

Health and safety

Applicable To	All staff
Effective Date	XX 2014
Current Policy Date	XX 2014
Next Review Date	2016
Review Cycle	2 years
Policy Owner Who is responsible? Name & Role	Ed Pomfret, Health, Partnerships and Engagement Manager
Accountable Person Who is accountable? Name & Role	Martin Shields, Corporate Director of Services and Neighbourhoods

Foreword

Health and safety at work is everybody's business and we each have a role to play in securing compliance with our standards and minimising the risks to ourselves, our colleagues, visitors and customers. This document outlines your role and what you can expect from managers within this organisation.

Gloucester City Council is striving for top performing services. Health and safety and successful organisation performance are complementary and we are committed to managing health and safety at work as an integral part of our business. We will foster and promote a positive and caring attitude to health and safety in the work place.

We will achieve this by looking after our organisation, looking after our people and looking after our reputation.

We will communicate our commitment to our staff, visitors, customers and partners and encourage their participation to ensure we provide a safe working environment.

We will seek opportunities to continuously improve our health and safety at work.

'Good health and safety is good business'.

Martin Shields
Corporate Director of Services and
Neighbourhoods

David Norman
Cabinet Member for Performance and
Resources

1.0 STATEMENT OF INTENT

- 1.1 Gloucester City Council (the council) is fully committed to achieving high standards of health and safety to protect the well being of employees, residents and anyone else who may be affected by the council's activities.
- 1.2 The council recognises and fully accepts its responsibility as an employer to ensure that all its activities are conducted without risks to the health and safety of employees, customers and others.
- 1.3 The council will endeavour to identify hazards and control risks to health and safety by risk assessment and implementing suitable risk control procedures. It will provide suitable equipment and materials, health and safety training, instruction, information and supervision.
- 1.4 The council will ensure that health and safety is given the same prominence as the council's other functions. This includes the provision of adequate resources including staffing levels, time and finance to maintain the health and safety of Gloucester City Council employees.
- 1.5 All Gloucester City Council employees have an important role to play in ensuring high standards in health and safety performance. They are encouraged to identify hazards, raise concerns about health and safety issues, give their opinions on suitable solutions to health and safety problems, participate in training and contribute to risk assessment and risk control procedures.
- 1.6 Health and safety is a standing item at trade union and employee forum meetings to enable regular safety updates and provide a forum for consultation, joint working and employee engagement.
- 1.7 All Gloucester City Council employees, trainees, contract workers and voluntary workers are required to read and follow this health and safety policy.
- 1.8 The health and safety policy will be reviewed at intervals of no more than two years.

SIGNED

Martin Shields, Corporate Director of Services and Neighbourhoods
for GLOUCESTER CITY COUNCIL

XXXX 2014

2.0 ORGANISATION

2.1 Overall and final responsibility for health and safety rests with the Corporate Directors. The day to day responsibility for ensuring this policy is put into practice rests with senior management. Specific tasks are allocated to individuals by service area. All employees have to co-operate with supervisors and managers on health and safety matters.

2.2 Specific roles and responsibilities are outlined below:

2.2.1 **Corporate Directors** – ultimately responsible for health, safety and welfare within Gloucester City Council. Specific responsibilities include:

- (i) Publishing Gloucester City Council's health and safety policy and ensuring it is reviewed regularly
- (ii) The effective evaluation of health and safety within the council by a programme of audits of the council's health and safety management system
- (iii) Ensuring that systems are in place to identify and control workplace hazards by the implementation of a thorough risk assessment regime
- (iv) Providing adequate resources in time, finance and facilities to ensure, so far as reasonably practicable, the health, safety and welfare of the council's employees and others who may be affected by its activities
- (v) Providing suitable information, instruction, training and supervision to employees to ensure, so far as reasonably practicable, their health, safety and wellbeing
- (vi) To appoint the Head of Public Protection to have managerial responsibility for health and safety matters
- (vii) To always set a good example

2.2.2 **Senior management** – responsible to the Corporate Directors for ensuring that appropriate arrangements are in place for the health, safety and welfare of employees within their service areas and others who may be affected by their work activities. Specific responsibilities include:

- (i) Ensuring that all managers have implemented the health and safety policy within their operational area
- (ii) Ensuring that the council's health and safety policy is read by all employees within their directorate, including specific sections relevant to particular areas of work
- (iii) Addressing health and safety implications of senior management
- (iv) Ensuring each service within their directorate carries out an annual review of health and safety and produce an annual plan to continue to improve health, safety and welfare standards
- (v) To always set a good example

2.2.3 **Head of Public Protection** Specific responsibilities, in addition to those outlined above, include:

- (i) Reviewing the council's health and safety performance by annual audit
- (ii) Providing advice and assistance to the Corporate Directors and senior management, in conjunction with specialist health and safety adviser/s

- (iii) Informing the Corporate Directors and senior management of any significant health and safety failures and of the outcomes into the investigations into their causes
- (iv) Ensuring that health and safety risk management systems are in place and remain effective

2.2.4 Health, Partnerships and Engagement Manager – specific responsibilities to the Head of Public Protection. These will be carried out with the assistance of the Health and Safety Adviser:

- (i) Advise the Head of Public Protection on all aspects of health and safety
- (ii) Ensure the Head of Public Protection is kept informed of any significant health and safety failures and the outcomes of the investigations into their causes
- (iii) Advise the Head of Public Protection on the possible health and safety implications of management team decisions
- (iv) Advise on the content of the health and safety policy
- (v) Produce and review corporate policy regarding specific health and safety issues with council wide implications
- (vi) Produce an annual health and safety management statement which sets out the council's priorities for the year ahead
- (vii) Develop effective health and safety management systems including policies, procedures and guidance notes
- (viii) Confirm that health and safety risk management systems are in place and effective, evidenced by annual audits
- (ix) Hold quarterly health and safety progress meetings with the Head of Public Protection and Health and Safety Adviser
- (x) Act as a focal point for the council's dealings with the Health and Safety Executive (HSE)
- (xi) Ensure that meaningful consultation on strategic health and safety issues takes place with trade union and employee health and safety representatives
- (xii) To always set a good example

2.2.5 Managers – All managers and those in supervisory roles are responsible to the Corporate Directors, where appropriate through their respective senior manager, for the health and safety of council employees and others who may be affected by service activities. Particular emphasis should be placed on supervision where out of hours activities take place e.g. events, concerts, lone working and site visits. Specific responsibilities include:

- (i) Ensuring the health and safety policy is implemented within their service
- (ii) Ensuring that a copy of the corporate health and safety policy is provided to employees and other workers acting on behalf of their service
- (iii) Ensuring that risk assessments are carried out, the significant findings recorded and the identified controls put in place. Risk assessments must be reviewed at least annually and/or if the nature of the work changes
- (iv) Addressing the health and safety implications of management team decisions
- (v) Making health and safety a permanent item at team time and other service meetings
- (vi) Ensuring meaningful consultation on health and safety issues takes place with union and safety representatives
- (vii) To always set a good example

2.2.6 Gloucester City Council employees – employees, including zero hours employees, of all levels to make themselves aware of the contents of the health and safety policy. Specific responsibilities include:

- (i) To observe health and safety rules and/or instructions at all times
- (ii) Not to endanger themselves or others by their own acts or omissions
- (iii) Refrain from intentionally or recklessly interfering with or misusing anything provided in the interests of health and safety
- (iv) Wear and use appropriate personal protective equipment (PPE) in the approved manner, where required or instructed to do so
- (v) Report all accidents, incidents, dangerous occurrences and near misses to their manager or supervisor without delay
- (vi) Report all potential hazards, unsafe or potentially unsafe practices, damaged equipment or facilities and health and safety concerns to their manager or supervisor without delay
- (vii) To actively support and co-operate with their employer in managing health and safety
- (viii) To always set a good example

2.2.7 Members of the cabinet and other elected members – responsibilities include:

- (i) To observe health and safety rules and/or instructions at all times
- (ii) Ensure that members' recommendations and decision making takes into account health and safety risks
- (iii) Report all accidents, incidents, dangerous occurrences and near misses without delay
- (iv) Report all potential hazards, unsafe or potentially unsafe practices, damaged equipment or facilities and health and safety concerns without delay
- (v) To always set a good example

In addition, elected members must be provided with suitable and sufficient information to enable them to give due regard to health and safety matters when making decisions.

3.0 ARRANGEMENTS

3.1 This section refers to council wide health and safety arrangements. It does not contain detailed information on specific arrangements for each service area which are held by the relevant managers.

3.2 Health and safety training

3.2.1 Good quality training will be delivered to managers to ensure that employees are able to stay safe and free from work related illness and injury whilst at work.

3.2.2 Managers and supervisors must identify health and safety training needs of employees to enable them to carry out their work in a safe manner. Information from risk assessment, health and safety audit and health and safety guidance are all useful in enabling managers to identify training that is suitable and sufficient for the particular workplace and service.

3.2.3 Training should be delivered at induction and on the introduction of new legislation, systems, equipment, substances or methods of work.

3.2.4 Training must be delivered by people who are competent in the relevant discipline and in a way that is understandable to those receiving the training.

3.2.5 Managers must keep accurate records of employee training and ensure that refresher sessions are provided in a timely manner.

3.3 **Monitoring and audit**

3.3.1 Directorates and services should monitor their health and safety performance on all that they do to ensure that health and safety management systems are working effectively.

3.3.2 To assist with monitoring, managers should use appropriate systems that include:

- (i) Health and safety inspections – to be carried out as appropriate
- (ii) Health and safety audits – to be carried out annually by the health and safety adviser
- (iii) Monitoring of accidents and incidents – to identify trends and corrective action needed. These should be carried out by managers in each service area and the health and safety adviser will carry out the council wide overview

3.4 **Accident reporting and investigation**

3.4.1 All accidents, violent incidents, dangerous occurrences and near miss incidents involved the council's employees, premises or other people affected by the council's operations, are to be reported without delay. Managers should complete the council's accident/incident report form and submit to the health and safety adviser. The service must also retain their own record of the incident/accident.

3.4.2 The health and safety adviser will make an assessment and investigate, where necessary. Where an accident or incident is reportable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR), the health and safety adviser will make the report to the HSE and co-operate with any investigation they deem necessary.

3.4.3 Regardless of whether the accident/incident/near miss is reportable under RIDDOR, managers are to investigate the circumstances surrounding it. Where appropriate, the health and safety adviser may undertake an investigation. In any case, the manager can rely on assistance from the health and safety adviser, who will lead on the investigation where appropriate. Where possible, the cause should be determined and recommendations made and implemented on how to prevent a recurrence.

3.4.4 Accident/incident/near miss reports and supporting information (e.g. witness statements, sketches, photographs) should be kept for at least three years or, if the injured person is less than 18 years of age, until they reach 21 years, whichever is the longer.

3.5 Fire and emergency procedures

- 3.5.1 All council workplaces will have written risk assessments and procedures to deal with accidents, fire, bomb threats and other emergencies. All employees are to be made aware of these procedures and their role in carrying them out.
- 3.5.2 There must be adequate arrangements in place to ensure the effective operation of emergency evacuation procedures. This includes the identification and training of sufficient fire wardens and maintenance of personal evacuation plans for employees who have difficulty in evacuating the building.
- 3.5.3 All employees to be aware of the fire and evacuation procedures for their workplace and are to take part in at least one fire evacuation drill per year.
- 3.5.4 A fire precautions log book will be maintained at each workplace building. It will contain records of inspections, tests, results of fire drills and remedial action.
- 3.5.5 The use of any fire extinguisher is to be reported to the relevant manager or supervisor without delay. It must be recharged or replaced as quickly as possible.
- 3.5.6 Detailed fire and emergency arrangements will be displayed at each workplace.

3.6 Buildings and security

- 3.6.1 All council workplaces have written risk assessments, management plans and procedures to deal with the hazards of asbestos, *legionella* and fire safety. These are co-ordinated by the assets and property service. All employees must be aware of these procedures and their role in carrying them out.
- 3.6.2 Building managers have overall responsibility for premises security however in the event of out of hours activity responsibility will fall to the operations manager or similar person in charge to secure the premises at the end of an event.
- 3.6.3 Where building works are to be carried out, the responsibility for contractor safety and behaviour will lie with the manager of the procuring service, building manager or the manager of assets and property, dependant on who procures the works.

3.7 Communication and consultation with employees and trade union/employee health and safety representatives

- 3.7.1 Effective communication and consultation between management and staff is a key factor in ensuring the health, safety and welfare of all employees.
- 3.7.2 To ensure that meaningful consultation on health and safety issues takes place, health and safety must be a standing item at Trade Union consultation and Employee Forum meetings. These are attended by representatives from a recognised trade union/s, the council's health and safety adviser and a Corporate Director.

Revision History		
Version	Made By	Effective Date
1.0	Ed Pomfret	XX 2014
1.1		
1.2		