

# Health & Safety Policy

## General Statement of Intent & Arrangements

(SHDC/HS/Policy)

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## Health & Safety Policy – General Statement of Intent

South Holland District Council (SHDC) is committed to the health, safety and welfare of our employees and others who may be affected by our activities.

We will make provisions for health, safety and wellbeing according to the Health & Safety at Work etc. Act 1974 and subsequent regulations made under the Act. As an organisation we will comply with our legislative requirements.

We will provide, according to the Health & Safety at Work etc. Act 1974, so far as is reasonably practicable:

- Safe plant and machinery;
- Safe systems of work;
- Safe handling, storage and use of substances;
- Information, instruction, training and supervision so that employees are competent in their job;
- Control and maintenance of the workplace;
- Safe access and egress;
- A safe working environment.

SHDC recognises that employees are a vital asset, and is committed to the prevention of injury and ill health, and to the health, safety and welfare of non-employees, who may be affected by the Council's work activities.

We have developed various audit/inspection tools as our mechanism for achieving this. In doing so, we will strive for continual improvement in our management of health and safety.

SHDC will:

- Recognise that safety is of paramount importance and an integral part of all its activities;
- Be committed to the systematic identification of hazards, control of risk and compliance with applicable legal requirements and other requirements to which it subscribes;
- Communicate and consult with employees on matters relating to the health and safety, policies, procedures guidance and performance monitoring;
- Establish and maintain an effective health and safety management structure with individual posts having clearly defined safety responsibilities and competencies;
- Provide adequate financial, human and physical resources to provide a working environment that protects the health and safety of our employees and those using our facilities.

However, successful implementation will rely heavily on the co-operation of those who actually carry out the work and take the risks, to act responsibly and to do everything they can to prevent personal injury to themselves, other employees and those affected by our activities.

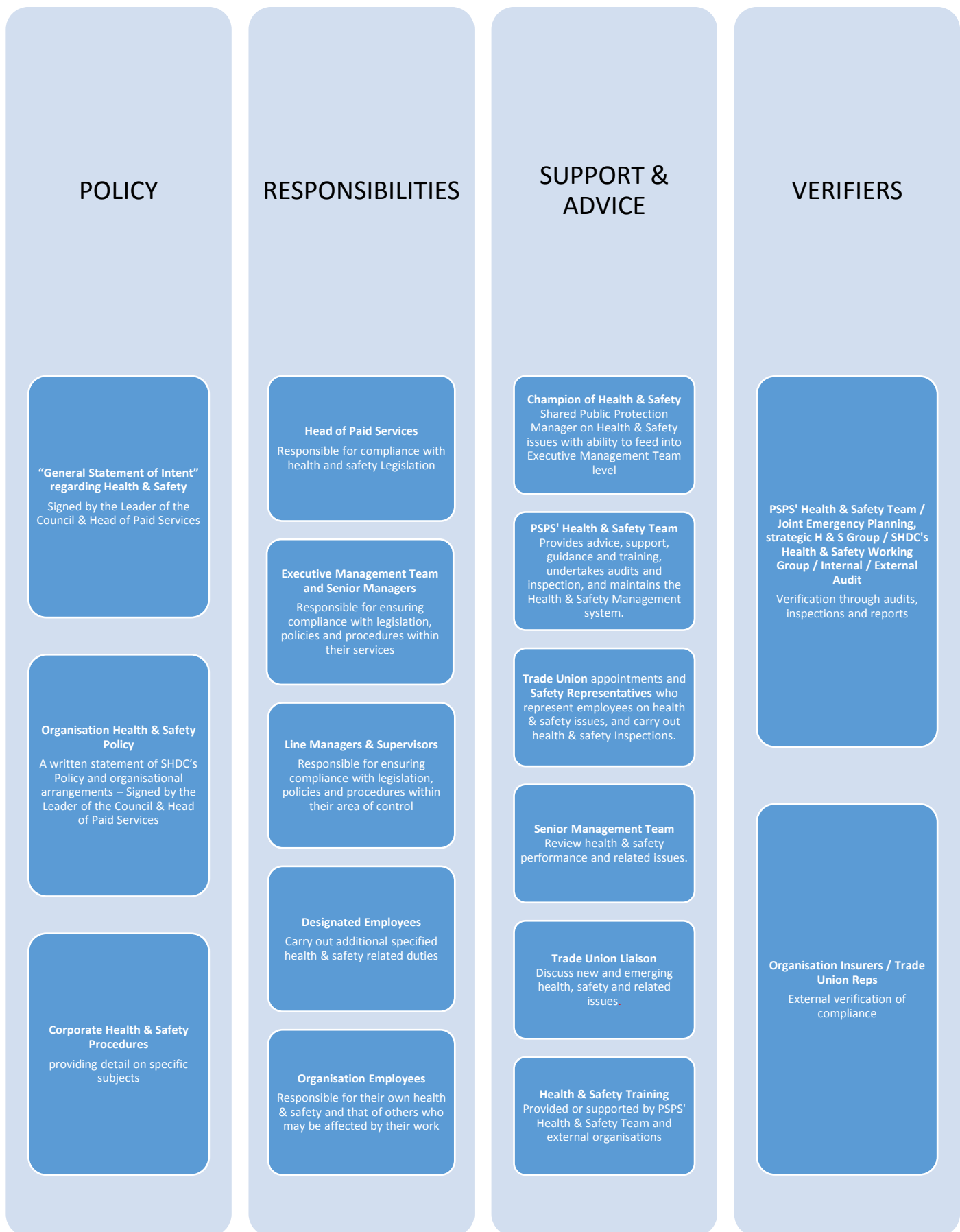
The Head of Paid Services, Executive Management Team, Senior Managers, Line Managers and Supervisors have defined responsibilities for the management of health and safety, as detailed in the Arrangements under "Responsibilities". Their performance and that of SHDC as a whole will be regularly monitored. Details of the management structure and the arrangements for implementing the Policy are contained within this document.

The overall responsibility for this Policy rests with the Leader of the Council and the Head of Paid Services. They will be assisted by the Executive Management Team and PSPS' Health & Safety Team in ensuring that the Health & Safety Policy is implemented, developed, monitored and reviewed.

Signed: \_\_\_\_\_ (Leader of the Council) Dated: \_\_\_\_\_

Signed: \_\_\_\_\_ (Head of Paid Services) Dated: \_\_\_\_\_

# SHDC's Health & Safety Management



## Policy Governance

The following table identifies who is accountable, responsible, informed or consulted with in regard to this procedure.

- Responsible – the person(s) responsible for developing the procedure;
- Accountable – the person(s) who has ultimate accountability and authority for the procedure;
- Consulted – the person(s) or groups to be consulted prior to final procedure implementation or amendment;
- Informed – the person(s) or groups to be informed after procedure implementation or amendment.

<b>Responsible</b>	<b>Executive Director for Place and PSPS' Health &amp; Safety Manager</b>
<b>Accountable</b>	<b>Head of Paid Services</b>
<b>Consulted</b>	<b>Joint Emergency Planning, Strategic H &amp; S Group &amp; SHDC's Health &amp; Safety Working Group Members (including representation from unions recognised by SHDC).</b>
<b>Informed</b>	<b>ALL employees of SHDC</b>

## Health & Safety Policy – Arrangements

### 1. Responsibilities

Whilst SHDC, as the employer, has overall responsibility for ensuring the health, safety and welfare of all its employees, and those not in their employ, various aspects of the Health & Safety Policy have been delegated as shown below:

**The Leader of the Council & Elected Members** have significant influence and responsibility for health and safety in terms of providing leadership, direction, strategy and appropriate budget setting allowing for the safe management of health and safety. They are not responsible for day-to-day management of health and safety.

**The Head of Paid Services** shall have overall responsibility for health and safety across SHDC, and lead in setting corporate Policy and direction.

**Executive and Senior Management Teams** are responsible for:

- Supporting the Head of Paid Services in meeting their health and safety responsibilities for SHDC.
- Ensuring that that robust health and safety management systems exist within SHDC and that all Service Areas demonstrate compliance.

**Champion of Health & Safety (Shared Public Protection Manager)** leads on health and safety issues at the senior management team level, including:

- Providing overall support and direction to PSPS' Health & Safety Team;
- Chairing SHDC's Health & Safety Working Group on behalf of the Executive Director for Place.

**Joint Emergency Planning, Strategic H & S Group** sits between both Breckland and South Holland Council's, and exists to formally sign-off Health and Safety Policies and Procedures, reports and guidance. It will also monitor performance and hold managers to account for non-compliance in their respective areas. These meetings will be chaired by the Executive Director for Place, who sits on the Executive Management Team (EMT).

**Health & Safety Working Group** is responsible for ensuring effective communication, and consultation in matters involving the health, safety and welfare of all those affected by the work of SHDC.

**Service Managers** are accountable to the Head of Paid Services and Executive and Senior Management Teams for ensuring that SHDC's Health & Safety Policy and procedures are complied with within their Service Areas. Duties may be delegated (but not responsibility) to their Managers, and other delegated employees as necessary, but they remain responsible for:

- Being familiar with SHDC's Health & Safety Policy and procedures, and any relevant risk assessments and safe systems of work;
- Providing leadership on occupational health and safety;
- Ensuring the availability of resources essential to establish, implement, maintain and improve the health and safety management system;
- Defining roles, allocating responsibilities and accountabilities, and delegating authorities, to facilitate effective health and safety management;
- Ensuring by means of job descriptions or by other means such as annual reviews that Managers, and others in supervisory roles, are made aware of the areas and extent to their specific health and safety responsibilities;
- Ensuring that such measures necessary (including disciplinary action, training, etc.) are taken to prevent, so far as is reasonably practicable, any breach of health and safety procedures or legislation;
- Co-operating with trade union health and safety representatives in accordance with agreed processes;
- Ensuring adequate inspections and monitoring of health and safety procedures are undertaken;
- Ensuring the systematic assessment of hazards and the effective implementation of risk management systems;
- Ensuring the maintenance of statutory and other testing and examination of equipment and the keeping of registers and records where necessary is undertaken;
- Ensuring the necessary information, instruction, training and supervision is provided to their employees;
- Keeping themselves informed of incidents or accidents within their area of control, and ensure that action is taken in order to prevent recurrence;
- Ensuring the effective safety management of contractors carrying out works within their area of responsibility;
- Providing adequate time and facilities for safety representatives;
- Ensuring that the necessary resources are available to employees to fulfil their health and safety obligations;
- Appointing suitable trained and qualified "designated employees" to carry out specified health and safety duties within their Service Areas;

**Line Managers and Supervisors** are accountable for the effective implementation of the Health & Safety Policy and procedures within their area of control. Whilst some duties may be specifically designated, those having a management or supervisory responsibility will be responsible for:

- Ensuring they are familiar with SHDC's Health & Safety Policy and procedures and any relevant risk assessments and safe systems of work;
- Ensuring they are aware of health and safety requirements and provide information, instruction, training and supervision to new and existing employees under their control to ensure, as far as reasonably practicable, their health and safety and that of others affected by their activity;
- Carrying out a first day induction for all new employees, agency workers and contractors;
- Ensuring that employees under their control are adequately trained and fully aware of the hazards involved in the work undertaken;
- Communicating the key findings of risk assessments related to the work undertaken by employees under their control;
- Developing safe systems of work and, by information, instruction, training and supervision, particularly in the case of young and inexperienced workers, ensure maximum safety for all employees;
- Ensuring that any information, instruction and training is understood and recorded;
- Reporting and investigating all accidents, incidents, near misses and violent and aggressive incidents with a view to taking such measures to prevent recurrence;

- Undertaking inspections and monitoring to ensure that safety measures are being maintained and that all employees are following safety instructions and safe practices;
- Ensuring that Team Meetings regularly occur and always include Health & Safety as a standing item, providing opportunities for employees to be consulted on matters which affect their health, safety and wellbeing;
- Co-operating with trade union health and safety representatives in accordance with agreed processes;
- Arranging for the provision of safety equipment and protective clothing, where necessary;
- Ensuring all training is completed in a timely manner to ensure compliance;
- Ensuring, where employees work away from their normal office location, that their health and safety is suitably managed e.g. Home working

**Designated Employees** – Management may designate specific employees to carry out specified health and safety duties in addition to their normal duties and responsibilities. This may include for example:

- Champion of Health & Safety;
- Health & Safety Working Group Members;
- Fire Wardens;
- First Aiders / Appointed Persons.

**ALL Employees:**

- Must familiarise them with, and conform to, SHDC’s Health & Safety Policy, procedures and/or guidance;
- Must work with due regard to the health and safety of themselves and that of others who may be affected by their work/activities;
- Must co-operate with SHDC, including complying with all safety instructions given by their line management, to ensure that its obligations with regards to health and safety are complied with;
- Must notify their Line Manager/Supervisor immediately of any health and safety issues or concerns that they have, are not able to put right or are outside their control;
- Must report all accidents, incidents and near misses to their Line Manager/Supervisor;
- Must not interfere with, or misuse, anything provided by SHDC in the interest of health and safety;
- Must ensure that all tools and equipment provided by SHDC are properly used in accordance with the manufacturer’s, supplier’s and/or installer’s instructions and report any defects to their Line Manager/Supervisor immediately;
- Are required to complete any relevant health and safety training assigned to them by SHDC;
- When working away from their normal office environment, must ensure they consider their own health and safety and that of others who may be affected by their work e.g. Home working...
- When working in a different building, they also have a duty to make themselves aware of the local rules and procedures for that building, and adhere to these.

**PSPS’ Health & Safety Team (Competent Persons)** oversees the implementation of the Health & Safety Policy and procedures on behalf of SHDC, ensuring they comply with current legislation. In particular, PSPS’ Health & Safety Team has a responsibility to:

- Provide advice, guidance and support to SHDC on all health, safety and welfare, including on:
  - New legislation and its impact on SHDC
  - Risk assessments, where appropriate;
  - Safe systems of work for operations undertaken by SHDC and review and report on safety recommendations issued;
  - The management of contractors;
- Develop and review the corporate Health & Safety Policy, procedures and guidance which provide detail on specific health and safety requirements;
- Manage and maintain SHDC’s health and safety management framework;
- Audit and inspect as necessary SHDC’s operations and advise appropriate Directors, Service Managers, Line Managers and Supervisors of any actions necessary to ensure compliance with the Policy and procedures, recording/monitoring high-risk actions;
- Maintain an overview of fire safety within SHDC, including within premises occupied by SHDC’s employees;

- Provide quarterly health and safety performance reports to the Joint Emergency Planning, Strategic H & S Group and the Health & Safety Working Group and an annual health and safety performance report to the Head of Paid Services and Executive Management Team.
- Attend Health & Safety Working Group meetings to highlight/report on health and safety matters;
- Advise on and, as necessary, facilitate the provision of training courses in accordance with the corporate training programme, including induction training and e-learning, and ensuring compliance;
- Investigate, as necessary, accidents, incidents and near misses and recommend corrective action;
- Disseminate new information on health and safety matters as appropriate;
- Take immediate direct action in cases of imminent danger, where that action cannot be taken by Managers or Supervisors;
- Record and review details of accidents, incidents or near misses at work and provide advice on ways in which recurrence could be minimised.
- Liaise, where required, with the Health & Safety Executive (HSE) and other enforcement authorities and external bodies on health and safety issues.

**Human Resources Team** are responsible for:

Ensuring that the employee information provided to PSPS' Health & Safety Team is accurate and up to date.

**Contractors and Business Tenants must:**

- Effectively and efficiently co-operate and communicate with SHDC on all relevant health and safety matters before and during their tenure with SHDC.
- Meet the health and safety standards required of them in the performance of the work activities undertaken with or on behalf of SHDC.

**Safety Representatives**, both Trade Union and employees, are able to exercise their rights to:

- Get involved in investigations for reportable accidents/incidents;
- Represent the views of the employees to Manager and to HSE Inspectors.
- Undertake inspections of the workplace and formally report back to Management and PSPS' Health & Safety Team.
- Be consulted on any changes to corporate and local documentation.

**Clients, Service Users and Members of the Public** are requested to co-operate with the health and safety arrangements put in place by SHDC to protect them and the people who are providing a service to them.

## 2. Joint Emergency Planning, Strategic H & S Group

The Group oversees the Health and Safety Compliance for both Breckland and South Holland District Council's.

This group is critical to ensuring the Joint Management Team for both Council's are informed on their current standing in respect of Health and Safety.

The Joint Group will meet:

- Once every four months;
- To receive, review and question the Quarterly reports provided by the PSPS H & S Team;
- To formally sign-off Health and Safety Policies and Procedures, reports and guidance;
- To monitor both Councils' H & S performance and hold managers to account for non-compliance in their respective areas;
- To consider any safety audit and inspection reports of SHDC's work places and/or activities and contribute to any improvement plan;

The membership of the Joint Group shall be as follows:

- Executive Manager for Place (Chair)
- Representative(s) from PSPS' Health & Safety Team
- Representative(s) from Emergency Planning Teams



- Representative(s) from SHDC Human Resources and PSPS Human Resources (Representing SHDC)
- Place Managers from both South Holland and Breckland Council's

### 3. Health & Safety Working Group

SHDC's Health & Safety Working Group exists to ensure effective communication, monitoring of performance and consultation in matters involving the health, safety and welfare of all those affected by the work of SHDC.

The Working Group will meet:

- Once every six months;
- To review SHDC's Policy and procedures for health, safety and welfare, both statutory and otherwise and monitor their effectiveness;
- To act as a consultation mechanism for employees of SHDC;
- To review forthcoming legislation, assess its implications and where appropriate make recommended changes to existing policies/practices or contribute to the development of new ones;
- Consider and take action as appropriate on reports from Trade Union appointed Safety Representatives;
- To receive safety data relating to reportable (and non-reportable) accidents, incidents and near misses to consider the effectiveness of any remedial action taken to prevent future similar incidents;
- To consider reports and factual information provided by inspectors of the HSE under the Health & Safety at Work etc. Act 1974, or any other relevant enforcement authority and to establish and maintain effective links with such persons;
- To consider relevant health, safety and welfare matters raised by members of the Working Group that remain unresolved after management intervention; and
- To note the appointment and consider the activities of Trade Union Safety Representatives as required by the relevant legislation.

The membership of the Working Group shall be as follows:

- Shared Public Protection Manager (Chair)
- Representative(s) from PSPS' Health & Safety Team
- Representative(s) from recognised Trade Unions
- Representative(s) from each Service Area

### 4. Trade Unions

SHDC is committed to working with the recognised trade unions with regards to the appointment of safety representatives, co-operation on inspections and fulfilling 'safety committee' requirements of Regulation 9 of the Safety Representatives and Safety Committees Regulations 1977.

### 5. Health & Safety in Partnership Working & Contracted Out Work

The responsibilities for health and safety in partnership working and contracted out work will be determined by the nature of the contract between SHDC and the partner/contractor.

Construction contracts will be governed by The Construction (Design and Management) Regulations 2015 (CDM 2015), other contracts will be subject to SHDC's procurement rules and the Contractor Management procedure which is available on the intranet.

Contracting out work or services does not exclude SHDC from its health and safety responsibilities or risk from prosecution.

## 6. Enforcements & Penalties

Enforcement and penalties for breaches of health and safety law fall under the Health & Safety Executive in conjunction with the “fee for intervention” and “sentencing” structure.

The HSE can issue a notification of contravention, an improvement or prohibition notice, or a prosecution where they believe there has been a “material breach” of health and safety legislation.

## 7. Policies, Procedures & Guidance

SHDC’s Health & Safety Policy and procedures have been developed on specific hazards encountered within SHDC. These are available in the [Health & Safety section](#) on SHDC’s Intranet.

## 8. Health & Safety Training/Competence

The health and safety training requirements for all employees will be identified on recruitment and at the individual’s annual appraisal. Key corporate health and safety training is documented in SHDC’s Health & Safety Training Matrix on the intranet.

Advice on specialist courses is available from PSPS’ Health & Safety Team.

## 9. Monitoring

The monitoring of this Policy will be carried out by PSPS’ Health & Safety Team, actively through health and safety auditing and inspections and reactively by the investigation of accident, incidents, near miss, violent incidents and ill health statistics produced and reported on a regular basis.

All monitoring activity will be reported to the Joint Emergency Planning, Strategic, H & S Group and if necessary escalated to the Executive Management Team.

An annual Health & Safety Performance Report will, as a minimum, be provided to SHDC by PSPS’ Health & Safety Team.

## 10. Review

This procedure will be subject to a review every three years by PSPS’ Health & Safety Team or sooner should there be changes to health and safety legislation and guidance to/within SHDC, or a change of circumstances that dictate a review.

Details of the review and any recommendation will be provided to the Joint Emergency Planning and H & S Group.

## 11. References

- HSE’s Website – [Health & Safety at Work etc. Act 1974](#)
- HSE’s Website – [Managing for Health & Safety](#)
- [Management of Health & Safety at Work Regulations, 1999](#)

## 12. Related Documents

- Health & Safety Training Matrix
- Contractor Management Procedure

## 13. Document Control

### *Version & Approval Control*

<b>Issue Number</b>	<b>Author/Approver</b>	<b>Issue Date</b>	<b>Reason for Issue</b>
0.1	PSPS Health & Safety Team	25/03/2020	Redevelopment of previous Policy – Issued only to Sarah Shipley
0.2	SHDC SMT	15/09/2020	Revisions after consultation with SMT
0.3	PSPS Health & Safety Team	22/10/2020	Minor revisions after consultation with SHDC H & S Group