

BOLSOVER DISTRICT COUNCIL

Corporate Health and Safety Policy

~~December 2009~~ November 2013

CONTROLLED

This Policy addresses the following Corporate Aims



COMMUNITY
SAFETY



CUSTOMER
FOCUSED SERVICES



ENVIRONMENT



STRATEGIC ORGANISATIONAL
DEVELOPMENT



Bolsover District Council Equality Policy Statement

Corporate Health and Safety Policy

- Bolsover District Council is committed to equalities as an employer and in all the services provided to all sections of the community.
- The Council believes that no person should be treated unfairly and is committed to eliminate all forms of discrimination in compliance with its Equality Policy.
- The Council also has due regard to eliminate racial discrimination and to proactively promote equality of opportunity and good relations between persons of different racial groups when performing its functions.

This document is available in large print or on audiotape from any of our Contact Centres. If you need any help to read these documents please do not hesitate to contact our Equality Improvement Officer on 01246 242407.

Minicom: 01246 242450

Fax: 01246 242423

Corporate Health and Safety Policy

CONTROL SHEET

Details of Document	Comments / Confirmation
Title	Corporate Health and Safety Policy
Document type – i.e. draft or final version	Final <u>Draft</u>
Location of Policy	Human Resources
Author of Policy	Tim Walker <u>Mark Spotswood,</u> Health and Safety Officer <u>Adviser</u>
Member route for Approval & Cabinet Member concerned	Safety Committee Personnel & Performance Portfolio Holder
Reviewed by Director of Strategy	June 2007
Date Risk Assessment completed	12/06/07 <u>25/11/13</u>
Date Equality Impact Assessment approved	12/06/07 <u>Reviewed August 2007</u>
Partnership Involvement (if applicable)	No Specific Involvement
Policy Approved by	Council
Date Approved	14th November 2007
Policy Review Date	December 2012
Date forwarded to CSPD (to include on Intranet and Internet if applicable to the public)	

Corporate Health and Safety Policy

Contents

Section	Title	Page
1	Health and Safety Policy Statement	5
2	Organisation for the Management of Health and Safety	7
2.1	Safety Committee	7
2.2	Elected Members	7
2.3	All Employees	8
2.4	Additional duties	9
2.5	Chief Executive Officer	9
2.6	Senior Management Team	10
2.7	Heads Of service	10
2.8	Middle Managers and Team Leaders	11
2.9	Head of Human Resources	12
2.10	Health and Safety Officer	12
2.11	Safety Representatives	13
3	Arrangements for the Management of Health and Safety	14
3.1	Setting Policy	14
3.2	Organising Employees	15
3.3	Planning and Setting Standards	15
3.4	Monitoring Health and Safety	15
3.5	Audit and Review	16
4	Risk Assessment	17
4.1	Risk Management Strategy	18
5	Review	18
6	Corporate Safety Management Structure – Flow Chart	19

Corporate Health and Safety Policy

1. HEALTH AND SAFETY POLICY STATEMENT

Bolsover District Council through the Chief Executive Officer, Senior Management Team and Heads of Service recognises and accepts its responsibilities under the Health and Safety at Work Act to ensure the Health, Safety and Welfare of all its employees and those affected by its work activities.

The Council requires every employee to comply with its agreed policies and procedures and to take ~~all possible~~ reasonable care for their own health and safety and that of others who may be affected by their activity.

The Council accepts that in order to progress its corporate aims it will seek to continually improve its health and safety performance. Risks shall be controlled proactively by ~~a the~~ systematic application of preventative and protective measures within a risk assessment framework

The Council requires that health and safety is considered at the earliest possible opportunity when developing ~~in all~~ strategies, and managing its projects, activities and events.

The Council actively encourages and that all of its employees and those working on its behalf to adopt a systematic and effective approach to the control of health and safety risks within their particular area of responsibility.

This document is divided into three parts.

Section 1 - The "Health and Safety Policy Statement"

Section 2 - The "Organisation for the Management of Health and Safety" section of this policy explains individuals' duties.

Section 3 - The "Arrangements" section sets out specific requirements and the sources of detailed guidance on the achievement of overall health and safety objectives.

The Council acknowledges that health and safety and control the management of risk are ~~management the~~ responsibility ies of all individuals within the organisation, and an effective provisioneontrol ~~cannot only~~ be achieved with~~out~~ the co-operation of all levels within the organisation. The Council is confident that, with full co-operation and commitmentcare by employees, it is possible for its activities to be conducted in a safe and healthy effective manner with risks and accidents s potential being reduced to an absolute minimum.

The Council undertakes to allocate sufficient financial, material and personnel resources to enable theis organisation to deliver health and safety to desired standards outlined within the policy high standard of health and safety to be achieved.

Corporate Health and Safety Policy

The Corporate safety policy supports the following Strategic Corporate aims:

- **Community Safety** – Ensuring that communities are safe and secure: – ~~to~~To ensure that ~~there is no negative impact on the health and well being of the community caused by our any activity~~yes undertaken by or on behalf of the Council does not as far as reasonably practicable have a negative impact on the health and wellbeing of that community. To ensure any parties who could potentially be affected by a work activity are ~~and to~~ protected from ~~the our employees and all others affected by our work from~~ significant risks ~~created as a result of that activity~~
- **Customer Focused Services** – Providing excellent customer focused services:- ~~T~~to help ensure that services / outcomes are delivered effieciently, minimising the effect of accidents, and incidents – to help ensure we get it right first time every time
- **Environment** – Promoting and enhancing a clean and sustainable environment: – ~~t~~To reduce the envirnomental impact ~~caused by of our~~ work ~~activites~~activities through proactive management of materials, waste and the adoption of sustainable procurment policies. ~~controlling use of hazardous materials~~etc.
- **Strategic Organisational Development** – Continually improving our organisation:- ~~t~~To ensure compliance with all relevant national health and safety legislation and the continual improvement of its procedures in pursuit of best practice standards across all areas of its provision. ~~to strive towards best practice in all fields~~

Formatted: Underline

Formatted: Indent: Left: 1.19 cm, Hanging: 1.35 cm

Formatted: Underline

Formatted: Underline

Formatted: Underline

Signed



Chief Executive Officer

Date 03.12.09

Corporate Health and Safety Policy

2. ORGANISATION FOR THE MANAGEMENT OF HEALTH AND SAFETY

2.1 SAFETY COMMITTEE

The overall purpose of The Safety Committee is to promote co-operation between the Council, Unions and its employees in developing and managing control measures for the organisation~~carrying out measures to manage~~ health and safety risks and in doing so~~to~~ secure the health and safety of employees, service users, contractors, volunteers, elected members, members of the public and any others who may be affected by the work of the Council. In order to do this it will:

- Promote the development of a "Positive sSafety eCulture" throughout Bolsover District Council.
- Review the adequacy ~~of~~ and effectiveness of Bolsover District Council's Corporate Health and Safety Policy and any task specific or local health ~~and~~ safety policies, practices, procedures or safe systems of work.
- Review accident and industrial disease information in order to analyse potential~~and~~ trends, ~~to identify and identify any~~ unhealthy or unsafe conditions/ practices which exist. To and practices, along with recommendations ~~for potential~~ remedial actions which might addressed these issues.-
- Review health and safety information, risk assessments, audit reports, safety inspections and other monitoring information, making appropriate recommendations for remedial action.
- Analyse information, reports and correspondence from enforcing authorities (Health and Safety Executive, fire service etc.).
- Consider reports from safety representatives.
- Receive and discuss health and safety reports.
- Approve new health and safety policies and procedures and amendments to existing policies and procedures.
- Review arrangements for health and safety information and training.
- Review the impact of proposed or new legislation, codes of practice or legal judgements.
- Consider any other health and safety matters raised by Committee members.

2.2 ELECTED MEMBERS

The Elected Members, together forming the Corporate Body of the Council, have the responsibility for ensuring the health, safety and welfare at work of its

Corporate Health and Safety Policy

employees and of others who may be affected by the activities, services or functions of the Council.

The Council shall ensure, on the advice given by the Chief Executive Officer, that:-

- There are effective policies protecting health, safety and welfare.
- An effective safety ~~culture organisation~~ exists within the organisation and suitable arrangements are in place to ensure its ongoing deliver..operation.
- There is adequate monitoring of safety performance.
- Adequate financial, material and personnel resources are available and are utilised accordingly to achieve the -all-overall objectives of this and other associated policies. ~~laid down in the policies.~~

As individuals the elected members should make themselves familiar with the duties below under 'all employees'.

2.3 ALL EMPLOYEES

All employees have a duty to take care of their own health and safety and that of anyone who may be affected by their activities. In particular they must:-

- Co-operate in-with the organisation by following safe working practices, ~~including— and~~ participating in risk assessments, health surveillance programmes and training programmes.
- Carry out assigned tasks and duties in a safe manner and in accordance with instructions, approved safe working practices.
- Only use the correct tools, plant, equipment and materials for the work in hand and reject any that are in an unsafe condition.
- Use guards, safety devices, safety equipment, protective clothing and other personal protective equipment provided for their use.
- Report to their manager
 - any accident resulting in personal injury
 - any 'near miss' incident that could have implications for safety
 - any violent incident in which they are involved
 - any hazard or fault that comes to their attention during the course of their work and
 - any recommendations they may have for improving existing working practices.
- Cease any work activity where they believe there is a serious and imminent danger to themselves or other people.

Corporate Health and Safety Policy

- **NOT** deliberately or recklessly interfere with or misuse any equipment provided for the protection of their own or, others health and safety.
- Set a good example at all times.
- Understand that failure to comply with health and safety procedures will be regarded as gross misconduct and will be dealt with under the Councils' disciplinary procedure.

2.4 ADDITIONAL DUTIES

Certain employees, because of their position in the management structure, are given additional duties, as below. In smaller departments / teams some of the roles may need to be combined

2.5 THE CHIEF EXECUTIVE OFFICER

As the head of the Senior Management Team, the Chief Executive Officer assumes overall accountability for the operations and functions of the Council, and will:-

- Provide leadership on health and safety issues.
- Embed the effective management of health and safety within the service planning, performance management systems and all levels of management processes within the Council.
- Ensure compliance with the Council's Health and Safety Policy and the requirements of the Health and Safety at Work Act.
- Ensure that adequate resources are made available for the management of Health and Safety.
- Advise the Council and its Elected Members on all aspects of health, safety and welfare.
- Ensure that a programme for the implementation of the Council's Health and Safety Policy is in place.
- Ensure management systems are in place to provide for effective planning, organisation, control, monitoring and review of health and safety issues.
- Direct the Head of Human Resources to carry out a review and revision of the Council's Health and Safety Policy on at least an annual basis.
- Ensure that the role of 'Health and Safety Director' is assigned to a member of the Senior Management Team in line with the requirements of the HSE's document 'Directors Responsibilities for Health and Safety'.

The Health and Safety Director will act as Officer Champion for health and safety issues and will liaise with the Health and Safety ~~Officer~~ Advisor and safety representatives to assist in the continuous improvement of health and safety standards.

Document: Health and Safety Policy
Document No: HS01

Revision: 03. December 2009

Corporate Health and Safety Policy

The Health and Safety Director position is currently filled by the Chief Executive Officer, Wes Lumley.

2.6 SENIOR MANAGEMENT TEAM

Directors are accountable to the Chief Executive Officer for the operations and activities carried out in their areas of responsibility. They will provide leadership on health and safety issues, generally oversee Heads of Service and support a positive health and safety culture within their service areas.

They will ensure:-

- Compliance with the Council's Health and Safety Policy and with the Health and Safety at Work Act within their area of responsibility.
- Employees in their area are aware of, accept and carry out their responsibilities under the policy.
- The competency of all employees is secured by providing them with sufficient information, instruction, training and supervision.
- Health and safety aspects of all strategies, partnerships, projects, activities and events etc. are given full consideration at the earliest possible stage.
- That they report on progress in the implementation of the service area safety programme to the Chief Executive Officer on a regular basis.
- Health and safety inspections are carried out and the findings are used as a basis for improvement plans (with defined objectives).

2.7 HEADS OF SERVICE

Heads of Service are accountable to their Director for all aspects of health and safety within the area of work activity over which they have control.

They will ensure, within their areas of responsibility:-

- All activities with significant risks are covered by risk assessments, which are appropriate and proportionate to the nature and extent of the risks involved.
- Safe systems of work are in operation for all tasks with significant risks.
- All employees under their control are aware of their individual health and safety duties, and that they put them into practice.
- Health and safety duties are adequately described in job descriptions and during recruitment and appointment.

Corporate Health and Safety Policy

- All work performed by contractors and all procurement processes are conducted in accordance with the Health and Safety at Work Act 1974.
- Employees are regularly consulted on health and safety matters.
- Co-operation in the delivery of any health surveillance programmes necessary for their employees' protection.
- Adequate instruction, information, training (including the identification of training needs) and supervision is given to employees.
- Ensure adequate programmes of planned maintenance are in place.
- Personally carry out safety inspections of their area(s), in line with the agreed schedules and report the findings and action to resolve any identified issues to their Director.
- Accident reporting and recording systems are used effectively.
- Report on the above issues as requested by their Director.

2.8 MANAGERS / TEAM LEADERS

Managers are accountable to their Head of Service for all aspects of health and safety within their area of work activity over which they have control. They will ensure, within their areas of responsibility:-

- That each employee receives a local induction prior to commencing work to cover the risks they may face in their work and that employees sign to state that they have received and understood this information.
- That each employee under their direct supervision receives adequate information, instruction, training, and supervision relating to the hazards and risks of the work and in the safe system of work to be used.
- That each employee is competent to carry out his / her work safely.
- That work is carried out in accordance with Council policies and procedures, and specialised codes of practice.
- They participate in the risk assessment process and ensure that safe systems of work are developed and followed.
- That the correct plant, equipment, tools and materials are available for the work in hand and are used and maintained in a safe condition.
- That appropriate protective equipment and clothing, and first aid facilities are available and used appropriately.
- That they rectify any unsafe accommodation, plant, equipment, tools, use of materials, working procedures or unsafe actions by individuals, or refer the matter to their immediate manager.
- A high standard of housekeeping and tidiness in work areas,
- Control over the use, storage, handling and transportation of substances as required by the Control of Substances Hazardous to Health Regulations.

Corporate Health and Safety Policy

- The overall safety of work areas prior to, during and after each working period, including the segregation of work areas where required.
- Accidents or near misses reported to them by employees are investigated, reported and recorded as required by the relevant safety procedures.

2.9 THE HEAD OF HUMAN RESOURCES AND PAYROLL

The Head of Human Resources and Payroll is responsible to the Chief Executive Officer for the development of an effective health and safety management framework for the Council; and shall

- Advise Elected Members, the Chief Executive Officer and Directors on the implications of ~~national-relevant~~ health and safety initiatives and strategies and new or proposed legislation and guidance.
- Make provision for a pro-active monitoring and advisory service for all aspects of health and safety relevant to the functions or activities of the Council.
- Establish systems to monitor and review the Council's overall health and safety performance and bring this to the attention of the council members and Senior Managers.
- Ensure that the Council has access to competent advice and assistance on health and safety matters.
- Ensure that the Council has access to competent advice and assistance on occupational health issues.
- ~~Promote-Ensure that relevant health and safety training is included as part of the Councils overall training programme. within the Council training covering health and safety issues.~~
- Advise the Chief Executive Officer and Directors on health and safety training issues. ~~Allocate suitable resources within Human Resources to enable the above functions and duties to be performed.~~

Formatted: Hidden

Formatted: Hidden

2.10 THE HEALTH AND SAFETY ~~OFFICER~~ ADVISOR

The main role of the Health and Safety ~~Officer- Advisor~~ is to provide advice and support to employees, employees' representatives, managers and elected members on all aspects of health, safety and welfare relevant to the activities or functions of the Council.

The Health and Safety ~~Officer- Advisor~~ will fulfil the role of "competent person" described in the Management of Health and Safety at Work Regulations 1999, and will:

- Promote a positive Health and Safety Culture throughout the council

Corporate Health and Safety Policy

- Advise managers in developing and reviewing safe working practices and risk assessments.
- Develop corporate health and safety policies, guidance and advice.
- Assist individuals in the determination of their responsibilities.
- Liaise with external enforcement and health and safety agencies.
- Monitor the operation of and compliance with the Corporate Health and Safety Policy, and agreed safety procedures.
- Advise on compliance with and implications of current/future legislation.
- Assist in the procurement and delivery of health and safety training.
- Participate in the contract monitoring process as required.
- Assist in accident investigation on request.
- Monitor the reporting, notification and investigation of accidents and dangerous occurrences.
- Report accidents and incidents to the Health and Safety Executive.
- Collate and prepare information on accidents, statistical trends and methods of accident prevention as requested. Provide this information to Safety Committee.
- Review all corporate health and safety policies at least biannually.

In circumstances where there is imminent risk of serious personal injury the Council authorises the Health and Safety ~~Officer~~ Advisor to prevent unsafe or illegal practices by stopping all or part of any operation, including any carried out by contractors working for or on behalf of the Council. In such cases the relevant Director/Head of Service and the Chief Executive Officer shall be informed immediately.

The appointment of the Health and Safety ~~Officer~~ Advisor does not remove the legal responsibility for ensuring the health and safety of employees and others, that rests with the management of the Council, and does not remove the duty of managers to manage health and safety risks within their jurisdiction.

2.11 SAFETY REPRESENTATIVES

The Council encourages the appointment of Trades Union safety representatives in each Department / service Area. Where appointed safety representatives will

- Assist and co-operate with management in the assessment of health and safety risks, safety inspections and audits
- Represent the interests of their members in matters of Health and Safety as required

Corporate Health and Safety Policy

- Undertake appropriate training
- Attend Safety Committee

The Council will provide appropriate facilities and resources to enable safety representatives to carry out their duties as specified in the Councils Trade Union Facilities Agreement.

3 ARRANGEMENTS FOR THE MANAGEMENT OF HEALTH AND SAFETY

The Council will ~~see~~ ensure the Health and Safety of its employees and others affected by its work activity by the following means.

Setting policy

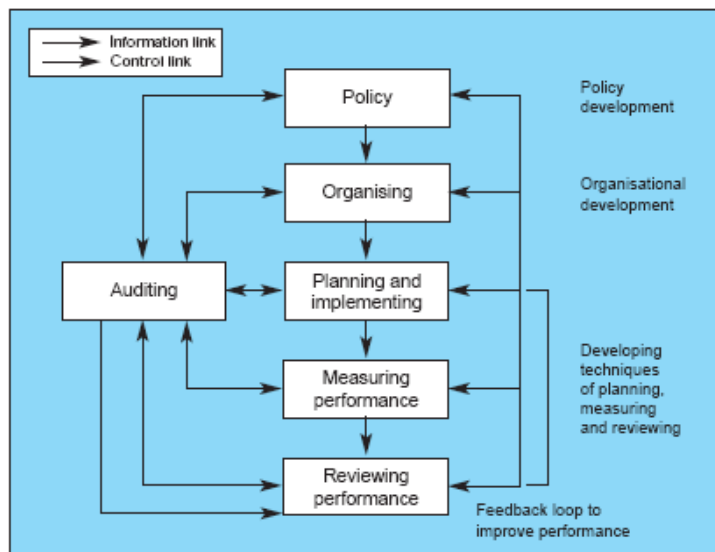
Organising employees

Planning (setting standards) and implementing actions

Measuring performance

Auditing and reviewing

Safety Management Flow Chart



From HSE Document HSG ~~165~~ 65

3.1 Setting Policy

The establishment of an effective health and safety policy, which ~~will~~ will outline ~~our~~ the Councils objectives and the means by which ~~we~~ it intend to achieve

Document: Health and Safety Policy
Document No: HS01

Revision: 03. December 2009

Corporate Health and Safety Policy

them is the first step towards an effective health and safety management system.

This policy seeks to control all accidental loss and interruption to the services provided; by-identify hazards and risks, decide-deciding what precautions are needed, put them into place and finally checking their effectiveness. they are used. In doing this the Council will—This will help ensure that we-they are protecting people, improving quality, and safeguarding plant, equipment and service provision.

3.2 Organising Employees

To make the Health and Safety Policy effective, the Council will assign responsibilities and encourage employee involvement and commitment. This incorporates four themes;

- Competence: - recruitment, training and advisory support
Control: - allocating responsibilities, securing commitment and engagement, providing instruction and supervision.
Co-operation: - between individuals and groups
Communication: - spoken, written and visible

This is often referred to as a positive safety culture.

3.3 Planning, setting standards and implementing action

Planning for health and safety involves setting objectives, identifying hazards, assessing risks, implementing standards of performance and developing a positive safety culture. Our planning will incorporate;

- Identifying hazards, assessing and controlling / eliminating risks.
- Complying with relevant health and safety legislation and best practice.
- Agreeing targets, establishing an improvement plan to achieve continuous improvement.
- Ensuring a purchasing and supply policy which takes health and safety into account.
- Design of tasks, processes, services and safe systems of work.
- Procedures to deal with serious and imminent danger
- Co-operation with clients, partners and contractors.
- Ensure that adequate measures are taken to accommodate the needs of disabled employees and clients, e.g. assessments for reasonable adjustments.

Corporate Health and Safety Policy

Standards set must be measurable, achievable and realistic, and reviewed on a regular basis.

3.4 Monitoring Health and Safety

Performance monitoring is a key part of the health and safety management function, with the aim of ensuring that the objectives in the Health and Safety Policy are achieved.

The Council will monitor performance by using the following methods:-

- Pro-active (before things go wrong) measures of performance that address compliance with health and safety arrangements; and
- Reactive measures (after things go wrong) of performance that monitor accidents, ill health, and near misses, and any other incidents which provide evidence of deficient health and safety performance.

Corrective actions will be implemented in response.

Service areas will continuously monitor performance and will develop arrangements for responding to health and safety inspections and implementing Corporate Health and Safety Policies and Procedures.

3.5 Auditing and Review

3.51 Auditing

Audits will be periodically organised by the Health and Safety ~~Officer~~Advisor.

In addition to routine monitoring of performance, there is a need for periodic audit to enable a deeper and more critical appraisal of management systems.

The audit, whether carried out internally or externally will focus on:

- Compliance with performance standards (including legislation)
- Areas where standards are absent or inadequate
- Achievement of stated objectives within agreed timescales
- Injury, illness and incident data – analysis and underlying causes, trends and common features.

These audits will show where there is need for improvement and:

- Determine whether health and safety management systems are capable of achieving the required standards of health and safety performance

Corporate Health and Safety Policy

- Determine whether or not each Service (or part of it) is fulfilling all its obligations with regard to health and safety
- Identify the strengths and weaknesses of the health and safety management systems; and
- Identify if each Service (or part of it) is actually carrying out and achieving what it claims to do.

3.52 Review of Policy

The Policy will be reviewed, at least biannually. This will also provide an opportunity to take a forward look to

- New or revised legislation, approved codes of practice and new guidance.
- Improving the Council's pro-active approach to minimising risk.
- Anticipating organisational or operational changes.
- Reviewing potential cost effective changes to minimise risk to people and improve business performance.

4 RISK ASSESSMENT

Risk assessments are a requirement of most current health and safety legislation and form the basis of the process of health and safety management.

Risk assessments will identify -

- The hazard that is present (a hazard is defined as something with the potential to cause harm).
- The significant risks from the identified hazards (the extent of risk is determined by the likelihood of the harm occurring and its severity).
- Those persons or groups of persons who are exposed to the risk.
- The controls that are already in place.
- The improvements that are required to remove, minimise or control the risk at an acceptable level.
- The procedure for reviewing assessments e.g. following material changes in activities.

Risk assessment is an essential part of the strategy and project planning process. It must be undertaken at the earliest possible opportunity before formulating detailed plans for events, building alterations, **refurbishments and refurbishments**, introduction of new processes or work activities. Consultation with Safety Representatives must be undertaken as part of the process.

The risk assessment process will be used to prioritise the measures that are required in order to comply with current legislation and best practice. Risk

Corporate Health and Safety Policy

assessment does **not** need to be a complicated process; it must, however, be appropriate to the nature, complexity and risk inherent in the work.

Assessments must be reviewed annually, unless there is good reason to check more or less frequently and also in the light of incidents, accidents, dangerous occurrences, new legislation, case law or guidance.

The responsibility for arranging risk assessments falls to operational management - managers must be aware of the need to incorporate risk assessment in the planning process – advice on assistance with the planning and carrying out of risk assessments is available from the Health and Safety ~~Officer-Advisor~~ in Human Resources.

A Corporate Policy and guidance for managers and employees on risk assessment has been produced and is available on ~~the Health and Safety Matters page of~~ the Council's intranet page (ERIC) under the Policies and Documents Tab.

4.1 Risk Management Strategy and Health and Safety

The Councils Risk Management strategy can be found on the Councils intranet ~~facility under 'CPSU documents'.~~(ERIC) under the Policies and Documents Tab.

The Corporate Health and Safety Policy and ~~those other related~~ policies and procedures ~~associated with it~~ should be thought of as complementary to the Risk Management Strategy. ~~They b~~Both documents assess risk by identifying hazards, assessing their seek to raise awareness of and control (rather than eliminate) risk, by means of a considered process of identification, assessment of magnitude, implementation of appropriate controls, ~~with later~~ review and monitoring.

The risk management strategy of course examines issues wider than health and safety, such as financial, insurance, confidentiality, environment etc, but the methodology and approach are broadly similar.

5. REVIEW

The Corporate Health and Safety Policy Will be reviewed by the Health and Safety ~~Officer-Advisor~~ Biannually.

The ~~n~~Next review is due on: will take place in September 2009.

Corporate Health and Safety Policy

6. HEALTH AND SAFETY MANAGEMENT STRUCTURE

