

One  
Partnership



**BRENTWOOD**  
BOROUGH COUNCIL

One

Team



Two  
Sovereign  
Councils

# **Health, Safety and Wellbeing Policy**

**One Team Strategic Partnership**

**July 2023**

<b>Key Information</b>	
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The Policy applies to:	All Members, All Council employees, Contractors, and 3 <sup>rd</sup> Parties working on behalf of BBC and RDC.
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This Policy has related documents:	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Health and Safety Strategy, The Health, and Safety Management System available through the Council's Intranet.
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## Table of Contents

Introduction .....	1
Policy Statement .....	2
Body of Policy .....	3
Organisation Responsibilities .....	5
Elected Members .....	5
Directors .....	5
Director – Assets and Investments .....	6
Duty Holders .....	7
Directors, Corporate Managers and Service Area Managers .....	7
Employees .....	10
Health and Safety Advisor .....	12
Health and Safety Representatives .....	14
Procurement of Contractors and Partners to the Council .....	13
Organisational Arrangements .....	15
Health and Safety Management System .....	15
Consultation and Support of Employees .....	16
Employee Assistance Programme: .....	16
Performance Management .....	17
Accompanying Strategy .....	17
Appendix A. Corporate Health and Safety Management .....	19

## **Introduction**

The purpose of the Health, Safety and Wellbeing Policy (HSWP) is to fulfil the legal requirement to set out how the Council will manage its responsibilities in law and how this applies to all employees and Council partners. The HSWP sets out the approach the authority takes to the successful management of health and safety.

The Council's HSWP is a leading statutory document that is pivotal to the H&S&W plan. The HSWP is supported by a Health, Safety and Wellbeing Strategy that provides more details on the specific goals of the organisation, along with how these will be achieved.

Due to the complexity of health and safety there is also a diverse range of topic specific Policies, Standards, Procedures and Risk Assessments that detail what is required to ensure management and compliance across the organisation.

## Policy Statement

The Council is committed to ensuring there is always a positive and proactive culture towards Health, Safety, and the Wellbeing of our employees. There is commitment at all levels within the council to apply health and safety legislation to create a safe and healthy environment. Importantly we must always remember it is a joint effort by all of us to ensure that we and our colleagues remain safe in the workplace.



This policy sets out how we will plan, implement, and monitor health and safety within the Council together as a team.

Thank you for your ongoing support.

Signed:..... Date: / /

**Jonathan Stephenson – Chief Executive Officer**

‘We are pleased to jointly endorse the revisions to the Council’s Health, Safety and Wellbeing Policy. The health, safety, and wellbeing of all those associated with our service delivery is of vital importance to us and, we take the view that health and safety must be an intrinsic part of everyone’s day job.

The Council is committed to ensuring we fulfil our obligations under all Health and Safety legislation, work to support not only the physical, but the mental health and wellbeing of individuals, and ensure Health and Safety becomes part of the culture of continuing performance.

All staff have a part to play in making sure that this Policy is successfully implemented. Members will support all future developments of Health and Safety Management to enable us to continue to deliver effectively for our *residents’ and our staff’*.

Signed:..... Date / /

**Cllr John Mason - Leader of Rochford District Council**

Signed:..... Date / /

**Cllr Barry Aspinell - Leader of Brentwood Borough Council**

By committing to Health, Safety, and Wellbeing, the Council will also be contributing to the National Health and Safety initiative; the Health and Safety Executive's (HSE's) new ten-year strategy: [Protecting People and Places](#).

It recognises that the successful management of health and safety makes a positive contribution towards the achievement of the corporate strategy. It supports effective development of management systems, commitment to continuous improvement, and service delivery to the community and our residents, in addition to meeting our statutory responsibilities as an employer.

The Council is committed to ensuring the health, safety and welfare of all staff, or others affected by its activities, so far as is reasonably practical.

Staff are our most valued resource, and their health, safety, welfare, and overall wellbeing is of paramount importance and essential to the planning and delivering of quality services to our residents, visitors, and others. We are committed to preventing ill health and injuries, including those related to psychosocial risk and promoting people's well-being at work.

The Council's policy is:

- to control workplace hazards by appropriately assessing risks and establishing suitable and sufficient control measures arising from work activities.
- to consult with employees on matters affecting their physical and mental health, safety, and wellbeing, and recognise the importance of their contribution to successfully implementing this policy.
- to provide and maintain safe plant and equipment.
- to ensure safe handling and use of substances.
- to provide information, instruction and supervision for employees and ensure the competence of all staff in relation to their working activities.
- to maintain effective systems of communication on health and safety matters.

- to prevent accidents and cases of work-related ill health, including those related to psychosocial risks.
- to promote and enhance a working environment consistent with the principles of dignity, mutual respect, confidentiality, cooperation, and trust in the OH&S management system.
- to maintain safe and healthy working conditions.
- to access any necessary expert advice on matters where the Council does not have such resources available to them.
- to pursue continual improvements with regards to health, safety, and wellbeing performance.
- to develop the Council's health and safety management systems.
- to support this policy by providing satisfactory financial and physical resource.
- to strive to exceed legal requirements as a minimum level of achievement and adopt best practice wherever possible.
- to publish details of health and safety performance within the Council's Annual Report.
- to review and revise this policy as necessary at regular intervals.

The organisational arrangements for putting the above policy into practice are set out in this document. Successful implementation of the Council's Policy requires total commitment from all concerned. The Council's Corporate Leadership Team are all personally committed to the effective management of health, safety, and welfare, and acknowledge its level of importance in relation to other business objectives.

Health, safety, and employee wellbeing will receive significant focus, be managed as an integrated part of the Council's core business activities and will be prioritised ahead of other nonessential management functions. The Council recognises that this policy and associated arrangements can significantly contribute to business performance by



reducing injuries and work-related ill health, protecting the environment, and reducing unnecessary losses and liabilities.

The Council recognises that accidents, ill health, and incidents can often result due to failings in management controls and are not necessarily the fault of individual employees.

This policy will be made available to all stakeholders, it will be published on the Council's website, and we would welcome any observations that would assist us in enhancing our current Health and Safety Management System and enable us to further safeguard the community we serve.

## **Organisational Responsibilities**

### **Elected Members**

Members of the Council and other elected members have a duty to:

1. Comply with the requirements of this policy.
2. Receive Health and Safety briefings and training as applicable.
3. Ensure that suitable resources and strategic direction are available to discharge the Council's health and safety responsibilities.
4. Monitor the overall performance of the Council's health and safety management system, receive reports, and ensure that any decision made is in line with the Council's own policies and procedures as they relate to health and safety.

### **Directors**

The **Chief Executive Officer (Jonathan Stephenson)** has overall responsibility for health and safety. The **Strategic Director (Emily Yule)** will deputise in this role and assume responsibility should the Chief Executive Officer be absent from the business.

## Director – Assets and Investments

The Director of Assets and Investments is responsible for the production and approval of the Health, Safety and Wellbeing Policy inclusive of:

1. Devising the Health and Safety Policy.
2. Approving the general policy statement which forms part of the Organisation's Health, Safety and Wellbeing policy document.
3. Establishing strategies to implement the Policy and integrating these into the general activities of the Organisation.
4. Assigning responsibilities for planning, measuring, reviewing, and auditing Health, Safety and Wellbeing Policy and Procedures.
5. Specifying a structure for implementing the Policy and supporting plans.
6. Agreeing plans or improvement and reviewing progress to develop the organisation and its Policy.
7. Authorising new or revised procedures.
8. Ensuring Health and Safety performance is regularly reviewed.

The Director of Assets and Investments is appointed as the member of the Corporate Leadership team with specific responsibility for the coordination and management of occupational Health, Safety, and Wellbeing.



**Phoebe Barnes Director – Assets and Investments**

## **Duty Holders**

Statutory Duty Holders will be formally appointed in writing for specific risk areas. The appointments should ideally only ever be Director level or above, or only assigned to competent technical staff. Training will also be made available should it be required. Specific appointments will be made for Duty Holders / Responsible Persons in relation to risks from Fire, Asbestos, Legionella, Gas, Electrical, Lifts and CDM.

## **Directors, Corporate Managers and Service Area Managers**

Operational responsibility for individual service areas is delegated to 'Directors' as shown on the Corporate 'Health and Safety Management Structure' (Appendix A).

Responsibility for the undertaking of operational activities may be delegated to Service Area Managers, Team Leaders or Supervisors, however primary accountability still rests with each Director.

Directors and Managers will, as a minimum requirement, complete the IOSH 'Leading Safely' or 'Managing Safely' course or other similar course to ensure a suitable level of competence throughout the Authority.

(New Managers joining the Organisation will be required to complete the training within 6 Months of commencing their employment).

Directors and Managers will:

1. Be exemplars of the highest standards of Health, Safety, and Wellbeing by ensuring that all related Policies and Guidance are implemented, communicated, and complied within their area of control.
2. Approve budgets which include sufficient resources to enable Health, Safety, and Wellbeing risks to be adequately controlled.

Ensure all new members of staff promptly receive 1<sup>st</sup> Day Induction training enabled by their Line Manager, followed by a Corporate Induction.

3. Conduct regular Health and Safety tours of the workplace (inclusive of site-based inspections and workplace vehicles) to ensure compliance with safe systems of work.

4. Ensure that Health, Safety, and Wellbeing objectives are an integral part of the Organisation's Business Plan and Directorate and Departmental Service Plans and ensure the participation of employees within the planning process.
5. Ensure that the following is reported by the appropriate employee, using the Council's H&S Incident/Accident Report Form.
  - any accidents, incidents or near misses
  - any verbal or physical abuse
  - threatening or intimidating behaviour
  - accidental equipment damage
  - suspected work-related ill-health
  - associated risks for new and expectant mothers
6. Investigate all serious accidents/incidents and near miss occurrences, accordingly, including instances of unacceptable behaviour, ensuring the prompt review of relevant risk assessments, work processes and the implementation of any identified control measures.
7. Report any serious accidents or incidents to the Health and Safety Advisor immediately to ensure compliance with RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013) requirements.
8. Keep up to date with changes in Health and Safety legislation, standards, and good practice relevant to the Council.
9. Obtain and co-ordinate specialist advice necessary for the effective planning and implementation of policies and safe working procedures for any work activities carried out by their Service area.
10. Ensure statutory obligations are strictly monitored, controlled, and managed.
11. Ensure that, Risk Assessments and other assessments including Work Method Statements where required, are prepared / obtained, and reviewed prior to any work commencing within their Service Area. This is applicable to the Council's Service Delivery and to contractors undertaking works.
12. Line Managers conduct Risk Assessments and Method Statements in relation to their employees' work activities in accordance with agreed standards. Template Risk Assessments are located on Health and Safety intranet pages, under the relevant subjects, e.g., Lone Working, Display Screen Equipment (DSE). All Risk Assessments

are to be completed in consultation with employees and reviewed periodically as defined in the assessment and following an incident/accident, or significant change to the activity. Once completed, a copy must be held electronically for review and inclusion on the Corporate Risk Assessment Database. The Risk Assessment authors are the owners and are the responsible persons to ensure the assessment is up to date.

13. Establish adequate arrangements to ensure sufficient training and support for staff undertaking their duties and the Council's partners to enable them to work safely and fulfil their responsibilities identified in this policy.
14. Allow relevant members of staff e.g., Health and Safety Coordinators, First Aiders, Mental Health First Aiders or Fire Marshals to attend training sessions and meetings and have suitable time to comprehensively fulfil their roles.
15. Promptly evaluate, manage, and respond to any complaints or problems regarding Health and Safety issues.
16. Ensure Health, Safety, and Wellbeing is the first standard Agenda item at all Team meetings.
17. Improve safety standards in their own services by enhancing employee competence through training.
18. Co-operate with Safety Representatives in carrying out their functions and positively participate in the Safety Committee or Working Parties.
19. Ensure the participation and involvement of all employees to co-operate and assist Asset and Facilities Management to put in place adequate arrangements for Fire prevention and Health and Safety at all premises under their control.
20. Provide suitable Personal Protective Equipment where required, as highlighted by the completion of Risk Assessment(s) in liaison with their team.
21. Line Managers will identify employees that require Health Surveillance due to the nature of their work activities. Line Managers will enable employees following an initial survey, to be referred to the Council's Occupational Health Service provider supported by the People OD department.

22. Bring to the attention of Corporate Health and Safety or Corporate Leadership Team any Health, Safety, Wellbeing or Welfare issue that cannot be resolved by the Line Manager or Service Area Team, or that may have implications for others not directly under their control.
23. Attend at the Health and Safety Committee as required.
24. Take appropriate disciplinary action where breaches in Health and Safety legislation, Safe Working Practices, or Risk Assessments are identified.
25. Suspend or stop indefinitely, if necessary, without notice, any operation which contravenes agreed H&S procedures, standards or processes they consider likely to cause injury to persons, or damage to property or the environment.

## **Employees**

All Staff have a vital role to play in the effective implementation and operation of this Policy. Legislation requires employees to take reasonable care of themselves and others at work and to co-operate with their employer in fulfilling this requirement.

All staff must:

1. As new members of staff undertake a Corporate Health and Safety induction as part of joining the Council.
2. New members of staff must be separately provided with a Health and Safety 1st day Induction into the Organisation, on their first day at work, by their immediate Line Manager. The completed form must be sent to Human Resources to be held on the employee's personnel file.
3. Take reasonable care of themselves and others (including members of the public) that may foreseeably be affected by their acts or omissions at work.
4. Co-operate with their employer, or any other person, to enable them to perform and comply with all statutory duties or requirements imposed on them.
5. Take care not to intentionally, or recklessly, interfere with or misuse anything that has been provided for the purpose of health, safety, and welfare in the pursuance of a statutory requirement.

6. Use all machinery, equipment, substances, transport equipment, tools, safety equipment and devices or other means of service delivery, in compliance with training, instruction, and the risk assessment, provided by the employer.
7. All members of staff will have Risk Assessments of their work carried out. This should be conducted by Managers in consultation with the employee. Employees are required to actively participate in the Risk Assessment consultation process to ensure suitable and sufficient safe systems of work are implemented. The Risk Assessment will be reviewed as stated, or when significant changes occur.
8. Ensure that they attend training and are trained in the safe use of equipment and machinery before it is used and, if in doubt, report to their Line Manager or Supervisor any lack of training.
9. Ensure that any equipment is checked for safety before use, is handled and stored in a safe condition and that any defects are reported immediately to their Line Manager. Staff must never use unsafe equipment.
10. Inform their Line Manager or Service Manager immediately of any situation, which might present a serious breach of the Council's Health and Safety procedures or create a serious or imminent danger to themselves or others.
11. Notify their Line Manager of any shortcomings in protective measures.
12. Use any Personal Protective Equipment (PPE) provided, ensuring its appropriate storage and maintenance.
13. Follow any Code of Safe Working Practice relevant to the work activity and any verbal or written instructions/guidance issued on Health and Safety matters.
14. Not consume any alcohol, drugs, or other substances which could impede their ability to work safely.
15. Report the following using the Council's Incident, Accident Reporting Procedures to their Line Manager / Supervisor and ensure a written record is made of:
  - any accidents, incidents or near miss occurrences
  - any verbal or physical abuse
  - accidental equipment damage
  - suspected work-related ill-health

- associated risks for new and expectant mothers
16. Employees prescribed medication or suffering from a temporary or on-going medical condition should contact their GP or their line manager if their duties place them or others in a dangerous situation. Examples of such duties may include driving, working at height or using machinery.
17. All employees regardless of their position within the Organisation will be required to attend relevant Health and Safety training and complete online e-learning modules, continued non-completion of critical Health and Safety training will be treated as an act of misconduct.

### **Health and Safety Advisor**

(Advice and Guidance)

The Council has appointed a 'Health and Safety Advisor' to act as the 'Competent Person' for the purposes of the Management of Health and Safety at Work Regulations 1999 and other relevant health and safety legislation.

The Health and Safety Advisor will:

1. Formulate and develop Health, Safety, and wellbeing policies for existing activities and new acquisitions or processes.
2. Promote a positive Health and Safety culture and secure the effective implementation of the Health, Safety, and Wellbeing Policy.
3. Plan realistic short and long-term objectives, deciding priorities and establishing adequate systems and performance standards.
4. Ensure the day-to-day implementation and monitoring of the Health, Safety, and Wellbeing Policy, subsidiary policies and plans including accident and incident investigation, reporting and analysis.
5. Review performance and audit Health and Safety Management Systems.
6. Undertake appropriate training to ensure a suitable level of competence and the provision of guidance and advice to the Council on Health, Safety, and Wellbeing issues.



7. Maintain adequate information systems on topics inclusive of civil and criminal law, Health and Safety management and technical advances.
8. Interpret the law in the context of the Council.
9. Be involved in the establishment of Organisational arrangements, systems and risk control standards relating to hardware and human performance, by advising management on matters such as legal and technical standards.
10. Establish and maintain procedures for reporting, investigating, recording, and analysing accidents and incidents.
11. Establish and maintain procedures, including monitoring and other means such as review and auditing, to ensure Senior Management are accurately aware of levels of management and performance in Health and Safety.
12. Provide guidance independently and effectively and support the provision of authoritative and independent advice.
13. Ensure a close working relationship with Union Safety Representatives.
14. Investigate where applicable serious accidents/incidents and advise on remedial measures.
15. Evaluate the training needs of the Council in relation to Health, Safety, and Wellbeing.
16. Review and update Policies where necessary, to ensure the Council's compliance with changing legislation.
17. Liaise with the HSE, Environment Agency, Local Authorities, and other relevant Regulators or bodies as required.
18. Suspend or stop indefinitely, if necessary, without notice, any operation which contravenes agreed standards or processes.

## **Health and Safety Representatives**

Union Representatives, First Aiders, Mental Health First Aiders, Fire Marshals, Health and Safety Coordinators, must carry out their specific roles competently, professionally and in line with all relevant training and procedures.

## **Procurement of Contractors and Partners to the Council**

Contractors or partners working on behalf of the Council will commit to this Policy or demonstrate an equal or greater commitment to Health, Safety, and Wellbeing in their own policies and arrangements.

The Council will require that any business seeking to quote, tender or provide services will operate and comply with relevant health and safety legislation and requirements as defined in law. Failure to provide sufficient assurance that the business actively promotes and manages health, safety and wellbeing may rule out the business from being selected or discontinue their services.

## Organisational Arrangements



### Health and Safety Management System

The Council's Health and Safety Management System is based on the HSE model from HSG 65 of Plan, Do, Check, Act. It is the Council's expectation that this model will be proactively used when identifying an activity or new project as part of Service Delivery, to ensure the health and safety of the activity and those persons involved with it.

This Corporate Health, Safety and Wellbeing Policy is supported with a set of Health and Safety topic specific policies, standards, guidance, and procedures which detail specific arrangements for managing health and safety at the Council. These arrangements detail how the Council will comply with its legal obligations as set down by the Health and Safety at Work etc. Act 1974 and the subordinate health and safety regulations.

These arrangements will be reviewed on a regular programme and are available on the

Council's Intranet within the Health and Safety site.

## Consultation and Support of Employees

To ensure health, safety and wellbeing standards are maintained and improved, Directors will be assisted by the '**Health and Safety Co-ordinators**' (HSCs) supported by the Health and Safety Advisor (see Appendix A).

HSCs' will be trained for such purpose and will undertake the role of 'Representatives of Employee Safety', (as required by the Health and Safety (Consultation with Employees) Regulations 1996), subject to the approval of the staff they represent.

In addition, the Council recognises UNISON as a Trades Union which has appointed a '**Safety Representative**' under The Safety Representatives and Safety Committees Regulations 1977. This is a legal requirement to support union involvement and employee consultation. (see Appendix A).

Consultation with employees will be undertaken either via the emailed 'Staff Newsletter' and, employee surveys, or through the **Health and Safety Committee** of which HSCs and the UNISON Safety Representative are members of the committee.

Particular attention will be paid to consulting with, engaging, and promoting a positive dialogue with all stakeholders in relation to work-related stress, mental health, and wellbeing.

We promise to provide opportunities for feedback by workers to help the organisation determine the effectiveness of the management of health, safety, and wellbeing inclusive of psychosocial risks and will encourage participation and engagement.

### Employee Assistance Programme:

As part of our Employee Assistance Programme (EAP), a 24/7 telephone support service is available for any member of staff needing mental health support. The service is run by appropriately qualified professionals, is confidential and free for you to access. Simply call 0808 168 2143 free from any standard UK landline or mobile phone

To find the full range of services available to you and to visit the Employee Assistance Programme click [here](#).

If any member of staff has a concern about any health, safety, or welfare issue they should contact their line manager initially, and then their HSC or the Health and Safety Advisor to have the matter reviewed if suitable resolution has not been found.

## Performance Management

The Health and Safety Committee is an essential component of the Organisation's strategic Health and Safety Implementation and Performance plan.

The group will normally meet every quarter (but ad-hoc emergency meetings can be convened) and consist of the following members:

1. The Committee Chair will be the Chief Executive Officer or a delegated Director.
2. Directors will attend as required.
3. Trade Union safety representatives and other representatives such as Health and Safety Coordinators, First Aiders or Fire Marshals are also welcome to attend.
4. The Organisation's Health and Safety Officer will attend.
5. Any other Officer or Specialist, at the discretion of the Committee Chair.
6. The Committee will be key to the planning and implementation of Action Plans and objectives and will form a collaborative forum between Management and Employee representatives to develop, promote and initiate measures and disseminate information to ensure the Health, Safety, and Wellbeing of employees and any others who may be affected by our activities.
7. The Committee will develop strategies for translating the Health, Safety, and Wellbeing Policy into sound practice and procedures at operational level and monitor any agreed Practice or Performance.

For more detailed information on the Health and Safety Committee refer to the Council's Intranet Health and Safety Site.

## Accompanying Strategy

The Health, Safety and Wellbeing Policy is supported by a five-year Health and Safety Strategy that provides more details on the specific goals of the organisation, along with how these will be achieved.

The Strategy will follow the format of the Health and Safety Executive's guidance INDG 417

'Leading Health and Safety at work' <http://www.hse.gov.uk/pubns/indg417.pdf> and HSG 65 'Management framework for effective health and safety management system' <http://www.hse.gov.uk/pubns/books/hsg65.htm>

The correct behaviours, attitudes and values will be an essential part of our work. The strategy will focus on providing high quality training and will provide the systems and procedures required to support employees in developing a strong, positive culture in respect of health, safety, and wellbeing.

The strategy supports the Health and Safety Executive's main occupational health priorities of tackling:

- Musculoskeletal disorders
- Work-related stress
- Occupational lung disease

In addition, we will concentrate on providing effective health and safety inductions along with comprehensive policies and procedures to protect all our stakeholders from the work we undertake on behalf of the community. We will also carry out independent external validation of our health and safety management system at key milestones throughout the strategy.

Key corporate documents that are linked to this Policy:

- Corporate Plan
- Health and Safety Strategy
- Advice for Health and Safety – available on the Council's Intranet, H&S site.

## Appendix A – Corporate Health and Safety Management

