

AGENDA ITEM NO.6

Employment Committee

Date **28 July 2023**

Title **Health and Safety Policy 2023**

1. PURPOSE/SUMMARY

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

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

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

This Council Health and Safety Policy document is based on the Health and Safety Executive (HSE) 'Managing for Health and Safety' (HSG 65), which is the HSE's model for health and safety management 'Plan-Do-Check-Act'.

Our current Health and Safety Policy was last reviewed in July 2021, and has now been reviewed and updated to ensure that it is fit for purpose as a strategic over-arching policy document for the 2023 version.

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 and business centres etc.
- Organisation – this section describes the principal responsibilities for health and safety within the Council, this includes Chief Executive, Corporate / Assistant Directors, , Heads of Service, Managers, Health and Safety Manager, employees, and the Health and Safety Panel
- 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 (requirements unique to a site or service).

3. RECOMMENDATION(S)

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

Wards Affected	All
Forward Plan Reference No. (if applicable)	N/A
Portfolio Holder(s)	Councillor Chris Boden – Leader of the Council
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 Peter Catchpole – Corporate Director & Section 151 Officer Email: petercatchpole@fenland.gov.uk Tel: 01354 622201
Background Paper(s)	N/A



Health and Safety Policy

Issue Status: Five
Date of Issue: Draft
Review Date: TBC 2025

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.

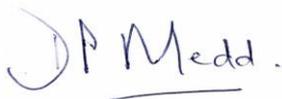
Fenland District Council recognises and will meet its common law and statutory health and safety responsibilities. It will provide, as far as is reasonably practicable, a safe and healthy environment for its staff and all persons affected by its undertaking. This will be based on providing safe places of work, safe environments, 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*" (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.

Contracts for the supply of services (e.g. leisure centres) will include provisions for evaluating the arrangements in place for health and safety. Contracted work will be subject to assessment of health and safety including the requesting of health and safety and other information.

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: 2023

Organisation of People and Responsibilities

Chief Executive

The Chief Executive has ultimate responsibility for health and safety within Fenland District Council and will ensure that arrangements are in place for the policy to be fully implemented. Through the consultative mechanism of the Health and Safety Panel, the Chief Executive will ensure that the health and safety standards required by this policy are delivered in all Council services.

The Chief Executive, with the support of the Health & Safety Manager, will initiate a review of this policy on a regular basis.

Corporate / Assistant Directors

Corporate / Assistant Directors are responsible and accountable and must demonstrate clear and visible health and safety leadership within their services which promote a positive health and safety culture and encourage employee involvement in improving health and safety standards.

They are responsible for the health and safety of personnel under their control and for service users and members of the public who may be affected by their activities and for risks arising from contracts for which they are responsible.

Corporate / Assistant Directors must also ensure that:

- written safe working procedures are in place for all services or significant tasks undertaken in their Services. Safe working procedures must, in each case, conform to requirements of the Council's Health and Safety Codes of Practice and have been issued on a recorded basis to relevant personnel.
- a programme of risk assessment, as required by the Management of Health and Safety at Work Regulations 1999, has been carried out for all services under their control.

Heads of Service

Heads of Service must ensure that:

- A programme of risk assessment has been undertaken which effectively controls the risks associated with the significant tasks or services for which they are responsible. Risk assessments will be subject to ongoing monitoring at management meetings in order to ensure their continuing effectiveness.
- Risk assessments are recorded on the Council's Risk Assessment Form, which conforms to the HSE [Managing risks and risk assessments at work](#) requirements.
- Written safe working procedures have been developed, implemented, and regularly reviewed, for the significant tasks or services for which they are responsible.
- Adequate arrangements are in place so that contracts are procured and monitored to ensure that health and safety risks to service users and the public are adequately controlled.
- Health and safety matters are addressed as a regular item at management team meetings. They will also ensure that regular consultation takes place with the relevant Trades Union regarding health and safety matters.
- Adequate resources, financial or otherwise, are allocated for health and safety and inform their Corporate / Assistant Director of any likely shortfall.

Managers / Supervisors

- Ensure that all work-related hazards are identified and suitable and sufficient risk assessments are undertaken.
- Develop written safe working procedures for all significant tasks or services for which they are responsible. It must be ensured that written safe working procedures conform to a relevant standard including the Council's Risk Assessment Code of Practice.
- Ensure that relevant safe working procedures have been issued to all personnel for whom they are responsible on a recorded basis, and monitor, on an ongoing basis, that safe working procedures are being followed, both within Council owned premises and other working environments e.g. home.
- Implement corporate and team Health and Safety policies, codes of practice, standards and procedures as applicable in their area of responsibility.
- Ensure the provision of the necessary physical and human resources and information for those carrying out the work.
- Ensure periodic feedback to senior management on performance including successes and failure.
- 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 that all work-related hazards are identified and suitable and sufficient risk assessments are undertaken.
- Ensure timely feedback to senior management on deficiencies in plans, standards, procedures and systems.
- Report and investigate incidents as required through the Accident and Near Miss Reporting code of practice.

Employees

- Must follow the safe systems of work put in place to minimise the risks associated with workplace hazards.
- Must report accidents and potential hazards of which they are aware, that are work-related, no matter how trivial, to their line manager.
- Must report defective equipment, defects in premises, hazards, defective safety devices or damaged equipment to their line manager immediately.
- 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 upon 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.
- Use machinery, equipment, substances and any safety device according to their training or instruction and in compliance with the law.

Health and Safety Manager

- 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.
- Maintain Council's Health and Safety Policy and ensure that the Policy and revisions made to it, are made available to all staff.
- Prepare and publish Council's health and safety codes of practice and guidance.

- Advise on the planning for health and safety including the setting of objectives and deciding priorities.
- Advise on identifying hazards, assessing risks and identifying suitable means of control.
- Maintain adequate information systems on the relevant law.
- Assist in the establishment of risk control standards;
- Maintain the procedures for recording, reporting, investigation and analysis of accidents, incidents and the cases of ill-health.
- Monitor the corporate training programme and advise on adequate provision for the development of health and safety management and skills.
- Ensure that adequate arrangements are made for consultation with staff, including representatives and unions.
- 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 / Assistant 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.

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 Directors / Heads of Service/ 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.
- Provide escalation route from operational teams to relevant specialists.

Consultative Procedures

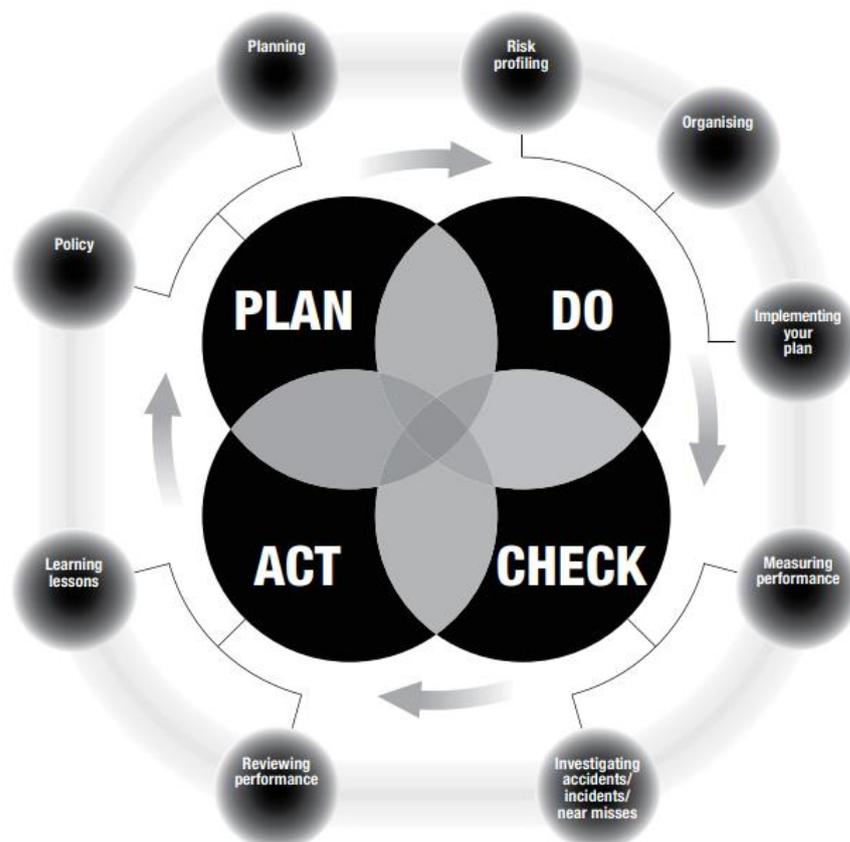
Fenland District Council encourages full and effective joint consultation with trades unions on all matters of Health and Safety. Unions are encouraged to appoint safety representatives in workplaces and will support them in carrying out their duties within the framework of the Safety Representatives'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

Managers will be available to any Trades Union appointed Safety Representative and will co-operate with them so far as is reasonable in their efforts to carry out their function. They will also receive written reports from any such Safety Representatives and respond in writing within a reasonable time. The Council welcomes the appointment of Safety Representatives including having representation on the Council's Health and Safety Panel.

Arrangements for implementing the Health and Safety Policy

The arrangements for implementing health and safety will be applied in all services and activities across the Council. The key elements of the Council's health and safety management system are detailed below and follow the HSE guidance document (HSG 65) and the *Plan, Do, Check, Act* approach.

Separate to this Policy, there are more detailed and specific guidance and procedures relating to individual risk areas such as fire safety, hazardous substance, manual handling, working at height etc.



Training

Adequate training and instruction are essential to ensure safe methods of working, and this must be provided. Priorities and needs for training must be monitored by all managers.

New staff will receive relevant instruction on safety matters by their supervisor or manager as part of their induction to the service. Staff will be shown safe methods of working.

Training will be provided by a competent supervisor or trainer, and external resources will be used where appropriate.

Core Elements for Managing Health and Safety

Organisations have a legal duty to put in place suitable arrangements to manage for health and safety. As this can be viewed as a wide-ranging, general requirement HSE encourages a common-sense and practical approach. It should be part of the everyday process of running an organisation and an integral part of workplace behaviours and attitudes.



Documentation of Policy and Practice

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 sets 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:

- Accident and Near Miss Reporting
- Asbestos Management
- Contractor Management
- Control of Hand Arm and Vibration (HAVS)
- Control of Substances Hazardous to Health (COSHH)
- Driving at Work
- Display Screen Equipment
- Electrical Safety
- Employee Protection Register
- Fire Safety
- First Aid
- Health Surveillance
- Legionella Management
- Lone Working
- Manual Handling
- Alcohol and Drugs at Work Policy
- Sharps
- Noise at Work
- Personal Protective Equipment
- Risk Assessment
- Security Threats
- Slips, Trips and Falls
- Smoke-Free Workplace
- Violence and Aggression
- Work Equipment
- Working at Height