their respective service area. Failure to comply with the requirements of current health and safety legislation will render them liable to prosecution under section 37 of the Health and Safety at Work etc. Act 1974.

Corporate Directors/ Service Heads will:

- Take an active and visible role in the management of health, safety and wellbeing within their areas of responsibility
- Ensure the development of strategies and plans to implement SBC Policy and to achieve and maintain compliance with health, safety and welfare legislation. These will:
  - Ensure the participation and involvement of employees.
  - Cover both normal activities and foreseeable emergency situations.
  - Identify priorities.
  - Ensure the allocation of resources.
  - Set deadlines.
- Allocate responsibilities to individuals and or groups to achieve health and safety objectives, and ensure these have been agreed with each designated individual and or group.
- Ensure that financial and other necessary resources are available to meet health, safety and welfare requirements
- Appoint departmental H&S Coordinator(s) ensuring they are aware of their role and responsibilities and have the necessary training.
- Ensure that group/line managers are aware of their role and responsibilities in the effective management of health and safety, and that they have necessary training as appropriate.
- Ensure that any delegation of line management responsibilities to meet health and safety requirements is clear, regularly monitored and subject to an appropriate review.
- Ensure there are formal arrangements for consultation, participation and involvement with employees or their representatives on health and safety issues that may affect them.

- Ensure that there are arrangements to ensure the health and safety competency of all employees and contractors.
- Ensure the establishment of a proactive risk assessment system and the development and implementation of required risk control systems.
- Ensure there are arrangements in place for the systematic auditing and review of their health and safety management system.
- Prepare, and submit to their DMT and the SHSG, an annual report that provides an overview of the department's health and safety performance including any significant H&S issues that may have arisen during the preceding year.

### **Group Managers/Line Managers**

Group/Line Managers must ensure that all new employees are made aware of the Council's Health and Safety Policy and relevant procedures at their induction briefing. This information must include the name(s) of the employees who have specific health and safety duties.

Group/Line managers will:

- At all times take reasonable care for the health and safety of their employees and of any other person likely to be affected by their work activities.
- Be aware of the general requirements of health and safety legislation relevant to the activities and areas under their management.
- Attend such training as is considered necessary for them to carry out their duties effectively. As a minimum, this will be attendance at the mandatory one day "health and safety for managers toolkit" available via Tickfield Staff Development.
- Appoint health and safety Competent Person(s) to assist them carrying out their specific health and safety duties e.g. conducting risk assessments.
- Ensure that risk assessments are undertaken for the area and activities for which they have responsibility.
- Ensure that health and safety matters brought to their attention are dealt with expediently and appropriately.
- Ensure adequate supervision of employees within their area of responsibility.
- Ensure that all their staff are competent to carry out their assigned duties in a safe manner.
- View health and safety as a key element in meeting service-related objectives when conducting Performance Agreement and Development Plans.

- Ensure their personal participation and accountability in planned inspections and accident investigation activities.
- Ensure active participation of their staff (and as appropriate other persons in health and safety activities) and that health and safety is a standing agenda item on all team meetings.
- Ensure that adequate provision has been made for first aid and emergency evacuation within their area of responsibility.

Group Managers/Line Manager will also provide reports on health and safety performance, including successes and failures, at specified intervals to senior management to help the review of the SBC health and safety management system. This will include information concerning any deficiencies in health and safety plans, standards, procedures and systems and any action taken to rectify these. Where an issue poses an immediate serious risk to persons or property this feedback will be provided by the swiftest possible means.

### **All Employees**

SBC recognises that employees are a key resource within the organisation and no health and safety policy is likely to be successful unless it actively involves the employees of the organisation. Although responsibility for ensuring the health and safety of persons who could be affected by SBC activities lies with managers, each and every employee must play their part; otherwise satisfactory levels of safety will not be achieved.

In the context of this document the reference to employees should be regarded to include all employed individuals including temporary workers and trainees. All employees must be aware of health and safety requirements relevant to their work and comply with these.

The general duties of employees include:

- Taking reasonable care for the health and safety of themselves and that of others (including clients, visitors, pupils, contractors and members of the public) who may foreseeably be affected by their acts or omissions whilst at work.
- Not to intentionally or recklessly interfere with or misuse anything provided for the purpose of health, safety and wellbeing in pursuance of a statutory requirement.
- Co-operate with their managers or any other person, (e.g. contractors working on site) to enable duties or requirement imposed on them to be complied with to the required standard. This requires employees to follow established safe systems of work and any verbal work instructions given by their immediate line manager.
- Not to use machinery, equipment, dangerous substances, transport or other work equipment or safety device except in accordance with health and safety

information, instruction and training provided by SBC or seek appropriate guidance.

- Immediately reporting all health and safety concerns (including accidents, significant near misses, defects and unsafe situations) to their line manager.
- Co-operating in any investigation, in order that remedial actions can be developed to prevent a re-occurrence.
- Notifying their manager of any shortcomings in protective measures of which they become aware.
- Report any medical or physical condition which adversely affects their ability to conduct their work in a safe and healthy manner.
- Receive sufficient health and safety instruction to enable them to carry out their duties with the minimum of risk to themselves or others.
- To consider and, where necessary, comment on information provided to them when consulted, via their appointed representatives, on the measures taken by the Council to reduce the risks to the health and safety of employees whilst at work.
- Employees who visit other places of work as part of their duties are required to comply with the requirements of any Safety Policy relating to those premises which are over and above those of the Council.

Where necessary specific additional roles will be defined and formally communicated to the relevant persons.

## **Transformation**

The Health and Safety Advisors within Advisory Services, (Transformation) will:

- Co-ordinate and encourage a corporate approach to all health and safety matters throughout the Council.
- Develop and implement a corporate strategy for the provision of health and safety throughout the Council.
- Ensure that there are sufficient training opportunities for all staff to assist them to understand and carry out their H&S related duties effectively.
- Liaise with relevant external bodies on behalf of the Council.
- Provide advice on the design, development, production and review of health and safety management systems, guidance documents and safe systems of work that ensures that the Council complies with current health and safety legislation.

- Ensure that regular health and safety information on relevant law and safety management practice is obtained from one or more recognised external source and adequately communicated throughout the organisation.
- As necessary investigate and report on acts of violence, accidents and incidents involving either the workplace or work activity of the Council.
- Provide competent advice and guidance necessary for the effective planning and implementation of Policy to Departments, CMT and Elected Members.
- Establish procedures to ensure that the Council fully meets its obligations to carry out risk assessments as required by current health and safety legislation.
- Establish and maintain an effective corporate, consultative mechanism for health and safety matters with the employees' representatives.
- Encourage the participation and co-operation of employees and their representatives on all health and safety issues.
- Establish monitoring procedures to ensure that health and safety policies are fully implemented and adhered to throughout the Council's undertaking.
- Undertake audits of Departments health and safety arrangements to ensure they are adequate and procedures are being fully implemented and to ensure that Departments arrangements encourage development of a positive health and safety culture.
- Undertake an annual health and safety audit of the Authority that provides an overview of the Authorities health and safety management systems, identifying any significant H&S issues that may have arisen during the preceding year.

### **Strategic Health and Safety Group (SH&SG)**

This group will be chaired by the Deputy Chief Executive, Department for Place and will provide a consultative forum to enable departments, via their "Health and Safety Co-ordinator(s)"; to raise health and safety related issues that have a corporate consequence. The views of Departments on health and safety matters will also be sought via this group.

A meeting of this group will be held every two months. Additional meetings may be convened at the request of any member of the group and the approval of the Deputy Chief Executive, Department for Place

The minutes of the group will be submitted to CMT to enable the members of the CMT to express their views and comments on any specific areas of concern.

The Group will prepare, and submit to CMT, an annual report that provides an overview of the Authorities health and safety performance and any significant H&S issues that have arisen during the preceding year.

The Group will ensure they are kept up to date with changes in health and safety legislation, standards and good practice relevant to the organisation.

## **Departmental Health and Safety Co-ordinator(s)**

The departments Health and Safety Co-ordinator(s) will be required to:-

- Attend meetings of the Strategic Health and Safety Group and to consult with their Heads of Service on matters raised at such meetings.
- Act as the departments liaison officer on all health and safety matters including communication and participation at all levels in health and safety activities;
- Arrange, in consultation with the appropriate Head of Service, for suitable persons from within the department to be appointed as "Competent Persons" and also arrange for those so appointed to receive adequate training and instruction to enable them to assist Line Managers carry out, where necessary, risk assessments as required by health and safety regulations;
- Liaise with the departments appointed "Competent Persons" on health and safety matters;
- Ensure that proper records of accidents and incidents are maintained in accordance with the Council's procedures;
- Bring any serious incident, or significant breach of any health and safety legislation, to the immediate attention of the appropriate Head of Service;
- Provide feedback to senior management on any identified deficiencies in plans, standards, procedures and systems.
- Prepare an annual H&S report, (including health and safety performance), for their respective departments.

## **Health and Safety “Competent Persons”**

Employees appointed as Competent Persons will be required to:-

- Undergo such training as is necessary to provide them with the knowledge required to carry out the specific health and safety duties assigned to them;
- Assist the Departments Health and Safety Co-ordinator to carry out the duties assigned to him/her in respect of health and safety matters;
- Assist Line Managers to carry out risk assessments;
- Co-operate with other employees appointed as Competent Persons on health and safety matters;

- Report any significant and uncontrolled hazard or any serious breach of health and safety legislation to the appropriate Line Manger;
- Provide information or instruction, where qualified to do so, to any person who may be at risk from the work area or work activity within their area of responsibility;

A list of current Competent Persons will be held by the Departments Health and Safety Co-ordinator.

### **Managers with Premises-related duties will:**

Ensure that Premise Managers duties outlined below are carried out:

A healthy and safe workplace.

Duties include:

- Monitoring housekeeping, cleaning and storage arrangements, including ensuring that access routes and corridors are kept clear.
- Compiling risk assessments applying specifically to the building and associated safe working procedures.
- Ensure that any maintenance tasks undertaken are conducted by competent people.

Asbestos.

Duties include:

- Ensuring that the Asbestos Register for the premises is kept up to date, implemented, kept readily available and that the relevant contents are communicated to staff and contractors.
- Ensuring that the condition of visible asbestos-containing materials is regularly monitored and any defects reported to the Property Team.

Fire.

Duties include:

- Maintaining and (at least) annually reviewing the fire risk assessment for the premises. Ensuring that the document is readily available.
- Appoint fire marshals and make arrangements for their training.
- Ensure that regular tests and drills (HSMS 24 Fire safety code) either test, or arrange for the testing of the following: and keep associated records:
  - Portable electrical appliances
  - Water quality against legionella risks, as dictated by the legionella risk assessment.



Ensure servicing of other equipment as required, with particular regard to those requiring regular statutory examinations, e.g. lifting equipment under the LOLER and ventilation equipment under the COSHH regulations.

Retain appropriate records of all planned and other maintenance of plant and building fabric for their valid period.

Ensure that a placard copy of the "Health and Safety Law – What you should Know" poster is completed and displayed.

Carry out any other duties in relation to the premises for which they are responsible, as agreed locally, and documented.

### **Consultation with recognised trade unions**

The Council recognises that under the "Safety Representatives and Safety Committee Regulations 1977" (as amended) and the "Health and Safety (Consultation with Employees) Regulations 1996" (as amended) it is required to consult with employees and their elected representatives on health and safety matters.

Representative of recognised trades unions will be consulted on health and safety matters via the regular forum that has been convened for this purpose, (currently known as the "Health and Safety Consultative Committee, (H&SCC)).

The constitution of the H&SCC has been developed in consultation with the recognised trade unions representatives and meetings will be convened as directed by that constitution.

A copy of the constitution for the above group, which includes details of the current agreed membership, can be obtained from the Director of transformation, Department of the Chief Executive.

### **Health and Safety Representatives**

Health and safety representatives will be appointed by the recognised trade unions.

The Council will provide all elected health and safety representatives with reasonable time off on paid leave to enable them to attend health and safety training and undertake their duties.

As part of his/her duties a health and safety representative may be made aware of, or discover, a condition or action that may constitute a risk to health. The representative should then ensure that the employee or employees, considered to be at risk, are made aware of the situation and also notify the appropriate supervisory staff of any action or condition that they consider constitutes a risk to health and safety.

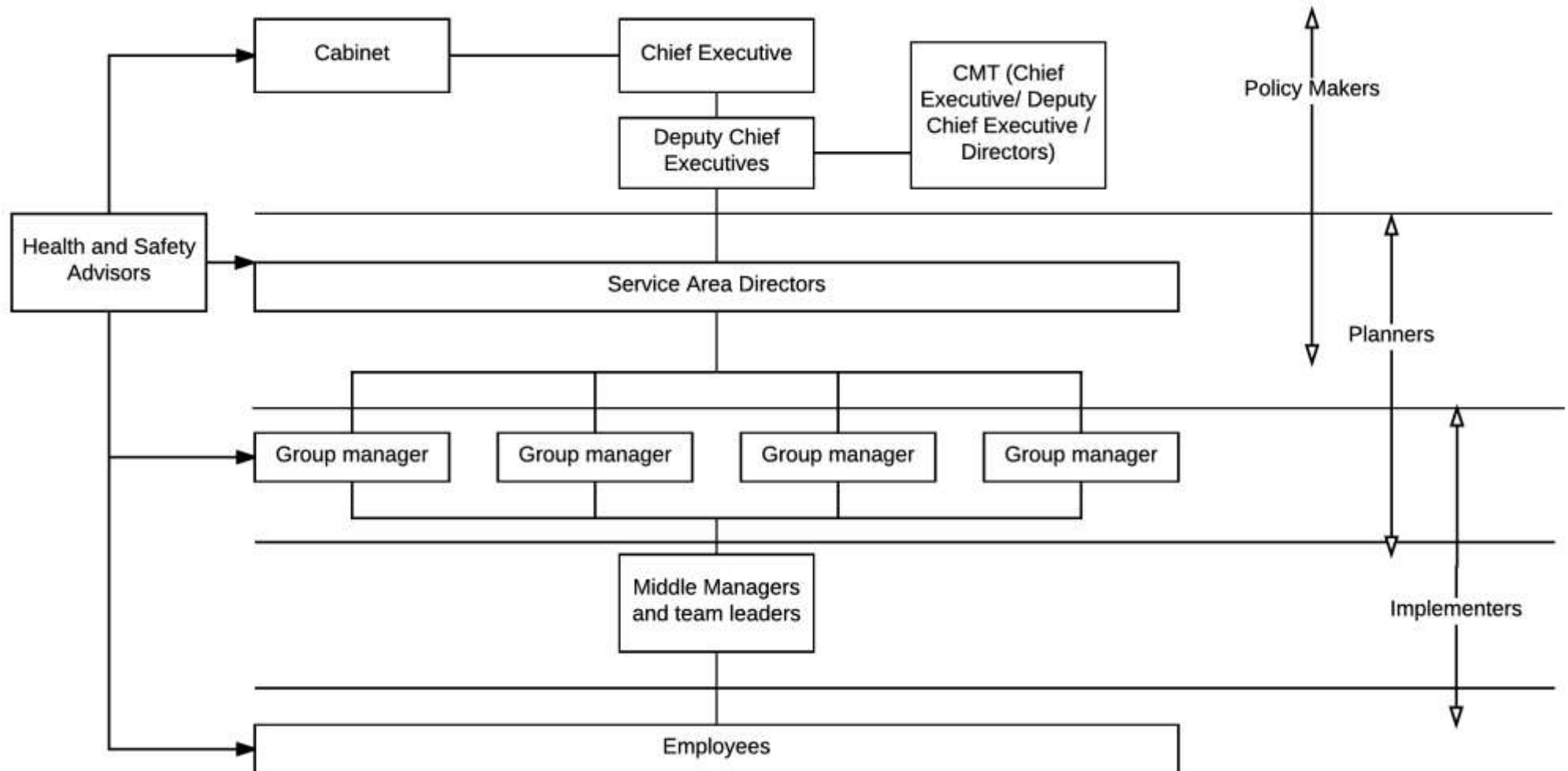
Health and safety representatives will be given assistance when carrying out workplace inspections according to The Safety Representatives and Safety Committees Regulations 1977.

The Director of Transformation, Department for the Chief Executive will maintain a register of H&S representatives.

**Codes of Practice/Procedures.**

A full index of current codes of practice/health and safety procedures can be found in “HSMS 0 - Health and Safety Policy, Procedure and Guidance”, available on the Council’s Intranet system.

## Organisation for Health and Safety



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