

AGENDA ITEM NO. 5

Staff Committee

Date **12 December 2016**

Title **Corporate Health and Safety Policy 2017**

1. PURPOSE/SUMMARY

A 'Health and Safety Policy' sets out the general approach, objectives (the vision) and the arrangements in place for managing health and safety within an organisation. It is a unique document that says who does what, when and how.

By law, if an organisation has five or more employees, then it has to be written down. This policy demonstrates to staff and everyone else the commitment towards health and safety. It also describes how the organisation will implement and monitor health and safety. A policy will only be effective if acted upon and followed by staff within an organisation.

A review of this policy is a requirement within the Council's Corporate Health and Safety Action Plan.

This draft policy has been through a consultation process and has been agreed by CMT, Health and Safety Panel and Staff Side. Two versions of the Policy are included, one version showing tracked changes and the other version showing a final draft for ease of reading. The Policy now requires formal approval by Staff Committee.

2. KEY ISSUES

This draft policy is split into three sections:

- Health and Safety Policy Statement
- Organisation of People and Responsibilities
- Arrangements and Documentation of Policy and Practice

Health and Safety Policy Statement – this is a one page document signed by the Chief Executive that sets out the Council's commitment towards health and safety. It is displayed on staff notice boards so that staff and others can see our commitment.

Organisation of People and Responsibilities – this sets out the responsibilities for the following:

- Management
- Individuals
- Health and Safety Panel Members
- Staff Safety Representatives

Arrangements and Documentation of Policy and Practice – this details the arrangements and documentations which is structured on three levels:

- Level 1 - Corporate
- Level 2 - Service
- Level 3 - Local

Within this section it also details on consultation of health and safety matters and policy, including monitoring and reviewing health and safety performance.

This Policy also includes a list of the supporting Council Health and Safety Codes of Practice, which are published on the Intranet.

The Policy will also be subject to periodical revision and/or amendments.

3.RECOMMENDATION(S)

That Staff Committee formally approve this draft policy for implementation within the Council.

Wards Affected	All
Forward Plan Reference No. (if applicable)	N/A
Portfolio Holder(s)	
Report Originator	David Vincent Health, Safety & Emergency Planning Manager Email: dvincent@fenland.gov.uk Tel: 01354 622530
Contact Officer(s)	David Vincent - Health, Safety & Emergency Planning Manager Email: dvincent@fenland.gov.uk Tel: 01354 622530 Sam Anthony - Head of HR & OD Email: santhony@fenland.gov.uk Tel: 01354 622268 Rob Bridge - Corporate Director & Chief Finance Officer Email: robbridge@fenland.gov.uk Tel: 01354 622201
Background Paper(s)	N/A



Corporate Health & Safety Policy

| [April January 20176 - 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 "[Managing for Health and Safety](#) ~~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 [including trade union\(s\)](#) 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.

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Paul Medd
Chief Executive

Date: [January April-2017](#)~~6~~

Organisation of (people and responsibilities)

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The following are the principal responsibilities for health and safety in Fenland District Council. The principal responsibilities for health and safety in Fenland District Council (FDC) are set out below. These responsibilities are determined according to level of accountability and responsibility within the organisation according to the following definitions:-

- Policy makers; include Elected Members, Chief Executive and direct reports, including Corporate Directors;
- Planners; include Heads of Service; and
- Implementers; include Line Managers and Supervisors.

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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; and
- Promote a positive health and safety culture in FDC.-

The Chief Executive shall:

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

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The Corporate Management Team (CMT) shall:

- Provide strategic direction and oversight of corporate health and safety strategies and policies;:-
- Establish strategies to implement policy and integrate these into the general activities of the Council;
- Agree plans for improvement and reviewing progress to develop the organisation and the policy;
- Authorise new or revised codes of practice or procedures;
- Ensure that health and safety performance is regularly reviewed; and
- Take responsibility for co-ordinating health and safety arrangements to ensure a one team approach.

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Each Corporate Director shall:

- Be accountable for ensuring that their Services comply with corporate health and safety policy; and

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- Establish and additional local policies, management organisation and procedures necessary to ensure safe service delivery.
- 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.

Each Head 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.

Line Managers and Supervisors 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;
- Be accountable for arranging for their staff to be given the information, instruction and training they need to undertake work safely and supervise them to ensure they act on it;
- Ensure timely feedback to senior management on deficiencies in plans, standards, procedures and systems; and
- Report and investigate incidents as required through the Accident and Near Miss Reporting code of practice.

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Corporate Health and Safety Manager shall:

- Provide expert advice to the Chief Executive, CMT and Senior Managers and act as the “competent person” as set out in the Management of Health and Safety at Work Regulations 1999;
- Prepare and publish FDC’s health and safety codes of practice and guidance;
- Advise on identifying hazards, assessing risks and identifying suitable means of control;
- Maintain the procedures for recording, reporting, investigation and analysis of accident, incidents and the cases of ill-health;
- Provide appropriate advice and support to managers;
- Maintain up to date with legislation and best practice knowledge;
- Liaise with nominated health and safety champions from Services;
- Undertake performance measurement in health and safety;
- Raise matters of serious health and safety concern with the nominated Corporate Director and the Chief Executive;
- Represent the Chief Executive regarding health and safety inspections and investigations by enforcement agencies;
- Liaise with enforcement agencies and other lead bodies to enable best practice in health and safety;
- Audit the health and safety management system.

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The Health and Safety Panel

The Health and Safety Panel is the senior health and safety decision making body in the Council and meets quarterly. The members of the Panel are managers / officers / safety representatives 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.

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Health and Safety Panel Members shall:

- Promote a positive health and safety culture to secure the effective implementation of the policy;
- Identify hazards, assess risks and identify suitable means of control;
- Liaise with managers on all aspects of health and safety;
- Ensure effective communications across the service on health and safety issues;
- Assist in development of service level policy and procedures as applicable;
- Monitor incidents to promote prevention measures; and
- Provide escalation route from operational teams to relevant specialists.

Employees shall:

- Take reasonable care for the health and safety of themselves, and of others who may be affected by their actions, or failure to act;
- Co-operate with the employer or any other person, to enable them to perform and comply with any duties or requirements imposed on them;
- Remedy any unsafe situation within their competence or report such to their manager or supervisor in the first instance, who will ensure that appropriate action is taken;
- Notify their manager or supervisor of any short comings in protective measures;
- Not misuse or interfere with anything that is provided for health and safety; and
- Use machinery, equipment, substances and any safety device according to their training or instruction and in compliance with the law.

Staff Safety Representatives

- FDC encourages full and effective joint consultation with trade unions on all matters of Health and safety. Unions are encouraged to appoint safety representatives in workplaces and will support them in carrying out their duties within the framework of the Safety Representatives' and Safety Committees' Regulations 1977.

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.

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.

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- ~~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.~~

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~~

~~o 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 these 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 and documentation of policy and practice** (Health and Safety documentation and procedures.)~~

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

1. Corporate
2. Service
3. Local.

~~Level 1 -Corporate~~

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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

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Services 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

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

Consultation

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All corporate health and safety policy is determined via formal consultation procedures to agree standards of health and safety acceptable to those at risk. These procedures are co-ordinated by the Health and Safety Panel as detailed within this policy.

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Monitoring and review

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An annual report will be produced by the Corporate Health and Safety Manager, and published on the Intranet. This will include a review of the accident/injury/incidents reported and recommend any actions for improving performance.

Supporting Codes of Practice

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The supporting Health and Safety Codes of Practice are available on the Intranet, under the Health and Safety section. They are listed below:

- Accident and Near Miss Reporting
- Asbestos
- Control of Contractors
- Control of Substances Hazardous to Health (COSHH)
- Driving at Work
- Display Screen Equipment
- Electrical Safety
- Fire Safety
- First Aid
- Gas Safety

- Health and Safety Training
- Health Surveillance
- Legionella
- Lone Working
- Manual Handling
- ~~Needlesticks and~~ Sharps
- ~~Noise at Work~~
-
- Personal Protective Equipment
- Pressure Systems
- Risk Assessment
- Security Threats
- Smoke-Free Workplace
- Violence and Aggression
- Working at Height
- Work Equipment

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

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Corporate Health & Safety Policy

January 2017
(Final Draft)

Health and Safety Policy Statement

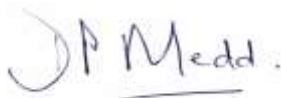
Fenland District Council recognises that good health and safety management supports the delivery of our Services for the people of Fenland. As part of the overall risk management process and culture, good health and safety management will help reduce risk of injury and loss; help promote a healthy workforce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

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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 including trade union(s) 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.



Paul Medd
Chief Executive

Date: January 2017

Organisation of people and responsibilities

The principal responsibilities for health and safety in Fenland District Council (FDC) are set out below. These responsibilities are determined according to level of accountability and responsibility within the organisation according to the following definitions:

- **Policy makers**; include Elected Members, Chief Executive and direct reports, including Corporate Directors;
- **Planners**; include Heads of Service; and
- **Implementers**; include Line Managers and Supervisors.

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; and
- Promote a positive health and safety culture in FDC.

The Chief Executive shall:

- Take overall responsibility for health & safety across the 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;
- Establish strategies to implement policy and integrate these into the general activities of the Council;
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- Ensure that health and safety performance is regularly reviewed; and
- Take responsibility for co-ordinating health and safety arrangements to ensure a one team approach.

Each Corporate Director shall:

- Be accountable for ensuring that their Services comply with corporate health and safety policy; and
- Establish and additional local policies, management organisation and procedures necessary to ensure safe service delivery.

Each Head 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;
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- 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.

Line Managers and Supervisors 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;
- Be accountable for arranging for their staff to be given the information, instruction and training they need to undertake work safely and supervise them to ensure they act on it;
- Ensure timely feedback to senior management on deficiencies in plans, standards, procedures and systems; and
- Report and investigate incidents as required through the Accident and Near Miss Reporting code of practice.

Corporate Health and Safety Manager shall:

- Provide expert advice to the Chief Executive, CMT and Senior Managers and act as the "competent person" as set out in the Management of Health and Safety at Work Regulations 1999;
- Prepare and publish FDC's health and safety codes of practice and guidance;
- Advise on identifying hazards, assessing risks and identifying suitable means of control;

- Maintain the procedures for recording, reporting, investigation and analysis of accident, incidents and the cases of ill-health;
- Provide appropriate advice and support to managers;
- Maintain up to date with legislation and best practice knowledge;
- Liaise with nominated health and safety champions from Services;
- Undertake performance measurement in health and safety;
- Raise matters of serious health and safety concern with the nominated Corporate Director and the Chief Executive;
- Represent the Chief Executive regarding health and safety inspections and investigations by enforcement agencies;
- Liaise with enforcement agencies and other lead bodies to enable best practice in health and safety;
- Audit the health and safety management system.

The Health and Safety Panel

The Health and Safety Panel is the senior health and safety decision making body in the Council and meets quarterly. The members of the Panel are managers / officers / safety representatives 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.

Health and Safety Panel Members shall:

- Promote a positive health and safety culture to secure the effective implementation of the policy;
- Identify hazards, assess risks and identify suitable means of control;
- Liaise with managers on all aspects of health and safety;
- Ensure effective communications across the service on health and safety issues;
- Assist in development of service level policy and procedures as applicable;

- Monitor incidents to promote prevention measures; and
- Provide escalation route from operational teams to relevant specialists.

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- Take reasonable care for the health and safety of themselves, and of others who may be affected by their actions, or failure to act;
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- Remedy any unsafe situation within their competence or report such to their manager or supervisor in the first instance, who will ensure that appropriate action is taken;
- Notify their manager or supervisor of any short comings in protective measures;
- Not misuse or interfere with anything that is provided for health and safety; and
- Use machinery, equipment, substances and any safety device according to their training or instruction and in compliance with the law.

Staff Safety Representatives

- FDC encourages full and effective joint consultation with trade unions on all matters of Health and safety. Unions are encouraged to appoint safety representatives in workplaces and will support them in carrying out their duties within the framework of the Safety Representatives' and Safety Committees' Regulations 1977.

Arrangements and documentation of policy and practice

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

1. Corporate
2. Service
3. Local.

Level 1 -Corporate

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

Services documentation meets as a minimum the standards and requirements set out in the corporate documentation and take the form of procedures and guidance for managers and staff working in the service.

Level 3 - Local

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

Consultation

All corporate health and safety policy is determined via formal consultation procedures to agree standards of health and safety acceptable to those at risk. These procedures are co-ordinated by the Health and Safety Panel as detailed within this policy.

Monitoring and review

An annual report will be produced by the Corporate Health and Safety Manager, and published on the Intranet. This will include a review of the accident/injury/incidents reported and recommend any actions for improving performance.

Supporting Codes of Practice

The supporting Health and Safety Codes of Practice are available on the Intranet, (Health and Safety). They are listed below:

- Abuse, Aggression and Violence
- Accident and Near Miss Reporting
- Asbestos Management
- Control of Substances Hazardous to Health (COSHH)
- Driving at Work
- Display Screen Equipment
- Electrical Safety
- Fire Safety
- First Aid
- Gas Safety
- Health and Safety Training
- Health Surveillance
- Legionella
- Lone Working
- Management of Contractors
- Manual Handling

- Sharps
- Noise at Work
- Personal Protective Equipment
- Pressure Systems
- Risk Assessment
- Security Threats
- Smoke-Free Workplace
- Work Equipment
- Working at Height

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