

# Health & Safety Policy

## General Statement of Intent & Arrangements

(SHDC/HS/Policy)

Issue Number	Author/Approver	Issue Date	Reason for Issue
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
0.4	SHDC PDP	04/11/2020	No Changes
<b>1.0</b>	SHDC Cabinet	15/12/2020	Final Approval
<b>2.0</b>	PSPS Health & Safety Team	25/05/2022	Minor amendments following the formation of the Partnership
<b>3.0</b>	PSPS Health & Safety Team	18/12/2023	Full Review
<b>4.0</b>	PSPS Health & Safety Team		Review for alignment

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## Health & Safety Policy – General Statement of Intent

South Holland District Council (hereafter referred to as The Council) 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 trained and competent to fulfil their role safely
- Safe access and egress
- Control and maintenance of the workplace, ensuring adequate arrangements with regards to facilities and welfare
- A safe working environment.

The Council recognises that employees are a vital asset and is committed to the prevention of injury and ill health to all employees, and also 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.

The Council 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 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.

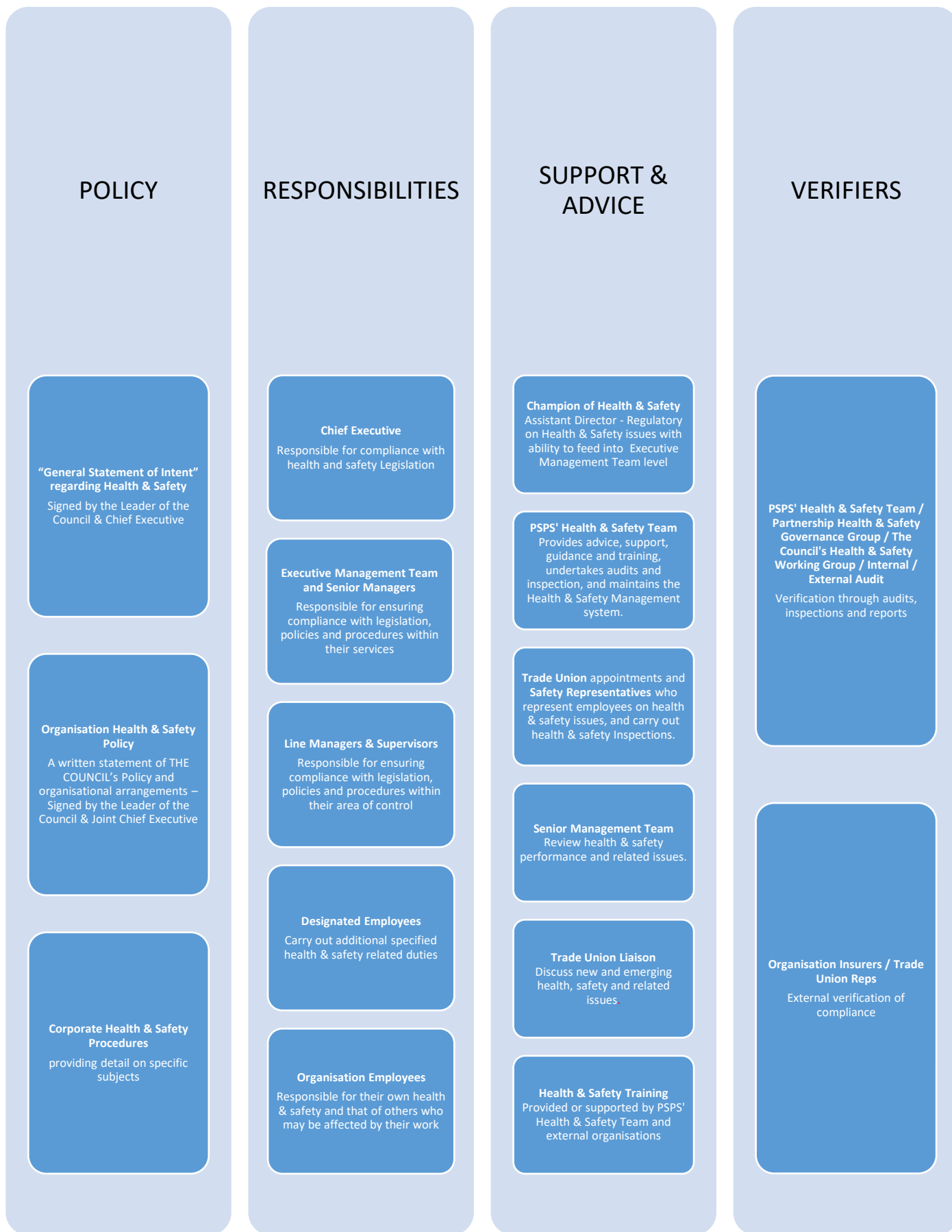
The Chief Executive, Corporate Management team, Senior Managers, Line Managers and Supervisors have defined responsibilities for the management of health and safety, as detailed in the Arrangements under "Responsibilities". Their performance and that of The Council, will be regularly monitored. Details 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 Chief Executive. They will be assisted by the Corporate 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: \_\_\_\_\_ (Chief Executive) Dated: \_\_\_\_\_

# THE COUNCIL's Health & Safety Management



## Policy Governance

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

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

<b>Responsible</b>	<b>Assistant Director - Regulatory</b>
<b>Accountable</b>	<b>Chief Executive</b>
<b>Consulted</b>	<b>Partnership Health &amp; Safety Governance Group, The Council's Health &amp; Safety Working Group Members (including representation from unions recognised by The Council).</b>
<b>Informed</b>	<b>ALL employees of The Council</b>

## Health & Safety Policy – Arrangements

### 1. Responsibilities

**The Council** is responsible for the health, safety and welfare of employees and others who may be affected by their activities.

**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.

**Chief Executive** shall have overall responsibility for health and safety across The Council, and lead in setting corporate Policy and direction.

**Deputy Chief Executives and Assistant Directors (Corporate Management Team)** are responsible for:

- Supporting the Chief Executive in meeting their health and safety responsibilities for The Council.
- Ensuring that robust health and safety management systems exist within The Council and that all Service Areas demonstrate compliance.

**Partnership Health & Safety Governance Group** partnership and are responsible for formally signing 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 Assistant Director - Regulatory, who sits on the Corporate Management Team (CMT).

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

**Service Managers** are accountable to the Deputy Chief Executives and Assistant Directors (Corporate Management Team) for ensuring that The Council's Health & Safety Policy and procedures are complied with within their Service Areas. Duties may be delegated to their Line Managers and Supervisors, but they remain responsible for:

- Being familiar with The Council'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
- Ensure a representative from each service attends the H&S working group and allow adequate time for prior consultation with their workforce, attendance of meetings and for sharing of relevant H&S information with the workforce following meetings
- Defining roles and allocating responsibilities to facilitate effective health and safety management
- Ensuring by means of job descriptions and regular reviews that Line Managers and Supervisors understand and fulfil their specific health and safety responsibilities
- Ensuring that such measures necessary (including investigation, training, reviews, monitoring 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, servicing and testing 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
- Report any specified workplace incidents in liaison with The Health & Safety Manager under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulation 2013 (RIDDOR)
- Ensuring the effective safety management of contractors carrying out works within their area of responsibility
- Working with Line Managers and Supervisors to provide adequate time and facilities for The Health & Safety Team to carry out Inspections and Audits and to ensure any advised remedial works are completed
- 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
- Ensuring that emergency plans are in place for unplanned events such as Fire and Evacuation
- Ensuring that First Aid provisions are in place with regards Trained First Aiders and First Aid Equipment
- Working with Line Managers/ Supervisors to ensure staff are fit and well to carry out their duties safely or make reasonable adjustments with advice from Occupational Health, The Human Resources and Health and Safety Teams

**Line Managers and Supervisors** are responsible 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 The Council’s Health & Safety Policy and procedures
- The development and review of Risk Assessments and Safe Systems of Work for their teams, tasks and sites
- Communicating and confirming knowledge of Risk Assessments and Safe Systems of Work to employees to ensure that they understand the hazards and associated control measures to carry out works safely
- The provision and delivery of Health and Safety information, instruction, training and supervision to new and existing employees under their duty of care to ensure, as far as reasonably practicable, their health and safety and that of others that may be affected by their work activity
- Line Managers ensure that a first day induction for all new employees, agency workers and contractors
- Line Managers ensure 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, control measures 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.
- Working with the Service Manager to ensure adequate time and facilities for The Health & Safety Team to carry out Inspections and Audits and to ensure any advised remedial works are completed
- Arranging for the provision and issue of Personal Protective Equipment, where necessary. Ensuring it is to the correct standards and is used correctly
- Ensuring all training is completed in a timely manner to ensure compliance
- Ensuring, where employees work away from their normal working location, that their health and safety is suitably managed in line with the relevant Procedure or Risk Assessment for the task
- Ensuring that First Aid provisions are managed, fit for purpose and all checks recorded
- Ensuring that Emergency Plans are communicated to staff, knowledge confirmed all events are recorded and reported
- Confirming with Services Managers to ensure staff are fit and well to carry out their duties safely or make reasonable adjustments with advice from Occupational Health, The Human Resources and Health and Safety Teams

**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 have a duty to take care of their own health and safety and that of others who may be affected by their acts or omissions at work by:**

- Being familiar with, and conforming to, The Council's Health & Safety Policy, procedures and/or guidance
- Complying with all Risk Assessments, Safe Systems of Work and safety instructions given by their line management, to ensure that obligations with regards to health and safety are complied with
- Reporting any Health and Safety concerns and unsafe practices to their Line Manager/ Supervisor Reporting all accidents, incidents and near misses to their Line Manager/Supervisor
- Utilizing all tools and equipment provided by The Council in accordance with the manufacturer's, supplier's and/or installer's instructions and report any defects to their Line Manager/Supervisor immediately
- Completing any relevant health and safety training assigned to them by The Council
- Wearing/ using any PPE provided in line with any instruction or guidance given for the task, take care and maintain it and report any defects to a Line Manager/ Supervisor
- Raising concerns and/ or declining to carry out instruction if they justifiably believe it could jeopardise their own health and safety and that of others
- Informing their Line Manager/ Supervisor of any changes to their health that could compromise theirs or others health and safety while carrying out their duties, and complying with any reasonable adjustments advised by Occupational Health, The Human Resources and Health and Safety Teams

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

- Providing advice, guidance and support to The Council on health, safety and welfare
- Informing and advising on legislative changes and updates
- Reviewing and advising on Risk Assessments and Safe Systems of Work
- Providing Health and Safety advice where requested on the management of contractors
- Developing and reviewing the corporate Health & Safety Policy, procedures and guidance which provide detail on specific health and safety requirements
- Performing regular audits and inspections on The Council's services in line with their operational risk. Report on and advise on any remedial actions required follow up with Supervisors/ Line Managers, Service Managers, Assistant Directors and Heads of Service to confirm compliance with Health and Safety Policy and Procedures.

- Maintaining an overview of fire safety within The Council by conducting Fire Risk Reviews
- Providing quarterly health and safety performance reports to the Strategic H & S Group and the Health & Safety Working Group and an annual health and safety performance report to the Chief Executive and Corporate Management team
- Attending Health & Safety Working Group meetings to highlight, report and advise on health and safety matters
- Advising on Health and Safety training requirements
- Recording, reviewing and where required investigating, accidents, incidents and near misses and advise on any remedial actions and/ or control measures to prevent reoccurrence
- Communicating any new information on health and safety matters associated to services and operations
- Taking immediate direct action in cases of imminent danger, where that action cannot be taken by Managers or Supervisors
- Liaising with, where required, the Health & Safety Executive (HSE) and other enforcement authorities and external bodies on health and safety issues.

**Human Resources Team** are responsible for the administration support of staff:

- Ensuring that employee information is accurate and up to date
- Regular reviews with Service Managers and Line Managers/ Supervisors regarding staff who may be required to make reasonable adjustments to carry out their duties safely
- Facilitation and allocation of training through Learning and Development

**Contractors and Business Tenants are required to:**

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

**Safety Representatives**, both Trade Union Representatives and Safety Representatives, can exercise their rights to:

- Be in investigations for reportable accidents/incidents
- Represent the views of the employees to Managers and Health and Safety Executive Inspectors
- Undertake inspections of the workplace and formally report back to Management and PSPS' Health & Safety Team
- Attend the H&S working Group
- 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 The Council to protect them and the people who are providing a service to them.

## 2. Partnership Health & Safety Governance Group

The Group oversees the Health and Safety Compliance for the Partnership and is critical to ensuring the Corporate Management Team are informed on their current standing in respect of Health and Safety.

The Group will meet:

- Once every three months
- To raise the profile of health, safety and welfare and promote a positive approach to health and safety working practices within the Partnership.
- To consider and authorise Council and/or Partnership policies, procedures and associated guidance relating to health, safety and welfare, both statutory and otherwise.
- To consider health and safety minutes from the Health and Safety Working Group.
- To monitor health and safety performance in respect of the Service Level Agreement in place with PSPSL.
- To consider the implications and implementation of new/revised health and safety legislation, approved codes of practice (ACOPS) and guidance, and provide advice to the Senior Leadership Team.

- To provide the Senior Leadership Team with a written report of assurance or decision-making requirements.
- Membership of the group will be set out in a Terms of Reference document.

The membership of the Group shall be as follows:

- Assistant Director – Regulatory (Chair)
- Health & Safety Manager (Public Sector Partnership Services Ltd)
- Head of Corporate Services (Public Sector Partnership Services Ltd)
- 3 x Chairs of respective HSWG's
- Other individuals as felt appropriate by the Chair.

### 3. Health & Safety Working Group

The Council'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 The Council.

The Working Group will meet:

- Once every three months
- To raise the profile of health, safety and welfare and promote a positive approach to health and safe working practices within The Council
- To consider and advise on Council policies, procedures and associated guidance relating to health, safety and welfare, both statutory and otherwise, and monitor their effectiveness
- To consider health and safety reports relating to Council service areas, workplaces and/or activities and contribute to any improvement plan
- To note the appointment and consider the activities of Union Safety Representatives as required by the relevant legislation
- To consider, and act as appropriate on, health and safety reports from Trade Union appointed safety representatives or Health & Safety Advisors
- To monitor health and safety performance and completion of proposed recommendations for corrective action as deemed necessary
- To ensure monitoring of planned and unplanned (reactive) health and safety inspections/audits
- To promote and oversee health and safety training in The Council
- To consider the implications and implementation of new/revised health and safety legislation, approved codes of practice (ACOPS) and guidance and where appropriate approve recommended changes to existing corporate policies, procedures, guidance and/or contribute to the development of new ones
- To receive safety data relating to reportable (and non-reportable) accidents, dangerous occurrences and cases of reportable diseases and to monitor trends to ensure the effectiveness of any remedial action taken to prevent future similar incidents
- To consider reports and information provided by inspectors of the HSE under the Health and Safety at Work, etc. Act 1974, or any other relevant enforcement authority and to establish and maintain effective links with such persons
- Consider other relevant health, safety and welfare matters raised by members of the Working Group and Council employees that remain unresolved after management intervention
- To provide a consultation mechanism were employees where health and safety issues can be discussed and escalated as appropriate
- To pass any decision-making requirements up to the Partnership Health and Safety Governance Group (PHSGG)
- Membership of the group will be set out in a Terms of Reference document.

The membership of the Working Group shall be as follows:

- ~~Chair – This may be a rolling position between members of the group.~~
- ~~1 x Health & Safety Advisor(s) (Public Sector Partnership Services Ltd)~~
- ~~1 x Representatives from each Service Area~~
- ~~1 x Representative from Human Resources (Public Sector Partnership Services Ltd) – as deemed necessary~~
- ~~Elected Trade Union representation~~
- ~~Any other Elected Health & Safety representatives (non-union)~~
- ~~Contractors, partners or tenants (where applicable).~~

#### 4. Trade Unions

The Council is committed to working with the recognised trade unions about 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 The Council 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 The Council's procurement rules and the Contractor Management procedure, which is available on the intranet.

Contracting out work or services does not exclude The Council 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

The Council's Health & Safety Policy and procedures have been developed on specific hazards encountered within The Council. These are available in The Council'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 by PSPS First4Learning and the Learning and Development Team.

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 occupational diseases statistics produced and reported on a regular basis.

All monitoring activity will be reported to the Partnership Health & Safety Governance Group, Strategic, H & S Group and if necessary escalated to the Corporate Management team.

A quarterly Health & Safety Performance Report will be presented to The Council 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 The Council, or a change of circumstances that dictate a review.

Details of the review and any recommendation will be provided to the Partnership Health & Safety Governance Group 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. Document Control

*Version & Approval Control*