



Health and Safety Policy

INTRODUCTION

Woking Borough Council regards the health, safety and welfare of its employees as being of prime importance, as well as the health, safety and welfare of its contractors, partners, subsidiary companies and members of the public who may be affected by its activities.

The Council recognises that successful implementation of this policy requires total commitment from Members, Management and all staff in each business area and at every location and facility. Everyone has a legal obligation under s2.7 of the Health and Safety at Work etc Act 1974 to take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions at work.

The organisation and arrangements for health and safety will be communicated to all employees and made available to all other interested parties.

It is the Council's policy that health and safety will be considered at all times and in all situations to be a primary objective. To enable the Council to meet this objective it requires that all employees and, as appropriate, other persons, co-operate with the Council.

STATEMENT

The Council, as a responsible employer, recognises its obligations under the Health and Safety at Work etc Act 1974, other relevant health and safety legislation and the general duty of care. The Council will make every endeavour to meet its legal responsibilities so far as is reasonably practicable. In particular, in order to prevent accidents and cases of work-related ill health, the Council will:

- Ensure the health and safety at work of its employees, so far as is reasonably practicable.
- Ensure that no person is exposed to risks to their health and safety by the manner in which the Council's business is conducted.
- Ensure that all places of work under the Council's control (including access to and egress from) and all plant, equipment and substances provided for use in these places are at all times safe and without risk to health.
- Provide adequate control of the health and safety risks arising from our work activities.
- Consult with our employees on matters affecting their health and safety.
- Provide and maintain plant and equipment that is safe and without risks to health.
- Ensure systems of work that are safe and without risks to health.
- Ensure safe handling and use of substances.
- Provide information, instruction and supervision for employees.
- Ensure all employees are competent to do their tasks, and to give them adequate training.
- Maintain safe and healthy working conditions.
- Review this policy at regular intervals and revise as necessary.

The Council will take steps, so far as is reasonably practicable to meet its health and safety responsibilities, paying particular attention to:

- a) Arrangements for the use, handling, storage and transport of articles and substances which are safe and without risks to health.
- b) The provision of facilities and arrangements for employees' welfare whilst at work.

- c) Provisions for ensuring that all current and recently issued health and safety legislation which is relevant to the Council's activities is brought to the notice of employees and that the requirements are complied with.
- d) The provision of health monitoring arrangements where the type of work or hazard requires this.
- e) First Aid provision, including the training of persons to meet the need and risks of any particular work area, process or procedure.

The Council is committed to provide and maintain places and systems of work which are, so far as is reasonably practicable, safe and without risk to health. As the employer, the Council will meet its responsibilities by ensuring adequate resources, including finance, equipment, human resources, expertise and training, are provided and made available for the maintenance of a safe working environment.

ORGANISATION

To implement this policy it is necessary to organise the efforts of those persons who are given duties and to monitor and assist their efforts in meeting the policy objectives.

Ultimate responsibility for compliance rests with the Corporate Management Group (CMG), in particular with the Chief Executive. In recognising this duty, the following structure exists to implement the policy:

- a) The Chief Executive is ultimately responsible for the health, safety and welfare of all Council employees when at work, together with other persons who have a legitimate reason to be present on Council property or areas under the Council's control. He will ensure that the Council Members are kept informed of the state of compliance within the organisation and the effectiveness of resource provision to achieve these requirements. The Corporate Management Group has approved these arrangements for the management of health and safety and has appointed the Strategic Director as Health and Safety Lead Officer to monitor its implementation and to report regularly on compliance.
- b) The appointment of the Health and Safety Lead Officer will be made by Corporate Management Group and reviewed annually. The Health and Safety Lead Officer is the Strategic Director.
- c) To provide competent health and safety advice, and meet the requirements of the Management of Health and Safety at Work Regulations 1999, the Council currently employs a Senior Health and Safety Officer who is a chartered member of IOSH (Institution of Occupational Safety and Health).
- d) Whilst the above have specific health and safety duties, other members of CMG, Business Managers and Managers must accept their individual role in providing health and safety leadership within the organisation and ensure that decisions reflect the Council's health and safety intentions as articulated in this health and safety statement.
- e) The senior person at each workplace has the overall responsibility for the safety of the buildings, services, plant and equipment and to ensure that the arrangements detailed in this document are implemented.
- f) Managers of staff working with customers, clients and members of the public must ensure that health and safety arrangements are co-ordinated with this policy and the customer arrangements take into account any specific hazards that may be present.
- g) The policy for, and implementation of, health and safety is in the remit of the Executive Committee. The Executive has nominated Councillor John Kingsbury as portfolio holder with responsibility for health and safety for the corporate employer.

In order to comply with the requirements of The Health and Safety at Work etc Act 1974 and subsequent related legislation, Codes of Practice and Health and Safety Executive (HSE) Guidance, the Council requires the co-operation of its employees and in particular:

- a) To take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions when at work.

- b) As regards any duty or requirement placed on the employer or to any other person by or under any of the relevant statutory provisions, regulations, codes of practice and HSE guidance, to co-operate so far as is reasonably practicable to enable that duty or requirement to be performed and to be complied with.

No employee of the Council may carry out or authorise practices which place staff or others in danger, or which are in direct breach of legal requirements.

Health and Safety Responsibilities

The following sections have been arranged so that staff can read the responsibilities of all employees first, then continue through the document to the responsibilities of the various levels of management.

It is the responsibility of all employees to:

- a) Take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions at work.
- b) Follow health and safety rules and not act in a way which would deliberately endanger others.
- c) Know the evacuation procedures for the location at which they are working.
- d) Co-operate with the Council to provide and maintain places and systems of work which are, so far as reasonably practicable, safe and without risk to health.
- e) Co-operate with the Council on matters of health and safety so that it complies with its legal duties.
- f) Familiarise themselves with the Health and Safety Policy, risk assessments and any other instructions relating to their work and comply with the requirements set out.
- g) Stop work and liaise with their manager in the event that a procedure appears unsafe.
- h) Use vehicles, equipment, materials or substances in accordance with information, instruction and training provided.
- i) Follow prescribed safe systems of work and the control measures identified in risk assessments.
- j) Carry out operations and work in the prescribed manner. Follow approved working procedures. Use the correct tools and equipment for the work, including any relevant safety equipment and protective clothing provided.
- k) Report unsafe working practices, shortcomings in safety procedures, potential hazards or other health and safety concerns to their Line Manager immediately.
- l) Report any defects in, or damage to plant or equipment or potential hazards in their work areas to their Line Manager immediately.
- m) Co-operate with management to keep their workplace safe, healthy and tidy.
- n) Report accidents, incidents and near misses to their Line Manager immediately.
- o) Co-operate in the investigation of accidents with the objective of introducing methods to prevent recurrence.
- p) Report instances of occupational ill health to their Line Manager.
- q) Ensure that equipment and materials are stored safely when not in use.
- r) Not interfere with, or misuse, anything provided to safeguard health and safety, nor to remove or destroy it without good reason.
- s) Keep their work area clean and tidy, avoid the creation of tripping hazards and clean up any spillages immediately.
- t) Not take short cuts, which would entail unauthorised and unnecessary risks.
- u) Advise new colleagues of hazards involved in the operation/work.
- v) Suggest ways of eliminating or reducing hazards. Make suggestions to improve the standards of health and safety and minimise risk at their work place.
- w) Wear personal protective equipment as instructed, store it so as to avoid damage, keep it cleaned and maintained and report loss or damage.
- x) Ensure that when commissioning or ordering any maintenance, repair, building or alteration work on Council property ensure that the Business Manager, staff working in the

area and any Contractors employed on this work are informed of the health and safety rules, procedures and required standards on site together with any constraints on their work.

- y) Support the application of this policy by positive action and compliance with the agreed procedures
- z) Attend and co-operate with health and safety training when this is being provided.
- aa) Inform all visitors to the workplace, including Contractors, of the evacuation procedure and the location of the assembly point.

Managers and Supervisors

Managers and Supervisors are responsible for implementing health and safety standards as part of the day-to-day activities of the business.

In addition to the responsibilities of all employees, Managers and Supervisors have the responsibility to:

- a) Ensure that the Health and Safety Policy is understood and fully and properly implemented within their areas of responsibility.
- b) Have an understanding of health and safety legislation relevant to the Council's activities and, in particular, how it applies to their area of responsibility.
- c) Ensure that all relevant health, safety and welfare information regarding systems of work, methods of accident prevention, new legislation and codes of practice are acted upon.
- d) Attend appropriate suitable and sufficient training in order to undertake with confidence general and, as necessary, specific health and safety duties.
- e) Keep themselves up-to-date on health and safety requirements and developments relevant to their department, by arranging for regular briefings as necessary.
- f) Ensure that all staff reporting to them are made aware of and understand their health and safety responsibilities.
- g) Instruct staff in health and safety requirements and supervise or monitor them to ensure they are adhering to safe working procedures.
- h) Ensure the provision of information, instruction, training, supervision and resources to safeguard, as far as is reasonably practicable, the health and safety at work of employees and other persons.
- i) Ensure that staff performance objectives include health and safety, where appropriate.
- j) Ensure that risk assessments are undertaken and recorded for all tasks and activities in their departments, including any out of hours services and tasks that occur infrequently. New services or activities are to be risk assessed prior to the work commencing. The risks identified should be eliminated where practicable or reduced as low as reasonably practicable or reduced to acceptable and manageable levels in order that little potential for harm exists for the work area or process.
- k) Ensure that any actions arising from the risk assessments are implemented and the findings are shared with employees. Ensure that staff understand the control measures that you have put in place to protect them.
- l) Review risk assessments when the work activity changes, when there is new equipment, when there are new processes or when work commences at a new location, and update as appropriate. If none of these scenarios arise, risk assessments should be reviewed annually.
- m) Undertake and record additional risk assessments for persons who are especially vulnerable such as work experience students, young persons, trainees, lone workers and new and expectant mothers, as required by the Management of Health and Safety at Work Regulations 1999.
- n) Provide suitable personal protective equipment (PPE), ensure staff know why it is required and how to put it on and take it off. Ensure it is properly maintained, that there are suitable facilities for storing the PPE when not in use and that replacements are available for damaged or lost items.

- o) Provide appropriate training for employees, including induction training and training in job skills, general health and safety matters and other specific safety issues, as required. All employees are to be adequately trained to ensure their competence to undertake their jobs. Ensure their staff attend health and safety training when provided.
- p) Ensure that fire risk assessments are undertaken for all buildings occupied by their Business Area (except the Civic Offices, which is undertaken by Asset Management) and communal areas of buildings under their control. .
- q) Ensure that when they first join the Council, employees are informed about evacuation procedures, safety precautions, first aid and accident reporting requirements immediately on starting work by attending a health and safety induction session and through use of the induction pack.
- r) Ensure that work equipment is suitable for purpose.
- s) Ensure that employees are suitably competent and have any necessary qualifications and licences for carrying out the work or operating equipment.
- t) Undertake periodic inspections and spot-checks of their workplace (or part thereof), work vehicles (if appropriate) and equipment to ensure that high standards of health and safety are achieved.
- u) Ensure that adequate resources are included in budgets, business plans and staffing levels to provide safe places of work and safe systems of work.
- v) Liaise with the Health and Safety Lead Officer and Senior Health and Safety Officer where advice or guidance is required over the range of their individual responsibilities, with respect to complying with standards relevant to the Council's activities, changes in legislation and Council policy.
- w) Ensure health and safety is a standing agenda item for all team meetings, and use this as an opportunity to consult with their staff on health and safety matters, remind staff of their responsibilities, explain risk assessments and discuss safe systems of work and other related issues.
- x) Ensure that when commissioning or ordering any maintenance, repair, building or alteration work on Council property, the Business Manager responsible for the area and staff working in the area are adequately briefed and that any Contractors employed on this work are informed of the health and safety rules, procedures and required standards on site together with any constraints on their work.
- y) Ensure all accidents, dangerous occurrences, near misses and incidences of work related ill health are reported using the appropriate form. Complete the Manager's section of the form and pass to their Business Manager in a timely fashion. When required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995, report such incidents to the HSE.
- z) Ensure all work related ill health, accidents, dangerous occurrences, incidents near and damage to buildings and equipment are reviewed and investigated as necessary in order to avoid recurrence. Major accidents may require diagrams, photographs, measurements and signed statements all to provide a record for future reference, to comply with any investigation by the Health and Safety Executive (HSE) or other statutory enforcing agency, or where a Compensation Claim is a possibility.
- aa) Ensure any major accident or fatality involving an employee or other person on Council property or involving Council work is reported to a member of CMG, the Senior Health and Safety Officer and the Health and Safety Lead Officer without delay. Subject to taking care of the urgent needs of the victim, that the accident site is not disturbed where further investigation is required (particularly by an outside authority such as the HSE).
- bb) Ensure that any suspicion of Occupational Disease or Exposure (to substances) is properly recorded and fully investigated promptly by persons competent to provide suitable guidance on the implications to any work or process involved. Persons called to advise should be in a position to diagnose the relevance to work and to give advice on any treatment or employment restrictions.
- cc) Halt any activity, work or other, which is considered to constitute an immediate danger. The circumstances should then be fully investigated and work not permitted to recommence until the appropriate remedial actions have been implemented.

- dd) Ensure 'suitable and sufficient' first aid provision is made for their staff relevant to the risks posed by all work areas and processes, in consultation with the Senior Health and Safety Officer.
- ee) Not unreasonably withhold permission for their staff to train and act as First Aider or Fire Warden.
- ff) Identify substances which require a COSHH (Control of Substances Hazardous to Health) assessment, ensure that material safety data sheets are received as part of the purchasing process and ensure that COSHH assessments are undertaken. Check that new substances can be used safely before they are purchased.
- gg) Advise their Business Manager of any issues, acts or omissions that may constitute a health and safety risk to staff or others and any action taken or proposed.
- hh) Report to the Business Manager any health and safety concerns which they are not able to resolve.
- ii) Assist and support their Business Managers in carrying out their duties detailed in this Policy and at all times set an example in their standards of compliance and require this of all staff under their control.
- jj) Support the application of this policy and set an effective example to others by positive action and compliance with the agreed procedures.
- kk) Actively promote a positive health and safety culture throughout their areas of responsibility.

Human Resources Manager

It is the responsibility of the Human Resources Manager to:

- a) Advise on and deal with matters of general welfare affecting the well being of employees.
- b) Design and implement health and safety training programmes, including first aid training, with Business Managers and the Senior Health and Safety Officer.
- c) Ensure that all new employees on joining the Council immediately receive health and safety information about evacuation procedures, safety precautions, first aid and accident reporting requirements.
- d) Identify any specific health and training needs of new starters.
- e) Support the application of this policy and set an effective, positive example to others by positive action and compliance with the agreed procedures.

The Senior Health and Safety Officer

The Senior Health and Safety Officer is a qualified health and safety professional employed to advise CMG, Business Managers and Line Management regarding the implications of the Health and Safety Policy together with the requirements of current legislation on the activities undertaken by the Council.

The Senior Health and Safety Officer has the authority to stop any work activity being carried out by or for the Council where it is considered that it poses a risk of serious personal injury. In such circumstances, they should report to the Business Manager and CMG without delay once the work has been stopped, in order that corrective measures can be initiated.

It is the responsibility of the Senior Health and Safety Officer to:

- a) Ensure the Health and Safety Policy is available to all employees via the intranet.
- b) Administer and interpret the effective implementation of the Health and Safety Policy.
- c) Consult and communicate with statutory enforcing bodies (e.g. HSE and Fire and Rescue Service), safety organisations and other relevant bodies to ensure a high quality of health, safety and welfare within the Council.
- d) Ensure that there are adequate means of distributing and communicating health, safety and welfare information obtained from the statutory enforcing bodies, safety organisations and other relevant bodies throughout the organisation.

- e) Have detailed knowledge of health and safety legislation relevant to the Council's activities.
- f) Provide advice regarding health, safety and welfare matters to all staff, managers, Business Managers and CMG.
- g) Investigate staff concerns and complaints regarding health, safety and welfare matters
- h) Assist Line Management in the inspection of work areas paying particular attention to work practices and compliance with relevant health and safety legislation, Codes of Practice and HSE guidance. Reports of such inspections with relevant advisory comments will be forwarded to the Business Manager responsible.
- i) Undertake audits and provide health and safety input to new Council proposals.
- j) Liaise with Human Resources on safety training requirements and assist in the provision of health and safety training for all levels of employees in the Council, as may be required to meet the health and safety needs of the organisation.
- k) Liaise with the Health and Safety Lead Officer regarding health, safety and welfare policy matters and reports and information to the Council.
- l) Liaise with CMG, Business Managers and Managers over the full range of their duties and responsibilities, with respect to inspections, audits, reports, recommendations, changes in legislation and advice obtained from other parties.
- m) Prepare an annual health and safety report to the Executive detailing health and safety activities and achievements for the previous financial year and setting out the plans for the forthcoming twelve-month period.
- n) Consult employees on health and safety matters, for example via the Health and Safety Committee.
- o) Advise the Health and Safety Committee regarding health, safety and welfare matters
- p) Review the Health and Safety Policy at least biennially, with the assistance of the Health and Safety Committee.
- q) Ensure that appropriate first aid provision is made for the Civic Offices, including a sufficient number of First Aiders and first aid kits.
- r) Ensure that Employers' Liability insurance is maintained at an adequate level and that the details are publicised to employees by providing the relevant poster to each premises, and/or by making the information available via the intranet.
- s) Support the application of this policy and set an effective example to others by positive action and compliance with the agreed procedures.

Business Managers

In addition to the responsibilities of all Managers and Supervisors, Business Managers have the responsibility to:

- a) Provide guidance and support to Line Managers, Supervisors and employees enabling them to fully and properly implement their responsibilities for health and safety.
- b) Ensure that managers and supervisors reporting to them understand their health and safety responsibilities.
- c) Ensure that effective means of communication are established and that health and safety is included in all relevant meetings.
- d) Ensure that effective safety measures including risk assessments, 'suitable and sufficient' instruction, training and supervision are provided to protect the health, safety and welfare of employees, service users, contractors and members of the public.
- e) Ensure that regular health and safety inspections are completed in all areas under their control.
- f) Ensure that risk assessments are undertaken for all tasks in their Business Area, including any out of hours services.
- g) Ensure that fire risk assessments are undertaken for all buildings occupied by their Business Area (except the Civic Offices, which is undertaken by Asset Management) or communal areas of buildings under their control. .
- h) Be accountable to CMG regarding the performance of their responsibilities outlined in this document.
- i) Report any health and safety concerns which they are not able to resolve to CMG.

- j) Support the application of this policy and set an effective, positive example to others by positive action and compliance with the agreed procedures.
- k) Actively promote a positive health and safety culture throughout their areas of responsibility.

Note - in the absence of a Business Manager, the term “Business Manager” refers to another identified senior person in that Business Area.

Health and Safety Lead Officer

The Lead Officer has the authority to stop any work activity being carried out by or for the Council where it is considered that it poses a risk of serious personal injury. In such circumstances they should report to the Business Manager and CMG without delay once the work has been stopped, in order that corrective measures can be initiated.

This role is currently fulfilled by the Strategic Director

In addition to the responsibilities of all Business Managers, the Health and Safety Lead Officer has the responsibility to:

- a) Administer and interpret the effective implementation of the Health and Safety Policy.
- b) Report regularly to CMG on health and safety matters.
- c) Liaise with the Senior Health and Safety Officer with respect to complying with standards relevant to Council services, changes in legislation, plus recommendations and reports produced both internally and externally.
- d) Ensure that all relevant health, safety and welfare information regarding systems of work, methods of accident prevention, new legislation and codes of practice are acted upon.
- e) Initiate an annual review of health and safety and development of the next period's safety plan.
- f) Ensure that the Health and Safety Policy and other safety policies are in place and reviewed and updated as appropriate.
- g) Arrange for funds and appropriate facilities to be available to meet the requirements of the policy.
- h) Ensure that a fire risk assessment is undertaken for the Civic Offices.

Corporate Management Group

The Deputy Chief Executive and Strategic Directors support the Chief Executive in the exercise of his responsibilities. In the absence of the Chief Executive, the Deputy Chief Executive and Strategic Directors will be jointly accountable for performing the Chief Executive's role and exercising his responsibilities.

For the purposes of health and safety management, the following relationships exist:

Deputy Chief Executive

Asset Management
H G Wells
Planning Services

Strategic Director

Corporate Strategy
Housing Services

Strategic Director

Independent Living Services
Neighbourhood Services

Strategic Director

Financial Services
Information Technology
Revenue, Benefits and Customer Services

Members of CMG are responsible for ensuring that the Business Managers for whom they have been designated as responsible perform the responsibilities outlined below.

In addition to the responsibilities of Business Managers, it is the responsibility of CMG to:

- a) Ensure that the Health and Safety Policy is understood and fully and properly implemented.
- b) Have an understanding of health and safety legislation and its application to the Council's services and activities.
- c) Provide guidance and support to Business Managers, Managers, Supervisors and employees enabling them to fully and properly implement their responsibilities for health and safety.
- d) Ensure that Business Managers reporting to them understand their health and safety responsibilities.
- e) Ensure that the Business Managers for whom they have been designated as responsible perform their health and safety duties outlined in this document.
- f) Ensure that adequate resources are included in budgets, business plans and staffing levels to provide safe places of work and safe systems of work and to implement the Health and Safety Policy.
- g) Ensure that effective means of communication are established and that health and safety is included in all relevant meetings.
- h) Appoint a "Health and Safety Lead Officer" to oversee health and safety on behalf of CMG.
- i) Appoint a representative to attend meetings of the Health and Safety Committee on behalf of CMG
- j) Ensure that effective safety measures including risk assessments, 'suitable and sufficient' instruction, training and supervision are provided to protect the health, safety and welfare of employees, service users, contractors and members of the public. All employees are to be adequately trained to ensure their competence to undertake their jobs.
- k) Ensure that regular work area health and safety self inspections are completed in all areas under their control.
- l) Report to the Chief Executive any health and safety concerns which they are not able to resolve.
- m) Ensure any serious accident, involving an employee or other person on Council property or involving Council work is reported to the Chief Executive, the Senior Health and Safety Officer and the Health and Safety Lead Officer without delay. Subject to taking care of the urgent needs of the victim, that the accident site is not disturbed where further investigation is required (particularly by an outside authority).
- n) Ensure that any suspicion of Occupational Disease or Exposure (to substances) is properly recorded and fully investigated promptly by persons competent to provide suitable guidance on the implications to any work or process involved. Persons called to advise should be in a position to diagnose the relevance to work and to give advice on any treatment or employment restrictions.

- o) Suspend any activity, work or other, which is considered to constitute an immediate danger. The circumstances should then be fully investigated and no work allowed to continue until the appropriate remedial actions have been implemented
- p) Ensure that risk assessments are undertaken for all tasks undertaken by CMG, Members and the Mayor. New services or activities are to be risk assessed prior to the work commencing. The risks identified should be eliminated where practicable or reduced as low as reasonably practicable to acceptable and manageable levels in order that no or low potential for harm exists for the work area or process.
- q) Support the application of this policy and set an effective example to others by positive action and compliance with the agreed procedures.
- r) Actively promote a positive health and safety culture throughout the Council.

The Chief Executive

The Chief Executive has the overall responsibility for the implementation and application of this Policy and for the health, safety and welfare of all employees when at work together with other persons who have a legitimate reason to be present on Council property or areas under the Council's control. The Chief Executive is responsible for ensuring that the Council Members are kept informed of the state of compliance within the organisation and the effectiveness of resource provision to achieve those requirements.

The Chief Executive is responsible for ensuring that all staff are made aware of their health and safety obligations and that they carry them out in a safe and proper manner as detailed in the Policy or other related documents.

In addition to the responsibilities of Corporate Management Group, the Chief Executive has the responsibility to:

- i) Lead on the effective implementation of the Council's Health and Safety Policy and health and safety legislation relevant to the Council.
- j) Submit an annual report to the Executive identifying significant factors from the previous period and outlining plan for next 12 months.
- k) Ensure adequate resources are available to meet legal requirements.
- l) Ensure that they are regularly briefed by the Deputy Chief Executive, Strategic Directors and Business Managers on the upkeep of health and safety within their areas of responsibility.
- m) Liaise with the Deputy Chief Executive, Strategic Directors, Business Managers and Managers over the full range of their individual responsibilities, with respect to complying with standards relevant to Council services, reports, recommendations, changes of legislation and Council policy.
- n) Ensure that the other members of CMG implement their responsibilities as detailed above.
- o) Ensure that all relevant health, safety and welfare information regarding systems of work, methods of accident prevention, new legislation and codes of practice are acted upon.
- p) Support the application of this policy by positive action and compliance with the agreed procedures and policies such as the People Strategy and Procurement Strategy.
- q) Ensure all levels of management set an effective example to others.
- r) Support the application of this policy and set an effective, positive example to others by positive action and compliance with the agreed procedures.
- s) Actively promote a positive health and safety culture throughout the Council.

Members

It is the responsibility of Members to:

- a) All elected members are deemed to share a collective responsibility for ensuring the health and safety of Council employees and others who may be affected by the Council's undertakings.
- b) Endorse the Health and Safety Policy statement, which clearly commits the organisation to the principles of good health and safety management.
- c) Ensure that suitable resources and strategic direction are available to discharge the Council's health and safety responsibilities.
- d) Monitor, via reports, the overall performance of the Council's health and safety management systems.
- e) Appoint a Portfolio Holder with specific responsibility for health and safety.

ARRANGEMENTS

Consultation with Employees

The Council consult with employees by means of the Health and Safety Committee. The Committee comprises of representatives from each Business Area, plus a representative from UNISON, HR and CMG. Firms which deliver services which were previously in-house, such as the Leisure Centre, Pool in the Park and Housing have been invited to send representatives. Organisations that share the Civic Offices have also been invited.

The Terms of Reference for the Health and Safety Committee form a separate document.

Personal Protective Equipment

The Council will provide personal protective equipment (PPE) for its staff where regulations and a risk assessment have shown it to be necessary. We will also replace faulty or damaged items. If an item of PPE is not available or is damaged then the task must not commence until adequate provision has been made.

The Council expects its employees to wear the PPE provided for them for their own protection. Failure to do so may constitute a disciplinary offence. Employees are also expected to maintain their PPE such that it is kept in a serviceable condition, must report any damaged or worn-out items and request replacements where necessary.

Measuring the Effectiveness of Systems of Health and Safety

In order to establish if our health and safety system is effective, Managers should:

- monitor staff's work activities to ensure they are adhering to safe working procedures
- Carry out periodic inspections and/or spot-checks of their workplace (or part thereof) to monitor housekeeping and ensure that equipment is in good order and used correctly.
- Carry out periodic inspections and/or spot-checks of work vehicles (where their team has use of pool vehicles, e.g. vans)
- Carry out periodic inspections and/or spot-checks to ensure staff are wearing PPE where necessary.

An annual report will be submitted to the Executive detailing health and safety activities and achievements for the previous financial year and setting out the plans for the forthcoming twelve-month period. The report includes appendices showing a breakdown of accidents to both employees and non-employees accident statistics from subsidiary companies, firms which deliver services which were previously in-house, such as the Leisure Centre, Pool in the Park and Housing, refuse contractors and grounds maintenance contractors.

The Health and Safety Committee will receive regular reports of accident statistics.

UNISON's Health and Safety Representative is entitled to investigate accidents and work related causes of sickness absence

Other Relevant Policies

To facilitate the implementation of common standards throughout the Council and provide the systems and procedures needed for employees to meet their health and safety responsibilities the following list of support documents are provided (hard and electronic copies are available).

These documents form part of the Council's Health and Safety Policy incorporating elements of planning and organising applicable both centrally and at each location. They include control measures based on risk assessments, best practice standards, monitoring and review procedures.

The majority of work activities are not considered high risk and the majority are common at a number of workplaces. Most workplaces will therefore be able to adopt similar standards of control. Any non standard risks will be identified through risk assessment and specific arrangements drawn up to control those risks.

This policy is supported by instructions, procedures and organisational arrangements and is to be applied to all activities carried out by the Council. Supporting documents include:

- Accident/dangerous incident reporting and recording, including accident form and accident reporting guidelines
- Asbestos Policy
- Driving on Council Business
- Electrical Safety Policy
- Fire And Evacuation Procedures
- Fire Risk Assessments
- Fire Safety Policy
- First Aid at Work Policy
- Handling Aggression at Work Policy
- Health and Safety Guidelines for the Employment of Contractors
- Lone Working Policy
- Risk assessments that have been completed and held by each department, and the associated risk assessment guidelines
- Safe Working Guidelines (this is a series of policies and guidance notes designed to ensure that we all work safely. Use your risk assessments, and apply this guidance to your particular section, adapting it to suit the needs of your particular situation.)
- Terms of Reference for the Health and Safety Committee
- Work Related Stress Policy

This list is not exhaustive. Other policies exist and can be found in the Health and Safety pages and People pages on ewok.

Business Manager

Note - in the absence of a Business Manager, the term "Business Manager" refers to another identified senior person in that Business Area.

Review Date

This policy will be reviewed every two years, and the next review date is 1 June 2015. However, the policy will be reviewed earlier than this if there has been a substantial change in circumstances which warrants this.

3 January 2014