

# HEALTH AND SAFETY POLICY

## HEALTH AND SAFETY AT WORK, ETC. ACT 1974

This document is the corporate Health and Safety policy for all responsibilities, premises and activities of Brentwood Borough Council. In accordance with the Health and Safety at Work, etc Act 1974, The Safety Representatives and Safety Committee Regulations 1977 and the Health and Safety (Consultation with Employees) Regulations 1996. It is divided into:-

- Policy Statement - What we will do
- Organisation and Responsibilities - Who will do it
- Arrangements - How we will do it

Department areas may make their local arrangements in accordance with their own specific responsibilities and activities. All other health and safety Standards and Procedures are subsidiary to and should refer to this document.

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HSS/Corporate/Version 002

January 2017

## Health and Safety at Work, etc. Act 1974

### 1.0 Policy Statement

Brentwood Borough Council recognises that people are its most important asset and accepts its responsibility to ensure, so far as is reasonably practicable, the health, safety and welfare of its employees.

It also recognises that the successful management of health and safety makes a positive contribution towards the achievement of corporate aims and objectives and effective service delivery to the community in addition to meeting our statutory responsibilities as an employer.

By controlling health and safety this Council will also be contributing to the national Health and Safety initiative; '**Helping Great Britain work well; A new health and safety system strategy**' as publicised by the Health and Safety Executive (HSE). The initiative has six strategic schemes: -

- **Acting together:** Promoting broader ownership of health and safety in Great Britain
- **Tackling ill health:** Highlighting and tackling the costs of work-related ill health
- **Managing risk well:** Simplifying risk management and helping business to grow
- **Supporting small employers:** Giving SMEs simple advice so they know what they have to do
- **Keeping pace with change:** Anticipating and tackling new health and safety challenges
- **Sharing our success:** Promoting the benefits of Great Britain's world-class health and safety system

Health and safety is not be a responsibility assigned to any particular individual or part of an organisation, but must be an integral part of everyone's role. Issues must be broadly owned and all employees engaged to collectively share the risk. This policy explains all health and safety roles and responsibilities from the top to bottom of this organisation and seeks to ensure that the health and safety of all employees is protected.

#### **In relation to this Policy: -**

The Council will ensure that the health and safety management framework: -

- Is integrated into the culture of the Council;
- minimises risks to employees and others;
- ensures that best practice is considered when reviewing and updating management of working practices; and
- measures and monitors Health and Safety performance

The Council will ensure, *so far as is reasonably practicable:* -

- safe plant and systems of work;
- safe handling, storage and transport of chemical and work equipment;
- the provision of all necessary information, instruction, training and supervision;
- safe access and egress to all places of work under the Councils control;
- a safe working environment with appropriate welfare facilities including first aid provision;
- that staff representatives are consulted on health and safety arrangements; and,
- that regular risk assessments are undertaken and are available to employees

Council employees will, as a condition of their employment: -

- take reasonable care for themselves and others;
- cooperate and follow training and instructions;
- not interfere with or misuse anything provided for safety and
- report shortcomings in safety arrangements and immediately report serious danger

This policy will be reviewed annually and amended where appropriate. Consultation with staff will take place through the described process on any changes made and on completion these amendments will be brought to the attention of all employees.

All health and safety tools and documents will be made freely available including the Health and Safety Committee meeting minutes on the Council's Intranet Microsite.

Signed

Dated: January 2017

**Phil Ruck**  
Chief Executive

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## 2.0 Corporate Organisation and Responsibility

| Group / Individuals   | Role/Responsibilities  |
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| Elected Members   | <ul style="list-style-type: none"> <li>• Ensure that suitable resources and strategic direction are available to discharge the Council's health and safety responsibilities</li> <li>• Take into account statutory Health and Safety duties and best practices when making decisions as appropriate.</li> <li>• Approve Health and Safety Policy.</li> <li>• Monitor progress against Health and Safety action plans.</li> <li>• To attend awareness training.</li> </ul>  |
| Chief Executive   | <ul style="list-style-type: none"> <li>• Has ultimate responsibility for health and safety within the Council and is responsible for ensuring, through the Director and Heads of Department that adequate organisation and arrangements exist for effective implementation of the Council's policy on health and safety and for compliance with Standards.</li> <li>• To attend appropriate training.</li> <li>• Promote high standards across the Council.</li> <li>• Plan, direct, control and monitor all health and safety matters.</li> <li>• Support and encourage Health and Safety initiatives and lead by personal example.</li> </ul>  |
| Finance Director (Section 151 Officer)  | To deputise for the Chief Executive in all matters concerning compliance with this Policy  |
| Heads of Departments (comprising CLB):<br><br>Director of Finance<br>Head of Legal<br>Head of Housing<br>Head of Street Scene and Community<br>Head of Corporate, Democratic and Electoral<br>Head of Planning and Environmental Health<br>Head of Projects and Programmes<br>Head of ICT<br>Head of Assets | <ul style="list-style-type: none"> <li>• Manage health and safety within their Department areas.</li> <li>• To allocate sufficient resources to ensure compliance with all applicable health and safety law.</li> <li>• To undertake robust and proactive health and safety management within business decisions.</li> <li>• Ensure line managers are aware and trained to manage and control all identified risks.</li> <li>• To ensure risk assessments are carried out, implemented and reviewed for all significant risks.</li> <li>• To ensure that appropriate records are kept of all staff training, risk assessments and safe systems of work and that these are properly recorded on corporate health and safety systems.</li> </ul> |

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|  | <ul style="list-style-type: none"> <li>• Ensure the implementation of all relevant Health and Safety Policies, Standards and Procedures</li> <li>• To attend appropriate training.</li> <li>• To ensure that health and safety training is provided to all appropriate employees.</li> <li>• To appoint Health and Safety Coordinators to represent each Department Area and their manager to deputise in their absence and ensure they have sufficient time to carry out their function</li> </ul>   |
| <p>Senior Managers: (Line Managers)<br/>(comprising the Senior Management Team - SMT)</p> <p>Finance Manager<br/>Street Scene Manager<br/>Housing Manager<br/>Planning and Environmental Health Managers<br/>Council Tax and Housing Benefits Manager<br/>Asset Manager<br/>Civil Enforcement Manager<br/>Customer Contact Centre Manager<br/>Electoral Manager<br/>Community Manager<br/>Corporate Projects Manager</p> | <ul style="list-style-type: none"> <li>• Manage health and safety on a day to day basis.</li> <li>• To ensure that all accident/incident or near-miss that would cause harm, including vehicle incidents, is reported via the Council's Health and Safety on - line Incident Report Form.</li> <li>• Ensure that relevant local safety procedures are produced.</li> <li>• Implement relevant Health and Safety Policies, Standards and Procedures.</li> <li>• Manage and control all identified risks.</li> <li>• Undertake and document risk assessments for all key Department areas.</li> <li>• To ensure that appropriate records are kept of all staff inductions, training, risk assessments and safe systems of work and that these are properly recorded on corporate health and safety systems.</li> <li>• Undertake workplace health and safety inspections at appropriate intervals.</li> <li>• Ensure the identification and delivery of Health and Safety training for all relevant employees</li> <li>• To attend appropriate training.</li> <li>• To ensure Health and Safety Coordinators have sufficient time to carry out their function.</li> <li>• To ensure that all new staff receive timely health and safety induction.</li> </ul> |
| <p>Environmental Health Manager (Managing Corporate Health and Safety)</p>   | <ul style="list-style-type: none"> <li>• Provide a strategic and management framework for health and safety.</li> <li>• Manages the Corporate Health and Safety Adviser</li> <li>• Ensure the provision of advice and assistance on Health and Safety throughout the Council.</li> <li>• Ensure the identification, interpretation, and communication of</li> </ul>   |

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|  | <p>all new legislation.</p> <ul style="list-style-type: none"> <li>• Ensure the production of core Corporate Health and Safety Standards and Procedures.</li> <li>• Ensure that Health and Safety matters are communicated effectively to Heads of Department and all relevant employees.</li> <li>• Monitors that all relevant incidents are reported as necessary under The Reporting of Injuries Diseases and Dangerous Occurrences Regulations (RIDDOR).</li> </ul>   |
| <p>Corporate Health and Safety Adviser</p> | <ul style="list-style-type: none"> <li>• Advises assists and monitors management of Health and Safety throughout the Council.</li> <li>• Produce core Corporate Health and Safety Standards and Procedures.</li> <li>• Assists in the Identification of principle Health and Safety training for all employees and ensures delivery.</li> <li>• Assists in the provision of management tools and guidance.</li> <li>• Monitors that all relevant incidents are reported as necessary under RIDDOR</li> <li>• Ensures that Health and Safety matters are communicated effectively to all Heads of Department and the Corporate Leadership Board (CLB) via appropriate reports,</li> <li>• Co-ordinates, organises, supports and facilitates the Health and Safety Committee</li> <li>• Provides quarterly reports of the condition of Corporate Health and Safety to CLB.</li> </ul> |
| <p>Staff Health and Safety Committee</p>   | <ul style="list-style-type: none"> <li>• Communicates and monitors Health and Safety management action plan &amp; other key issues.</li> <li>• Development/review and coordination of corporate Health &amp; Safety Policy and strategy.</li> <li>• To attend appropriate training.</li> <li>• To consult with and respond to all representations of the recognised trade union.</li> <li>• To support consultation of appropriate Health and Safety documents</li> </ul>   |
| <p>Health and Safety Coordinators</p>      | <ul style="list-style-type: none"> <li>• Represent the interests of all employees within their own Department areas on health, safety and / or welfare issues</li> <li>• Act as an advocate for health and safety, and promote the use of all</li> </ul>  |

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|                      | <p>relevant sources of information, advice and guidance currently available on the Intranet Health and Safety Microsite</p> <ul style="list-style-type: none"> <li>• Attend and support the quarterly Health and Safety Committee meetings and report back to their Department areas at Team meetings.</li> <li>• Liaise directly, where appropriate, with the Corporate Health and Safety Adviser for support and guidance on health, safety and / or welfare issues</li> <li>• Receive information from the Corporate Health and Safety Adviser and cascade this on to the group of employees in their Department area</li> <li>• To be consulted on health and safety issues and provide appropriate advice and assistance.</li> <li>• To support the process of health and safety risk assessments, safe systems of work, Procedures, inspections and audits throughout the Council,</li> <li>• Highlight potential hazards and in the workplace and to direct (where applicable) the measures necessary to prevent recurrence.</li> <li>• Attend appropriate training, as required, to enable them to carry out their health and safety duties and responsibilities in full.</li> <li>• Assist with the H&amp;S induction of new staff.</li> </ul> |
| <p>All Employees</p> | <ul style="list-style-type: none"> <li>• Cooperate with the Council in all matters relating to Health &amp; Safety.</li> <li>• To ensure that so far as is reasonably practicable, their work area and activities are safe from harm.</li> <li>• To report to their Line Manager any accident/incident or near miss that has/would cause harm, including vehicle incidents.</li> <li>• To assist with and be responsible for the identification of Health &amp; Safety related risks within the working environment and, communicate these to their Line Manager.</li> <li>• To attend appropriate health and safety training.</li> <li>• Carry out risk assessments (where appropriate).</li> <li>• Use equipment and machinery only when appropriately trained.</li> <li>• Comply with any relevant safety controls in place.</li> </ul>  |

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## **3.0 Arrangements**

### **3.1 Health and Safety Standards and Procedures**

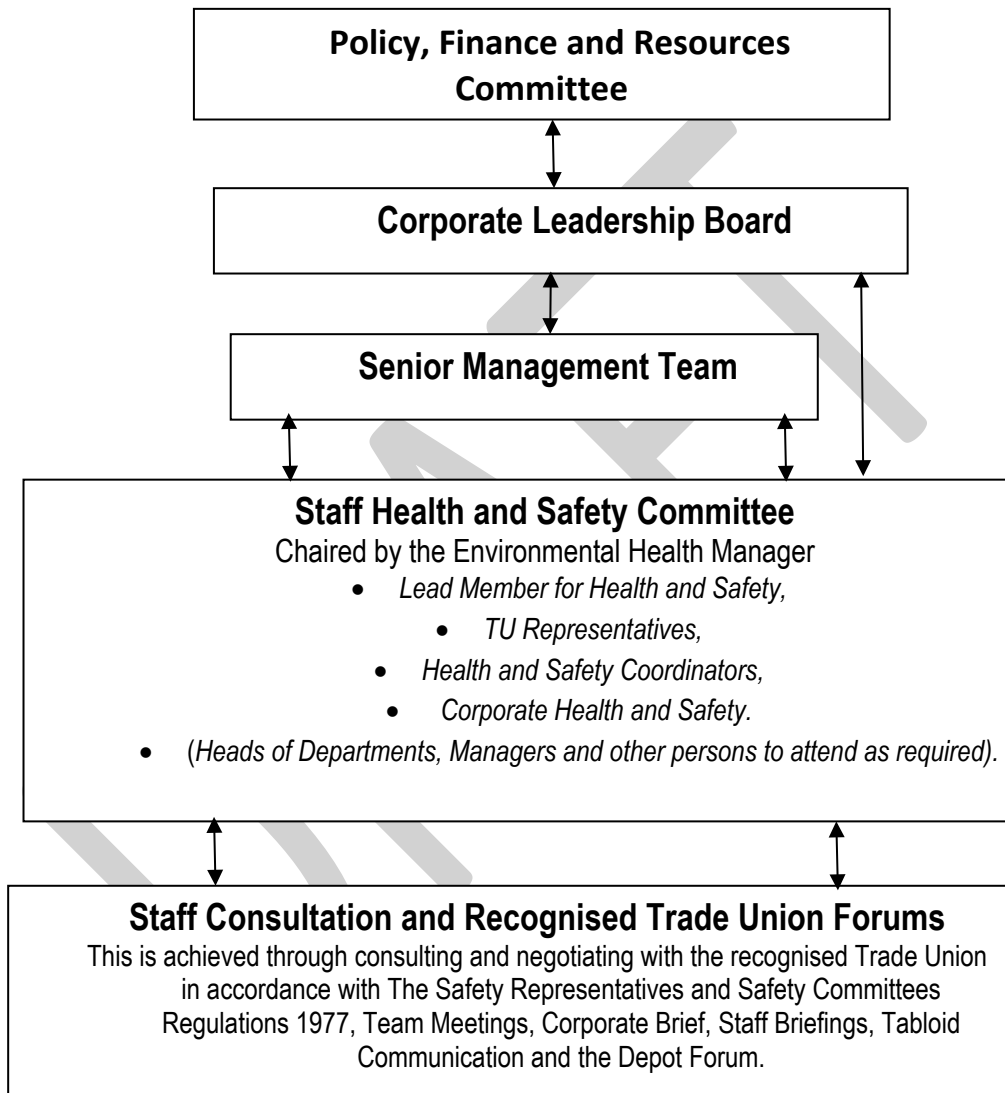
- 3.2 This Corporate Health and Safety Policy is supported with a set of Health and Safety Standards and Procedures which detail specific arrangements for managing health and safety at Brentwood Borough Council. These Standards detail how the Council will comply with its legal obligations as set down by the Health and Safety at Work etc Act and the subordinate health and safety regulations. These Standards and Procedures will be reviewed on a regular programme and are available on the Council's Intranet within the Health and Safety Microsite.
- 3.3 The Council's Health and Safety Standards are an integral part of the health and safety management system and all employees should be aware of them through their Line Manager and Health and Safety Induction to the Council. These Health and Safety Standards, Procedures and Risk Assessments are located on the Council's Intranet Health and Safety Microsite, and will assist in ensuring a safe workplace through the delivery of the Council's services.
- 3.4 All Managers have access to the Council's Health and Safety Handbook for Managers to enable a clear understanding of their health and safety responsibilities, as well as guidance on various matters that are applicable to their Department Area.
- 3.5 The Corporate Health and Safety Advisor will provide advice and support to managers and employees to enable a clear understanding of how to maintain safe working practices and comply with the Council's legal obligations, through the Council's Health and Safety Standards, Procedures and all respective legislation requirements. The Corporate Health and Safety Helpdesk email and telephone number are communicated to all employees to facilitate proactive advice and assistance to be given where required.

## **4.0 Staff Consultation**

- 4.1. There is a need for effective consultation on Health and Safety matters to positively promote communication and co-operation between management, staff and the recognised trade union, to aid in the development of a health and safety culture. Good communication will also enable effective monitoring measures to ensure health and safety at work.
- 4.2 The Health and Safety Policy will reviewed annually and amended where appropriate. The staff consultation for this will be undertaken by the Corporate Leadership Board (CLB) and the members of the Health and Safety Committee. On completion and ratification of the revised Health and Safety policy by The Policy, Finance and Resource Committee, these amendments will be brought to the attention of all employees.
- 4.3. Health and Safety is not a separate issue but an integral part of the management process. When problems arise in a specific area they are expected to be, and will be resolved within the usual line management procedures. This is the normal way of dealing with management issues and is effective in the vast majority of cases. However, it is recognised that for some health and safety or broader cross cutting issues there also needs to be a more general mechanism for communication and consultation with staff and the recognised trade union to facilitate any emerging or unresolved issues.
- 4.4 The management of health and safety is a line management responsibility but is supported by a framework of committees and specialist corporate health and safety advice.

#### 4.5 Committee Structure

The diagram below shows the relationship, so far as health and safety matters are concerned, between the Staff Health and Safety Committee and other Health and Safety meetings. The flow of information can be two way.



#### 4.5 Staff Health and Safety Committee

The Staff Health and Safety Committee will be chaired by the Environmental Health Manager and will meet on a quarterly basis (more frequently should the need arise). The committee will consist of the Lead Member for Health and Safety, Health and Safety Coordinators, representatives of the trade union and Corporate Health and Safety. Heads of Departments, Managers or other persons are invited to attend as required. Health and safety performance will be reported regularly to Members.

#### 4.6 Terms of Reference

The Staff Health and Safety Committee have an overview of the management of Health and Safety within the Council, and are in a position to consider the Health and Safety issues raised by Staff Consultation and the Recognised Trade Union Forum.

#### **4.7 The Staff Health and Safety Committee will adopt the following objectives:-**

- Regularly review the measures taken to ensure that Health, Safety and Welfare is being managed effectively;
- Fulfill the requirements of The Safety Representatives and Safety Committee Regulations 1977 and the Health and Safety (Consultation with Employees) Regulations 1996;
- Monitor progress toward meeting safety policy aims;
- Promote co-operation between all Departments within the Council on matters of Safety, Health and Welfare at work;
- Consider any health and safety issues brought to its attention by any of the Recognised Trade Union Forums, Staff Consultation or Depot Forums;
- Compile and submit an annual report on Health and Safety to the Members Portal;
- Consider reports, information, and new legislation from the Health and Safety Executive;
- Monitor and review annually the Corporate Health and Safety policy;

#### **4.8 Staff Consultation and Feedback Forums**

All Department Areas and employees will have access and be able to feedback views and opinions from the respective consultation and communication forums. These Forums consist of Recognised Trade Union consultation, Team Meetings, Corporate Brief, Staff Briefings, Tabloid Communications and the Depot Forum. Each Department will be adequately represented by a manager and/or Health and Safety coordinator. In order to ensure that issues/initiatives are progressed to conclusion and continuous improvement is achieved; issues that cannot be resolved from these forums should be passed to the Health and Safety Committee for consideration. Where matters are not resolved satisfactorily, they should be passed to the Corporate Leadership Board for consideration and appropriate action.

#### **4.9 Corporate Leadership Board (CLB)**

Matters should be referred to CLB where there are significant implications for changes in policy or other financial implications

#### **4.10 Other Levels**

Health and safety should be discussed at all levels within the organisation, in particular at team meetings so that issues may be discussed and resolved at the lowest level possible level and staff may be kept abreast of developments such as the review of risk assessments or any other developments affecting the workplace.

Health and Safety Coordinators and Safety Representatives will be a key part of the cascade of safety information and the delivery of safety within the workplace in order to meet the Council's obligations.

### **5.0 Training and Information**

- 5.1. Brentwood Borough Council, in pursuance of the stated objectives of its Health and Safety Policy Statement, recognises that safety training and information should be a continuous process, integrated with other training and communication, developed through job/task and training needs analysis.
- 5.2. To ensure adequate health and safety competence, capability and compliance for all persons employed by Brentwood Borough Council, Health and Safety Induction training will be provided for all employees as soon as practicable, but at least within **2** weeks of starting work with the Council. This will also apply to employee's changing role or Department Area, seconded employees, as well as temporary and agency employees, contractors and volunteers. This will be recorded using the Health and Safety Standard number 18 on the Council's Intranet Microsite.
- 5.3 All Repair and Maintenance contractors will be given adequate health and safety site information and induction, relevant to the activity being undertaken, when working within/on Council premises. Council workplaces will use the 5C's Contractors Management System folder to ensure the contractor(s) signs in the 5C's folder on arrival and appropriate induction and management of contractors are provided. Further details are on the Council's Intranet Health and Safety Microsite, under the 5C's Contractor Management System, Health and Safety Microsite Main Menu No. 16. All other Repair and Maintenance work undertaken on Council premises including domestic premises should be arranged to ensure that contractors are provided with all appropriate information and induction to enable safe working.
- 5.4 Promotion and maintenance of a positive culture relies upon:-
  - Training of Members and Senior Managers in their health and safety responsibilities and general Health and Safety awareness to achieve competency in Health and Safety management, including the principles of risk assessment, accident prevention and current legislation.
  - Training of managers and other employees to achieve appropriate competencies in hazard identification, risk assessment and control.
  - Training of trainers for competency in safety training and/or the use of appropriate external training organisations or individuals and monitoring and evaluation of training effectiveness.
- 5.5 Copies of any Health and Safety training records should be placed on the Health and Safety Training Matrix, contained in the guidance on the Health and Safety Microsite Main Menu No.13, Health and Safety Training.

## **6.0 Procurement**

- 6.1 The Council expects that any business seeking to quote, tender or provide services will operate and comply with appropriate health and safety legislation and systems as defined in law. Failure to provide sufficient assurance that the business actively promotes and manages health and safety, may rule out the business from being selected.
- 6.2 Managers, budget holders and officers, must ensure due consideration to Health and Safety of the employee and end user when hiring or purchasing work related equipment, machinery and substances to reduce the risk as low as is reasonably practicable, to prevent ill health and injury, claims and prosecution of the Council.
- 6.3 Hiring or purchase of such equipment, machinery or substances shall be subject to the Council's risk assessment procedure to ensure significant risk is managed and recorded.

- 6.3 Appropriate induction, training and supervision shall be given by competent persons when using hired or new equipment, machinery or substances to ensure compliance with Health and Safety law and Council procedures.

## **7.0 Monitoring, Auditing and Review**

- 7.1. Monitoring is necessary for three reasons:-
- To proactively evaluate the appropriate Health and Safety systems
  - To assess whether the policy is being effectively pursued and
  - To ascertain the extent to which it is having the desired effect.
- 7.2. Essential areas of interest to monitor are: accident and safety records; incident (near misses, dangerous occurrences and the Cautionary Contacts Register) records; the standards of compliance with legal requirements and Approved Codes of Practice; the extent of compliance in the organisation and the success in following corporate policy arrangements, Standards and Procedures; and the management and arrangements of contractors that the Council commissions.
- 7.3. In addition to identifying what has been achieved, monitoring should identify what is wrong and why it is wrong. It should identify deviations from agreed standards and in the event of failure analyse the events that led to that failure in order that their causes may be better understood and remedial action taken.
- 7.4 Managers and supervisors should constantly monitor the implementation of those sections of the Health and Safety Policy and safety Standards, Procedures or risk assessments for which they have responsibility. They should take appropriate corrective action, when it is noted that the Policy or safety Standards, Procedures and risk assessments are not being effectively implemented.
- 7.5 In addition to providing advice the Corporate Health and Safety advisor will also carry out a programme of internal audits of the safety function within the various Department areas of the Council.
- 7.6 Heads of Department /Managers shall review the Health and Safety Policy, Standards and Procedures on a regular basis and, when matters are referred for consideration. Any changes to the Health and Safety Policy should only be made after consultation with the relevant Health and Safety Committee, the Recognised Trade Union and CLB.
- 7.7. Any changes to the Health and Safety Policy and safety Standards or Procedures must be brought to the attention of those affected by the changes by giving them a copy of the changes.

## **8.0 Non Compliance**

- 8.1 The action taken for noncompliance with the Health and Safety Policy will depend on the degree of the seriousness of the consequences and, the reason for the non-compliance.
- 8.2 The action taken may include:-
- Verbally advising the person failing to implement the policy or procedure;
  - Formally advising the person referring to those contents of the policy, Standard or Procedure not being effectively implemented, to the Head of Department for review and action.