

STAFF COMMITTEE

Date **31 MARCH 2014**

Title **REVISED CORPORATE HEALTH AND SAFETY POLICY**

1. PURPOSE/SUMMARY

By law under the Health and Safety at Work etc Act 1974, if you employ five or more people you must have a written health and safety policy.

This contains your statement of general policy on health and safety at work and the organisation and arrangements in place for putting that policy into practice.

The policy statement should be reviewed and possibly revised in the light of experience, or because of operational or organisational changes.

Our current Policy was introduced in 2012. It has now been fully reviewed and during this review the opportunity has been taken to completely re-write the policy and stream line it, to ensure that it is fit for purpose as a strategic over arching policy document.

2. KEY ISSUES

The following sections are detailed within the Policy:

- Health and Safety Policy Statement. This policy statement should be displayed within all our premises where staff work e.g. Fenland Hall, BASE, leisure centres, business centres and shops etc.
- Organisation – this section describes the principal responsibilities for health and safety within the Council, this includes Elected Members, Chief Executive, Corporate Management Team, Health and Safety Panel, heads of service, managers, Corporate Health and Safety Manager, facilities and premise managers and staff etc.
- Arrangements – this describes the health and safety documentation and procedures. These are based on three basic levels, namely Corporate (Codes of Practice), Service documentation (procedures and guidance) and Local documentation (procedures and requirements unique to a site or service).

3. RECOMMENDATION(S)

Staff Committee to approve this draft policy, which has been previously presented to the Corporate Management Team, Health and Safety Panel and Staff Side.

Wards Affected	N/A
Forward Plan Reference No. (if applicable)	N/A
Portfolio Holder(s)	N/A
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Background Paper(s)	N/A



Corporate Health & Safety Policy

2014 (Draft)

Introduction

This Health and Safety Policy Statement is the lead document for Health and Safety in Fenland District Council. All other health and safety documents at a corporate or service level will match or exceed the principles set out here. All people who work in or with the Council and those who use its services are encouraged to read this policy and to consider how they can contribute to achieving its aims.

Paul Medd

Chief Executive



Health and Safety Policy Statement

Fenland District Council recognises that good health and safety management supports the delivery of our Services for the people of Fenland. As part of the overall risk management process and culture, good health and safety management will help reduce risk of injury and loss; help promote a healthy workforce and help protect all who are affected by the Council's services.

Fenland District Council recognises and will meet its common law and statutory health and safety responsibilities. It will provide, so far as is reasonably practicable, a safe and healthy environment for its staff and all persons affected by its undertaking. This will be based on providing safe places of work, safe environments for leisure, safe systems of work, safe equipment and materials for use at work and individuals who are competent.

The District Council will maintain appropriate health and safety management systems, arrangements and organisational structures to ensure adequate health and safety for all people affected by its operations. It has adopted as its model for its health and safety management systems the HSE's "*Successful Health and Safety Management*" (HSG 65) and will measure its health and safety management systems against this model. The District Council will monitor and review the effectiveness of these systems.

Managers will ensure health and safety matters are an integral part of all activities and health and safety is given due consideration with other service commitments.

The District Council will endeavour to consult on significant health and safety issues with the workforce in good time to enable staff to express their views on health and safety issues. All staff must actively support the District Council's efforts by working with due regard to the safety of themselves and others. It expects and encourages similar support from contractors, partners and volunteers and co-operation from clients and other visitors who use its facilities or visit premises.

A handwritten signature in blue ink that reads "JP Medd".

Paul Medd Chief Executive

Date: March 2014

Organisation *(people and responsibilities)*

The following are the principal responsibilities for health and safety in Fenland District Council.

Members of the Cabinet and other Elected Members shall:

- Ensure that suitable resources and strategic direction are available to discharge the Council's health and safety responsibilities.
- Monitor, via reports, the overall performance of the Council's health and safety management systems.

The Chief Executive shall:

- Take overall responsibility for health & safety across the District Council, and lead in setting corporate policy and direction.

The Corporate Management Team (CMT) shall:

- Provide strategic direction and oversight of corporate health and safety strategies and policies.
- Ensure that robust health and safety management systems, arrangements and organisation exist in each of their services.
- Support the Chief Executive in meeting his safety responsibilities for the Council as a whole.
- Support the work of the Council's Health and Safety Panel.

The Health and Safety Panel

The Health and Safety Panel is the senior health and safety decision making body in the Council. The members of the Panel are managers / officers from their service and are "health and safety champions" within their service. The Panel discusses and agrees policy, codes of practice and strategy documentation and monitors health and safety performance across all services.

The Health and Safety Panel shall:

- Lead the development and implementation of corporate plans to drive improvements in Health and Safety performance and practice; taking into account statutory requirements.
- Share experience and best practice in health and safety, and inform corporate strategy and code of practice development from a service perspective.
- Ensure that appropriate management information systems and assurance processes are in place to monitor health and safety performance.
- Ensure that consistent arrangements are in place to manage key health and safety risks to the District Council.

Heads of Service shall:

- Ensure the service has adequate professional advice to enable them to comply with the legal and corporate standards applicable to the operations of the service.
- Ensure the development of health and safety documentation for their service that meet, as a minimum, the requirements of the law, as well as corporate codes of practice and standards.
- Ensure sufficient resources are allocated to meet health and safety obligations throughout the service.
- Monitor health and safety performance throughout their service.
- Review health and safety performance annually and provide a summary of that review for the Health and Safety Panel.
- Develop, as part of Service Planning, suitable health and safety plans that aim to meet corporate objectives and improve health and safety performance.
- Ensure staff are involved and consulted on relevant health and safety matters in good time and ensure that their views are considered.
- Ensure that health and safety training programmes are in place and monitored.

Managers shall:

- Implement corporate and team Health and Safety codes of practice, standards and procedures as applicable in their area of responsibility.
- Ensure all staff and others comply with the requirements of their team's health and safety documentation as well as any local health and safety requirements.
- Ensure that all work related hazards are identified and suitable and sufficient risk assessments are undertaken.
- Develop local procedures and safe working practices that implement team documentation and local risk assessments with the aim of eliminating or adequately controlling occupational risks.
- Ensure that they and their staff have adequate levels of competency to complete their work tasks safely and where necessary are provided with appropriate health and safety training relevant to the hazards in their work.
- Ensure that health and safety systems are maintained locally.
- Report and investigate incidents as required.

Corporate Health and Safety Manager shall:

- Act as the "competent person" as set out in the Management of Health and Safety at Work Regulations 1999.
- Provide appropriate advice and support to managers.
- Maintain up to date with legislation and best practice knowledge.
- Provide a range of services for teams to meet the team's health and safety and fire advice needs.

Facilities and Premises Managers shall:

- Familiarise themselves with the relevant corporate health and safety codes of practice affecting their role as Premises/Facilities Managers, as well as any service requirements.
- Take responsibility for those matters set out in corporate codes of practice as they apply to their building/s or site/s.

Assets and Projects shall:

- Fulfil the specific health and safety responsibilities set out in a range of codes of practice including:
 - Legionella
 - Asbestos
 - Pressure systems
 - Electricity
 - Fire
- Liaise with and co-operate with the premises managers responsible for specific buildings and sites.

Staff and volunteers shall:

- Familiarise themselves with the contents of this policy and those codes of practice and procedures that relate to their work.
- Work with due regard to the health and safety of themselves and others.
- Co-operate with and support managers in meeting their health and safety responsibilities.
- Draw attention to health and safety problems or deficiencies.

Contractors and partners shall:

- Co-operate and communicate with Fenland District Council on all relevant health and safety matters.
- Meet the health and standards required of them in the performance of the work activities undertaken with or on behalf of the District Council.

Safety Representatives

Safety Representatives, both Trade Union and Staff representatives are able to exercise their rights to:

- Conduct investigations in to reportable incidents.
- Represent the views of the staff to managers and to HSE Inspectors.
- Conduct inspections of the workplace.

Clients, service users and members of the public:

Clients, service users and members of the public are requested to co-operate with the health and safety arrangements put in place by Fenland District Council to protect them and the people who are providing a service for them.

Arrangements (*Health and Safety documentation and procedures.*)

The health and safety documentation is structured on three basic levels:

1. Corporate
2. Service
3. Local.

Level 1 The Corporate documentation is in the form of Codes of Practice. The Codes of Practice set out the overall position the Council takes on the issue covered and set out who is responsible and what must be done to meet the Code of Practice. In addition, there are Corporate Guidance documents where cross-service systems and documentation are needed e.g. accident reporting and fire safety.

The Codes of Practice aim to ensure that, as a minimum, the requirements of health and safety legislation are met. Services shall meet the requirements of corporate codes of practice as mandatory.

Level 2 Service documentation meets as a minimum the standards and requirements set out in the corporate documentation and takes the form of procedures and guidance for managers and staff working in the service.

Level 3 Local documentation covers any health and safety procedures and requirements unique to a site or service.

This policy will be subject to periodical revision and/or amendment under formal change procedures.