



## **Health, Safety and Welfare – Policy Statement**

The Isle of Wight Council is committed to the health, safety and wellbeing of its employees, so far as is reasonably practicable, and fully accepts its responsibility for other persons who may be affected by its activities.

The Council will take steps to ensure that statutory duties are met at all times and every employee will be given such information, instruction and training as is necessary to enable the safe performance of work activities

The successful implementation of this policy requires total commitment from all levels of Council employee. Each individual has a legal obligation to take reasonable care for his/her own health and safety, and for the safety of other people who may be affected by his/her acts or omissions.

Responsibility for discharging the Council's duty to safeguard health and safety rests with the Strategic Directors who will discharge this responsibility through the Heads of Service, Managers and all employees.

The Council recognises it is the duty of management to ensure that all processes and systems of work are designed to take account of health and safety and are properly supervised at all times.

The Council will provide adequate facilities and arrangements to enable employees and their representatives to raise issues of health and safety. Every employee is encouraged to cooperate with the implementation of this policy to ensure all statutory duties are complied with.

This policy will be regularly monitored to ensure that the objectives are achieved. It will be reviewed and, if necessary, revised in the light of legislative or organisational changes.

Heads of Service will ensure that every Service prepares and maintains a safety strategy, which will establish responsibilities and standards for achieving safe and healthy working conditions and practices in their areas.

The Policy, together with the arrangements for its implementation, will be reviewed annually.

Signed:

A handwritten signature in black ink that reads 'Steve Bay'.

Chief Executive

## **ARRANGEMENTS FOR HEALTH AND SAFETY MANAGEMENT**

### **1. The Council**

The Council aims to minimise the incidence of workplace risks by providing and maintaining a safe and healthy workplace. The Health and Safety Policy, together with the arrangements for its implementation, will be reviewed annually by the Health, Safety and Welfare Manager and the Head of Human Resources who will advise of any necessary changes. Everyone involved in the work of the Council has a legal duty to safeguard their own health and safety and that of others affected by their acts or omissions. Within that context, the Council arrangements for Health and Safety prescribe particular roles and responsibilities.

### **2. The Chief Executive**

Has overall responsibility for discharging the Council's duty to safeguard the health and safety of Council employees and those affected by its activities and is responsible for providing health and safety leadership in the Council.

The Chief Executive will:

- Accept responsibility for making sure that actions and decisions reflect the objectives of this policy.
- Create an organisational structure in the Council through which the policy will be implemented, delegating operational responsibility for implementation of the policy to each Director.
- Ensure adequate financial and other resources are made available to implement the Policy.
- Ensure health and safety is an integral and key objective within the overall management culture.
- Appoint a Director to be the 'Lead Director Health and Safety' thus ensuring that relevant health and safety risk management issues and the Council's health and safety performance are reviewed regularly.
- Appoint competent persons to ensure the Council operates within the provisions of health and safety legislation.
- Ensure that service, team and personal development plans reflect the requirements of the policy.

### **3. Lead Director Health and Safety**

Responsibilities are to:

- Establish the Isle of Wight Council Health and Safety Policy and to cause it to be revised as often as is necessary, being reviewed at maximum intervals of 12 months.
- Allocate the available resources to ensure that the requirements of the Policy can be fulfilled throughout the Council.
- Monitor the effectiveness of the Policy.
- Be aware of the statutory health and safety requirements sufficient to discharge these duties.
- Decide on any actions required with regard to health and safety concerns brought to their attention by the Health Safety and Welfare Manager.
- Support at all times the intent of the Policy to secure the safety and health of employees, visitors, contractors and members of the public.

### **4. Directors/Heads of Service**

Responsibilities are to:

- Be familiar with the content of the Health and Safety Policy, the Health and Safety at Work, Etc. Act 1974 and other relevant legislation affecting their areas of activity.

- Assist the Safety Board and delegate, through the line management function, duties and responsibilities necessary to implement the requirements of the Health and Safety Policy and the achievement of its objectives.
- Assess the adequacy of resources, including training, provided for the implementation of the health and safety policy and the achievements of its objectives.
- Participate in accident and incident investigation as appropriate for the areas under their control.
- Attend Office Staff Meetings and the Management Meetings, ensuring that health and safety is included on agendas.

## **5. Health and Safety Board**

Membership consists of the Chief Executive (Chairperson), Director of Corporate Services (the lead Director for Health and Safety - Deputy Chairperson), Head of Human Resources, Health, Safety and Welfare Manager, Senior nominated Directorate representatives and an appointed union representative.

### **Terms of reference**

- Lead and monitor the effectiveness of all of the Council's health and safety management arrangements
- Be familiar with the content of the Health and Safety Policy, the Health and Safety at Work, Etc. Act 1974 and other relevant legislation affecting their areas of activity.
- Determine the work programme of the Health and Safety Management Group and receive progress reports, particularly reviewing PIs.
- Ensure that resources, including training, are provided for the implementation of the Health and Safety Policy and the achievement of its objectives.
- Review the delegation of duties and responsibilities necessary to implement the requirements of the Health and Safety Policy and the achievement of its objectives.
- Receive reports on health and safety audits, accident statistics, enforcing authority inspections and initiate action on findings.
- Receive reports, consider and agree actions necessary for the effective management of high risk, health and safety matters.
- Consider significant new health and safety legislation and its subsequent impact on the Council and agree actions.
- Monitor the effectiveness of training, communication and publicity, and initiate action to maintain a high standard of health and safety management.
- To benchmark against leading Councils and other national statistics.
- Review health and safety improvements as identified by consultation, investigations, risk assessment, inspections and audits.
- Ensure that procedures are in place to ensure any contracted in services are tendered by contractors who have approved status, having been evaluated for their competence to perform the work being tendered. Also ensure that the contractual arrangements identify any specific health and safety provisions required of the contractor, particularly with reference to the Construction (Design and Management) Regulations 2007.
- Ensure that procedures are in place to ensure contractors either working for the Council or working under the supervision of the Council comply with health and safety legislation and that they adhere to their own and Council rules and arrangements by ensuring supervision, inspections and audits are performed during the contracted works.

## **6. Managers**

Managers are responsible and accountable for the day to day management and arrangements of health and safety within their area. Managers will:

- Familiarise themselves with the Council's health and safety policy, organisation, arrangements and procedures, rules and strategies and their own responsibilities for implementation and management.
- Review and publicise the written safety arrangements for their workplace in accordance with Council policy.
- Ensure that adequate resources are available to meet the requirements of the health and safety policy, referring any deficiencies to their Head of Service/Director where necessary.
- Ensure that all new employees and members of staff transferring to new functions or environments are immediately given any necessary health and safety instruction and training.
- Ensure that all accidents, injuries and near misses are reported to the Health, Safety and Welfare Section.
- Actively promote safe working practices and monitor performance.
- Ensure that any unsafe conditions or working practices are rectified as soon as is practicable.
- Ensure that adequate and appropriate safety equipment and protective clothing is provided, maintained and used.
- Ensure that relevant risk assessments are carried out, brought to the attention of employees and monitored.
- Ensure that further instruction and training is given as required to meet changing legislation or specialist requirements and ensure refresher training is provided as necessary.
- Develop and deliver service, team and personal development plans which reflect the policy.
- Ensure that periodical safety inspections are carried out and that any defects identified are remedied as soon as is practicable.
- Ensure that all their members of staff are aware of evacuation procedures.
- Ensure arrangements are in place for the safety of employees with disabilities.
- Ensure that any contractor engaged by them complies with the requirements of the Council health and safety policy.

## **7. Employees**

Have responsibilities under health and safety legislation. These are:

- To take reasonable care of themselves and others who may be affected by their acts or omissions at work.
- To work in accordance with the information, instruction and training provided.
- To refrain from intentionally misusing or recklessly interfering with anything that has been provided for health and safety reasons.
- To use personal protective equipment in accordance with legislation and report any defects to their line manager.
- To report any hazardous defects in plant or equipment or any shortcoming in the existing safety arrangements to their line manager or responsible person.
- Not to undertake any task for which authorisation and/or training has not been given.
- To report all accidents near misses and dangerous occurrences to management.
- To seek first aid treatment for and report any injury sustained at work.
- To co-operate in joint consultations on health and safety matters.
- To cease any work activity where it is believed there may be serious or imminent danger to themselves or others. (No disciplinary action will be taken against an employee who genuinely ceases work activity for health and safety reasons).
- To co-operate, so far as is necessary, in order to assist the Council to fulfil any duty or comply with any requirements of current or future health and safety legislation.

- Where action outside of their capability or capacity is required staff members must notify their line manager or supervisor who must rectify the situation or refer it for action as appropriate.

### **8. Health and Safety Liaison Officer (HSLO)**

Health and safety liaison officers have been appointed within each Directorate to co-ordinate health and safety arrangements and to provide support to the Strategic Director, Heads of Service and workplace managers in planning and implementing health and safety throughout their Directorate. Responsibilities include:

- Support the review and development of internal policy statements and safety procedures to meet the requirements of legislation and to control risks.
- Maintaining a proactive approach to setting and monitoring health and safety targets.
- Receiving and disseminating health and safety information to managers or other staff as appropriate.
- Receiving health and safety audit reports from the Health, Safety and Welfare Section, and confirming with the workplace manager that remedial action where required will be implemented
- Represent their Directorate at meetings of the Health and Safety Liaison Committee.
- Reporting to their Directorate management team current health and safety issues and those likely to affect their Directorate in the future making recommendations for action and monitoring progress.
- Maintaining regular contact with the Health, Safety and Welfare Section, seeking advice and requesting visits where necessary.
- Ensuring that their awareness of health and safety issues relevant to their role is kept up-to-date.

### **9. Staff Health and Safety Representative**

Duties to include:

- Monitoring and reviewing the adequacy of health and safety communication and publicity within their work area.
- Identifying communication processes for disseminating health and safety information.
- Assisting with the monitoring of fire drills and ensure that follow up action is implemented.
- Assisting with the development of safety rules and safe systems of work.
- Assisting with the investigation of potential hazards, dangerous occurrences, causes of accidents and occupational ill health.
- Performing weekly checks of their area of responsibility to ensure good housekeeping is followed.
- Ensuring that DSE risk assessments are completed.
- Deputising for their HSLO in their absence.

### **10. Union Appointed Health and Safety Representative**

The Safety Representatives and Safety Committees Regulations 1977 make provision for the appointment of safety representatives from recognised Trade Unions. Trade Unions may appoint safety representatives where one or more employees are members of a Trade Union recognised by the employer.

Union safety representatives are entitled to perform the following functions:

- Investigation of hazards and dangerous occurrences at the workplace.
- Examine the causes of accidents and make representations to their employer concerning hazards, dangerous occurrences and accidents.
- Make representations regarding general matters of health and safety and welfare of employees at the workplace.

- Give written notice (of at least 3 days) to the employer to carry out inspections of the workplace once every three months, or more often in certain circumstances e.g. the introduction of new machinery or a change in working methods.
- Consult with inspectors of the Health and Safety Executive and be made aware of any information acquired by inspectors in the course of their work and action taken or proposed to be taken against the employer.
- Attend meetings of safety committees.
- Investigate complaints by their members with respect to health and safety.
- Where more than one Trade Union is represented the majority Trade Union would appoint safety representatives to undertake these functions.

### **11. Health and Safety Liaison Officer (HSLO) Committee**

The Health and Safety Liaison Committee consists of Directorate health and safety liaison officers and safety representatives from recognised trade unions. The committee provides a forum to raise issues of health, safety and welfare where the Council can advise and consult with trade unions regarding policies and procedures, relevant to health and safety at work.

#### **Terms of reference:**

- Establish effective internal communication links with Heads of Service and managers for the management of health and safety.
- Ensure managers are notified of any changes to Council health and safety policies and procedures.
- Receive accident investigation/incident reports and report to Heads of Service and management teams on workplaces and work activities where performance standards are a cause for concern or additional funding is required.
- On receipt of statistical accident analysis from the Health, Safety and Welfare Section identify common features or trends and make recommendations to the relevant Head of Service.
- Liaise with Trade Union Safety Representatives on matters relating to health and safety

### **12. Health, Safety and Welfare Section**

The Health, Safety and Welfare Section will provide competent advice on aspects of health, safety and welfare in the working environment. This will be done without detracting from the primary responsibility of management at all levels, which is to ensure safe and healthy conditions of work. Responsibilities are:

- To act in a consultative role in order to measure the effectiveness of the health and safety policy.
- Inspect premises and report to the appropriate manager and health and safety liaison officer on the findings.
- In the event of identifying a serious health and safety risk, the Health, Safety and Welfare Section has the executive power to:
  - Stop work; a particular machine or process.
  - Issue an internal improvement notice.
- The section will liaise with directors, heads of service, managers and employees of the Council, the Health and Safety Executive, other enforcement bodies and trade union appointed safety representatives.
- Provide a health, safety and welfare advisory service to Council Members, managers and officers at all levels, trade union representatives and members of the public where concerns are expressed in relation to council land, property or activities.
- Develop policies and internal procedures providing the framework for the safety management structure.
- Receive accident reports relating to employees, school pupils, residents, youth club members and members of the public.

- Report to the HSE certain accidents, injuries, diseases and dangerous occurrences in accordance with RIDDOR.
- Monitor accident reports and carry out investigations.
- Carry out health and safety audits and advisory visits.
- Receive and interpret new and revised legislation, codes of practice, guidance notes and other official documents.
- Respond to safety representative enquiries, receiving and commenting upon inspection forms.
- Attend committee meetings, governor meetings and school safety committees.
- Maintain regular contact with health and safety liaison officers and co-ordinate group meetings when considered necessary.

### **13. General Principles**

Every employee is to be aware of the Council's Health, Safety and Welfare Policies. Health and safety awareness will form part of the Council's Corporate Induction Programme.

- Every member of staff has a duty to contribute to the maintenance of a healthy and safe environment by setting a good example to others.
- Any member of staff who is uncertain about any matter relating to health and safety, or who has suggestions as to how safety standards can be improved, should consult their line manager, health and safety liaison officer or the Health, Safety and Welfare Section.
- Every employee, contractor or self-employed person working for or on behalf of the Council has a legal duty to take all reasonable care of their own health and safety and that of others who may be affected by their acts or omissions.
- Where a member of staff observes something which they consider to be unhealthy or unsafe, they are expected to take appropriate action to address the problem.
- If any part of the organisation is subject to inspection or investigation by the Health and Safety Executive, the Health, Safety and Welfare Section should be notified as soon as possible.
- Any visitors to Council offices, sites or depots must be accompanied or be made aware of the health and safety policy and be made aware of the evacuation procedures and escape routes.

### **14. Monitoring and reviewing**

All Directors, Heads of Service and managers have a responsibility to monitor the effective implementation and management of policies and strategies for health and safety.

Directorate and Service Management Teams should monitor health and safety performance by studying statistics (eg accident figures) and reports (eg on inspections, risk assessments and audits) at least six monthly, updating their own safety strategies and standards as necessary.

Managers must ensure that regular safety inspections are undertaken (at least six monthly), preferably by employee safety representatives.