

Corporate Health and Safety Policy

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Appendix 1: Summary of Roles and Responsibilities

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General Statement of Intent

The Council recognises that good health and safety management supports the delivery of services to the people of the County Borough of Bridgend.

We are committed to providing and maintaining a healthy and safe working environment for all our employees and ensuring that our work does not adversely affect the health and safety of other people such as service users, visitors and contractors. Our employees are our most important asset and we will therefore aim not only to prevent their injury and ill health, but also to positively promote their good health and well being. To achieve these aims the Council will:

- Ensure that, as a minimum, we **comply with relevant legislation** and management standards and that we effectively **manage all significant risks** associated with our activities, workplaces, equipment and facilities,
- Recognise that the **management of health & safety is a core management function** and is as important as any other aspect of our business performance,
- In accordance with our aim to be a good and caring employer, promote a **positive health & safety culture**, with managers visibly demonstrating their commitment to achieving high standards of health, safety & risk management.
- Ensure **roles and responsibilities** for delivering our health, safety & risk management arrangements are clearly defined and communicated, with successful delivery monitored via our performance management & appraisal procedures,
- Provide **adequate resources** to ensure the effective delivery of this policy and our associated management arrangements,
- Ensure that all our employees are **competent** to carry out their work without risk to themselves or others, by providing adequate training, information & supervision.
- Promote effective **employee involvement** and support the role of safety representatives in the delivery of our health, safety & risk management arrangements,
- Learn from any accidents, hazardous events or work-related ill health and regularly monitor, review and report on health and safety performance. We will develop improvement plans to help us deliver **continual improvement** in our performance.
- Monitor the **health of our employees**, where appropriate, and provide them with effective occupational health support services,
- Ensure that our **partners, suppliers and contractors** employed to work with us are competent and that they conduct their activities so as not to expose themselves, our staff, service users, &/or members of the public to unnecessary risks to health and safety.

Delivery of this policy is the responsibility of every manager throughout our organisation. However, every employee has a part to play in the safe & successful delivery of our services.

This policy will be reviewed and revised as necessary, and in any case not less than every 3 years.

Signed
Chief Executive

Date:

Organisational Arrangements

To achieve effective health and safety management arrangements everyone has to understand their role in managing the risks that arise from the work we do. It is therefore important that roles and responsibilities at all levels within Bridgend County Borough Council are clearly defined and understood.

This section outlines the general roles and responsibilities of persons and forums. Additional roles and responsibilities may be found in supplementary health and safety protocols which deal with specific hazards. E.g. Asbestos, Manual Handling.

A) Individual Responsibilities

Elected Members

Elected members shall;

- ensure that all their decisions and actions are consistent with the promotion of health and safety as articulated in our health and safety policy statement,
- give due consideration to Health and Safety matters when developing all County Borough Council policies and strategies,

Cabinet Members

Cabinet Members shall ensure that;

- A member of the cabinet has responsibility for ensuring that Health and Safety is given appropriate consideration in the Authority's business,
- Arrangements are in place to ensure the Cabinet is informed of BCBC Health and Safety performance
- Adequate financial resources are included in Annual Budget allocations to enable BCBC to meet its statutory Health and Safety obligations

Nominated Cabinet Member (Health and Safety)

The nominated elected member will champion health and safety and with the support of the Chief Executive and Directors, shall:

- Ensure that Corporate Management Board and Elected Members are kept informed of strategic health and safety issues,
- Support and promote the development of Health and Safety arrangements and initiatives to ensure they are delivered within our organisation,
- Ensure that our health and safety performance is reviewed annually and a report is prepared for both consideration within the authority and publication. The report shall cover our health and safety management activities and performance during the preceding year and our priorities for the year ahead.
- Attend the Corporate Health and Safety Steering Group

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Nominated Cabinet Member (Directorate)

The elected nominated member will, with the support of the relevant Directors:

- Ensure health and safety matters are appropriately addressed within each Directorate and that corporate health and safety objectives successfully achieved,
- Ensure that Directorate health and safety performance is reviewed annually and a report is prepared for both considerations within the Authority. The report shall cover the health and safety management activities and performance during the preceding year and the priorities for the year ahead.

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Chief Executive

The Chief Executive, under the Health and Safety at Work etc Act 1974, has ultimate management responsibility for Health and Safety within the County Council. In addition to their responsibilities as part of Corporate Management Board, they shall:

- Promote a positive health and safety culture by demonstrating clear commitment to achieving high standards of health and safety management and encouraging the involvement of all employees in improving our management standards and arrangements,
- Establish and ensure effective delivery of health & safety policies and management arrangements within the Authority,
- Ensure adequate resources are made available for the effective implementation of this policy and any associated management arrangements, including the maintenance of our premises, facilities and equipment and the delivery of adequate training to our employees,
- Ensure that health and safety management is an integral part of the Council's management plans and strategies and that we deliver our activities in a manner which is fully compliant with relevant legal standards and consistent with best practice,
- Ensure that health and safety performance is reviewed annually and a report is prepared for both consideration within the authority and publication. The report shall cover our health and safety management activities and performance during the preceding year and our priorities for the year ahead.
- Keep informed of the general requirements of and developments in legislation and best practice.

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Director with Health and Safety Responsibility (Director of Resources)

The Director of Resources has been given special responsibility for strategic health and safety management within the County Borough Council, he/she shall:

- Promote a positive health and safety culture by demonstrating clear commitment to achieving high standards of health and safety management and encouraging the involvement of all employees,
- Act as an advocate for health and safety management within the Authority and at Corporate Management Board and support the Chief Executive in meeting the responsibilities set out in this policy,
- Sponsor Health and Safety Policies at Corporate Management Board and Cabinet
- Ensure adequate resources are made available for the effective implementation of this policy and associated management arrangements, including the delivery of adequate training,
- Ensure sufficient competent persons are appointed, so as to assist the Council to effectively deliver its responsibilities for health and safety,
- Ensure health and safety performance standards and indicators are developed and used within the Authority in keeping with Corporate objectives and government targets'
- Ensure that health and safety performance is reviewed annually and a report is prepared for consideration within the authority and publication. The report shall cover our health and safety management performance during the preceding year and our priorities for the year ahead.
- Ensure the provision of effective arrangements for the monitoring and surveillance of the health of employees who are exposed to specific risks,
- Ensure health and safety matters are given due consideration when developing any policies and strategies, and when allocating associated responsibilities and resources,
- Chair the Corporate Health and Safety Steering Group

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Directors

Directors have overall responsibility for the implementation of this policy and associated management arrangements within their Directorate. To assist them in fulfilling their responsibilities Directors will be supported by designated Health and Safety Adviser. In addition to their responsibilities as line managers, Directors shall:

- Demonstrate clear commitment to achieving high standards of health and safety management through positive leadership on health and safety issues, consultation and cooperation with employees and employee representatives
- Develop, publish and implement a Directorate health and safety policy, which:
 - includes a statement of intent that commits to achieving high standards of health and safety management and compliance with corporate policies,
 - clearly identifies roles and responsibilities for health and safety management throughout the Directorate,
 - describes the arrangements for implementing corporate and directorate policies and management arrangements
- Ensure that health and safety is an integral part of the Directorate management arrangements and that health and safety objective(s) are included within the Directorate Business Plan,
- Nominate a health and safety “champion”, no lower than Group Manager, to represent the Directorate at Corporate Health and Safety Steering Group and assist them in implementing health and safety policies and arrangements,
- Set health and safety objectives for Heads of Service and Group Managers that contribute to the objectives set out in the Directorate Business Plan and are monitored through performance management procedures
- Ensure that suitable resources, in terms of time, finance and personnel are provided to implement health and safety policies and arrangements within their Directorate,
- Establish a Directorate Health and Safety Committee to promote health and safety and resolve Directorate wide issues,
- Establish arrangements to monitor the effectiveness of health and safety management and progress toward achieving the health and safety objectives set out in the Directorate plan,
- Ensure a Premises Officer/Manager is nominated for each building being occupied or under the control of managers within the department, who shall act as local custodian of the Authority’s premises and facilities and cooperate with Building Services Managers to ensure the premises is operated safely,
- Ensure that all staff receive adequate training, instruction and supervision to enable them to effectively carry out their responsibilities;
- Keep themselves informed of the general requirements of health, safety and welfare legislation and standards relevant to the workplaces and activities within their area of responsibility,

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Directorate Health and Safety Champion

In addition to their responsibilities as a line manager, they shall:

- Demonstrate clear commitment to achieving high standards of health and safety management, act as an advocate for health and safety within the Directorate and support the Director and Directorate Management Team in delivering their responsibilities under this policy,
- Be authorised by the Director to represent and make appropriate decisions for the Directorate at Corporate Health and Safety Steering Group,
- Coordinate, with the assistance of Health & Safety Adviser(s), the implementation of health and safety policies and management arrangements across the Directorate,
- Monitor and support with the assistance of Health and Safety Adviser(s) and in liaison with the Director, progress toward meeting annual health and safety objectives established in the Directorate Business Plan,
- Draft, with the assistance of Health and Safety Adviser(s), the annual Directorate health and safety report which details activities and performance during the preceding year and establishes priorities for the following year,
- Ensure that responsibilities for the successful delivery of management arrangements are clearly defined, understood and delivered (e.g. appointment and training of risk assessors),
- Ensure matters concerning health and safety are given due consideration by the Directorate Management Team when developing policies and allocating responsibilities and resources,
- Chair the Directorate Health and Safety Committee,

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Heads of Service

Heads of Service are responsible for the planning and implementation of health and safety policies and management arrangements within their areas of responsibility. In addition to their responsibilities as line managers they shall:

- Demonstrate clear commitment to achieving high standards of health and safety management through positive leadership on health and safety issues, consultation and cooperation with employees and employee representatives,
- Establish annual objectives for improved health and safety and set objectives for Group and Local Managers to contribute to achieving these Service area objectives,
- Ensure that adequate resources, commensurate with the level of risk, are provided to implement health and safety policies, management arrangements and control measures identified by risk assessment,
- Ensure that health and safety roles and responsibilities are clearly identified and documented in all job descriptions,
- Nominate a manager(s) as a local health and safety coordinator(s) to represent the Service at the Directorate Health and Safety Committee and assist them in implementing departmental and corporate health and safety policies and arrangements,
- Appoint sufficient numbers of suitably trained persons to ensure that suitable and sufficient risk assessments are conducted for significant risks arising from all workplaces and activities for which they are responsible.
- Ensure that all staff within their area of responsibility receive adequate training, instruction and supervision to enable them to carry out their responsibilities and work safely
- Ensure that all accidents, occupational ill health and hazardous incidents are reported and investigated in accordance with the relevant procedures,
- Ensure employees who are exposed to specific risks are identified and provided with effective arrangements for the monitoring and health surveillance,
- Support, as necessary, the various safety committees within the Service Area and ensure managers support safety representatives in the delivery of their functions,
- Establish appropriate arrangements to monitor the effectiveness of Health and Safety arrangements and progress toward achieving the Directorate and Service Area Health and Safety objectives,
- Keep themselves informed of the general requirements of health, safety and welfare legislation and standards relevant to the workplaces and activities within their area of responsibility,
- Nominate a manager as local health and safety coordinator to assist them in implementing departmental and corporate health and safety policies and management arrangements,
- Nominate a Responsible Person for each building occupied by Directorate staff or under the control of the department, who shall act as local custodian of the Authority's premises or facilities,

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Local Health and Safety Coordinator

In addition to their responsibilities as a line manager and member of the local management team, they shall:

- Act as an advocate for health and safety management within the Service area or Department and support the Head of Service and Department Management Team in delivering their responsibilities related to this policy,
- Coordinate, with the assistance of Health and Safety Adviser(s), the implementation of health and safety policies and management arrangements across the Service Area,
- Monitor and support, with the assistance of Health and Safety Advisers, the annual Service objectives for health and safety improvement and report to the Head of Service and appropriate committee(s) progress toward these objectives,
- Draft with the assistance of Health and Safety Adviser, an annual summary of Service health and safety activities and performance,
- Coordinate, with the assistance of Health & Safety Adviser(s), the development of effective health and safety management arrangements (e.g. procedures) throughout the Service,
- Ensure that responsibilities for the successful delivery of management arrangements are clearly defined, understood and delivered (e.g. appointment and training of risk assessors),
- Ensure matters concerning health and safety are given due consideration by the Service Management Team when developing policies and when allocating responsibilities and resources,
- Chair Service Health and Safety Committee,

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Group Managers and Heads of Department

Group and line managers, including Heads of Department in schools, are responsible for the effective implementation of health and safety arrangements in their areas of responsibility. They shall therefore:

- Allocate appropriate health and safety responsibilities to line managers and supervisors, ensuring they are understood and effectively implemented,
- Keep up to date with legislative changes, codes of practice, industry best practice, and Corporate and Directorate procedures,
- Ensure all hazards associated with workplaces and activities for which they are responsible are identified and suitable and sufficient risk assessments are in place,
- Ensure that the risk control measures identified by risk assessment are implemented and their effectiveness monitored,
- Monitor the health and safety performance of employees and contractors,
- Ensure that all employees within their control are provided with adequate training, instruction, supervision and information to allow them to work safely,
- Ensure that all accidents, occupational ill health and hazardous incidents are reported and investigated in accordance with the relevant procedures,
- Cooperate fully with, in liaison with our Health and Safety Manager and Health & Safety Advisors, enforcing authorities (e.g. Health & safety Executive, Fire Authority) and their inspectors in relation to any enquiries and investigations,
- Ensure that only competent contractors are engaged and that their work is suitably monitored and supervised to ensure that they discharge their health and safety responsibilities appropriately.
- Ensure all plant, equipment, personal protective equipment and other safety devices are maintained, repaired and replaced as necessary.
- Ensure that all statutory and other appropriate tests are carried out on equipment at appropriate intervals.
- Identify health and safety deficiencies within their area of responsibility and take remedial action, seeking advice where necessary from competent persons including Health and Safety Officers. Where significant and ongoing concerns are identified ensure the relevant Head of Service and the Health and Safety Officer is informed.

Ensure that employees have access to the “Health and Safety Law – What you should know” poster or the associated leaflet,

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Principal Officers, Line managers, Team leaders, and Supervisors

These are responsible for the effective implementation of health and safety policies and management arrangements in their areas of responsibility. They shall therefore:

- Ensure all work related hazards associated with workplaces and activities for which they are responsible are identified and suitable and sufficient risk assessments are in place,
- Support risk assessors in the completion of risk assessments and ensure identified control measures are implemented and maintained,
- Ensure that all employees within their control are provided with adequate training, instruction, supervision and information to allow them to work safely,
- Report an investigate in accordance with the relevant procedures all accidents, occupational ill health and hazardous incidents,
- Identify health and safety deficiencies within their area of responsibility and take appropriate remedial action, seeking advice where necessary from competent persons including Health and Safety Advisors/Officers. Where significant and ongoing concerns are identified ensure the relevant Group Manager and the Corporate Health and Safety Officer/Manager is informed.
- Cooperate fully with, in liaison with our Health and Safety Manager and Health & Safety Advisors/Officers, enforcing authorities (e.g. Health & safety Executive, Fire Authority) and their inspectors in relation to any enquiries and investigations,
- Ensure that equipment, machinery and dangerous substances are always used in accordance with the instruction and training,
- Provide employees with appropriate personal protective equipment, and ensuring it is used when necessary,
- Support safety representatives in the delivery of their functions,

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Employees

Employees, including school staff (e.g. teachers) must take reasonable care for their health and safety and that of others and co-operate fully with management on health and safety matters. In particular, employees shall:

- Not interfere with or misuse anything provided in the interests of health and safety,
- Report any medical condition which makes them unfit for or at increased risk from any particular work activity either temporarily or permanently,
- Attend safety training courses as and when directed to do so,
- Assist management with the assessment and control of risks,
- Use equipment (including personal protective equipment), machinery or dangerous substances in accordance with instructions and training,
- Report any accidents, hazardous event or conditions to their manager and to seek first aid treatment for any injury sustained at work,
- Cooperate with any investigation of health and safety in their workplace,
- Make themselves familiar and comply with relevant health and safety policies, procedures and safe systems of work and notify their line manager of their safety training needs

All employees, including managers, should note that serious or reckless disregard of their responsibilities may result in the use of disciplinary procedures. Furthermore individuals should note that they may be personally prosecuted should serious health and safety offences be committed due to their consent or connivance.

Trade Union Representatives

In addition to representing employees on all matters relating to health and safety, representatives will be allowed the time and facility to:-

- Periodically inspect the workplace for hazards, investigate complaints received from staff and make representations to the employer on matters arising from the above and on general matters relating to the health, safety and welfare at work of any employee
- Represent employees in consultations at the workplace with any Health and Safety Executive Inspector, or any other enforcing authority, in relation to health and safety matters affecting any employee. The representative may also receive information from the Inspector in accordance with the Health Safety at Work etc. Act 1974
- Attend meetings of specific health and safety committees and groups relevant to their function

Highlight and address health and safety matters as discussed in Member/Officer Working Parties.

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Responsibilities at Schools

School Governors

School Governors of community, special and voluntary controlled schools, shall:

- Ensure that they are aware of their duties and responsibilities under safety legislation and ensure that the Headteacher is aware of and implements the Authority's Health and Safety Policy,
- Give due consideration to health and safety when developing, amending and delivering school policies and when allocating associated responsibilities and resources,
- Ensure, so far as it is within their power to, that school specific Health and Safety arrangements are developed and effectively implemented to deliver the Authority's Health and Safety Policies,
- Cooperate with advice and directions issued by Bridgend County Council relating to matters concerning health and safety or establish and adopt other equally effective measures,
- Ensure that in respect of any project that they initiate, consider and appropriately consult, on issues effecting the Health and Safety of all persons at the planning stage and include any necessary measures to control risks.

Headteachers

Headteachers shall, in liaison with the governing body, ensure the health, safety and welfare of employees, pupils and others who may be affected by the school premises or activities. The Headteacher is responsible for the day to day management of the school, and shall:

- Ensure an appropriate school-specific health and safety policy is developed and effectively implemented and its requirements are communicated to all relevant persons,
- Ensure local management arrangements are introduced which effectively implement the requirements of corporate, departmental or other policies or procedures of the Authority. including procedures which control risks associated with the school premises or activities, and emergency response arrangements (e.g. fire evacuation procedure),
- Ensure the school premises are maintained in a safe state of repair, in accordance with the requirements and procedures of BCBC, including those associated with the assessment and appointment of contractors.
- cooperate with the requirements, guidance or directions issued by the Authority relating to matters concerning health and safety,
- Ensure that sufficient assessments are conducted for significant risks arising from the school premises and activities
- Nominate person to undertake the Premises responsible person role
- Nominate a manager(s) to help them implement appropriate health and safety arrangements
- Keep themselves informed of the general requirements of health, safety and welfare legislation and standards relevant to the premises and activities,

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Property Related Functions

Head of Property and Finance

- Identify risks associated with the fabric and condition of our properties and establish a prioritised schedule of measures to address these risks,
- Allocate resources to implement arrangements which achieve effective control over premises related risks,
- Liaise with Building Services Managers for each Directorate to ensure that property related risks within those Directorates are addressed and the work of the Premises responsible persons supported,
- Chair the Legionella Steering group,

Building Premises Managers

Each Director shall appoint a Building premises manager who shall ensure that risks relating to the condition and use of our premises are adequately controlled. They shall therefore;

- Ensure that fire risk assessments are carried out by a competent person and that this assessment is revised when necessary,
- Ensure that any statutory checks, inspections and examinations of equipment and plant are undertaken as necessary,
- Ensure that contractors and other persons working on our premises are competent and carry out their activities without risks to the health & safety,
- Monitor the findings of the periodic premises inspections and ensure that remedial measures identified are implemented

Premises Responsible Persons

Heads of Services shall appoint managers to act as a local custodian of our premises to ensure that the risks associated with the building are effectively controlled. The responsible person shall:

- Ensure on a day to day basis that our premises remain safe and that risks are effectively identified and remedied.
- Ensure that risks associated with the use of the premises by our employees and other persons (e.g. visitors) are identified, assessed and managed, including:
 - ensuring that a fire risk assessment is carried out by a competent person and is revised when necessary and that identified controls are maintained
 - ensuring that appropriate emergency procedures (e.g. fire evacuation plans) are developed, implemented, maintained and effectively communicated to all relevant persons,
 - ensuring, in liaison with Building Services Manager(s), that any statutory checks of equipment and plant are undertaken as necessary

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- maintaining local records associated with the premises (e.g. asbestos register, legionella log book, inspection certificates)
 - ensuring any activities at the premises are carried out in accordance with the relevant policies and management arrangements,
 - co-ordinating the first aid arrangements in the building, including an assessment of first aid needs, the appointment of sufficient first aid personnel and the provision of first aid facilities,
 - ensuring suitable and sufficient safety signage is displayed in the premises,
 - ensuring appropriate security measures are in place and maintained,
 - ensuring, along with Building Services Managers, that contractors and other persons working upon our premises (e.g. contractors maintaining our property) are competent and carry out their activities upon our premises without risks to the health & safety,
- Conduct periodic, at least quarterly, formal premises inspections to ensure that risk controls are effective and that safe means of access and egress are maintained (e.g. fire escape routes are clear and fire alarm system remains operational) and record the findings
 - Ensure that defects or hazardous conditions are reported and dealt with in a timely manner and that areas of the premises or equipment that present serious and imminent danger are isolated,
 - Cooperate with and contribute to any investigations into incidents associated with the premises,
 - Cooperate with Building Services Manager(s) on the provision and maintenance of safe conditions,
 - Ensure that the “Health and Safety Law – What you should know” poster is displayed,

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Health and Safety Support Functions

Health and Safety Manager

The Health and Safety Manager will support the Corporate Management Team and Director of Resources in the delivery their health and safety responsibilities and in particular shall:

- Ensure, in liaison with the Director of Resources that corporate health and safety policies, procedures and guidance are produced and promoted to ensure an effective and consistent approach to health and safety management throughout the Authority,
- Ensure the Authority has access to sufficient competent advice regarding health & safety management,
- Promote good health and wellbeing amongst employees, in liaison with the Corporate Health Improvement Group, by raising awareness of healthy lifestyles and promoting health initiatives (e.g. smoking, alcohol, & nutrition),
- Identify, in liaison with corporate training and appropriate managers, health and safety training needs and ensure arrangements are made for their funding and effective delivery,
- Manage the Corporate Health and Safety Unit and ensure Health and Safety Advisers and Officers:
 - are each assigned as a primary (but not sole) contact for specific departments, directorates, services, business units and establishments,
 - Effectively support the relevant management teams in their delivery of health and safety management,
 - Are effectively deployed in line with the priorities of both Corporate and Directorate Management Teams,
- Manage the delivery of our Occupational Health Service through our Occupational Health provider,
- Ensure that Directors Management Teams are supported in developing and effectively implementing Directorate health and safety policies, procedures and guidance,
- Coordinate the development and effective use of reporting procedures for work related accidents, incidents and ill-health and use this information to identify and report on trends and recommend actions to improve health and safety performance,
- Coordinate, in liaison with the Corporate Health and Safety Steering Group, the development and use of key health and safety performance indicators and recommend council-wide priorities for health and safety,
- Ensure, in liaison with our Director of Resources that health and safety performance is reviewed and reported annually. The report shall outline our activities and performance during the preceding year and establish our priorities for the year ahead,
- Attend the Corporate Health and Safety Steering Group

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Health and Safety Advisers and Officers

Health and safety advisers and officers shall be allowed uninhibited access to any BCBC workplace, including schools, should they consider it necessary for the purposes of carrying out their duties.

Health and Safety Advisers and Officers shall provide health and safety support and advice to managers and employees. In particular, Health and Safety Advisers and Officers shall;

- Promote best practice and compliance with statutory requirements and corporate policies or standards,
- Provide managers and employees with health and safety advice including;
 - Implementation of health and safety policies and procedures,
 - Assessment and control of risks associated with our workplaces and activities,
 - Interpretation of legal requirements and management standards,
 - Reporting and investigation of accidents, hazardous events and work-related ill health,
 - The isolation or making safe of workplaces or equipment under our control which present serious and imminent danger.
- Assist in producing, promoting and implementing Corporate and Directorate health and safety policies, procedures and guidance,
- Monitor and report on health and safety performance, within the Authority and individual Directorates and Service Areas including:
 - The use of performance indicators and standards,
 - Auditing management systems to ensure compliance with legal requirements and policies and standards,
 - Contributing to annual health and safety reports,
- Ensure accidents and incidents are reported and investigated in accordance with management procedures, including supporting managers;
 - during the reporting and investigation of incidents to ensure underlying causes are identified
 - liaison with enforcing authorities (e.g. the Health & Safety Executive),
- identify health and safety training needs and where appropriate devise, organise or deliver health and safety training,
- Develop and maintain a comprehensive library of health and safety reference and training materials,
- Attend Directorate, Service Area and other Health and Safety Groups and Committees as appropriate

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Manual Handling Co-ordinator

The Manual Handling Co-ordinator shall be the source of competent advice on corporate manual handling and ergonomics issues and in particular shall:

- Manage Manual Handling trainers and ensure the effective delivery of manual handling training courses,
- Ensure the development of appropriate policies and procedures and promote best practice in the management of manual handling and ergonomic risk,
- Undertake, along with manual handling trainers, specialist assessments and provide advice as appropriate on effective control measures
- Provide advice where appropriate
- Assist in ensuring that BCBC meets the standards set out in the All Wales Local Government Manual Handling Passport Scheme

Occupational Health Service

The Health and Safety Manager shall appoint one of the Health and Safety Advisers to assist in coordinating the delivery of our Occupational Health Service. They shall facilitate;

- the delivery of our sickness absence policies and the associated management of employees health including
 - the design and delivery of a phased return to work,
 - rehabilitation and redeployment or any adjustments necessary to an employees work activities or workplace
 - or retirement of employees who are no longer fit to perform their work activities,
- the effective support and provision of specialist advice to managers regarding the management of employees ill health,
 - the health of our employees is monitored in accordance with relevant legislation and procedures, including pre employment health screening and health surveillance programmes,
 - assist the Health and Safety Manager to monitor and report upon occupational health performance and activities,
 - Ensure the reporting and investigation of work-related ill health or disease in accordance with our procedures and as required by the Reporting of Injuries, Diseases & Dangerous Occurrences Regulations 1995,
 - manage records associated with their activities in accordance with the Access to Medical Reports Act 1988 and the Access to Health Records Act 1990,

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Responsibilities of Non-employees

Volunteers

Volunteers whilst they are a representative of the Authority shall;

- be afforded the same conditions in terms of equipment (including personal protective equipment) instruction, training and supervision as employees
- Ensure that they follow all safety arrangements and procedures so as to minimise risk to themselves and others who may be affected by their acts or omissions.

Persons on work experience or placements

Persons on work experience, including those working within our organisation shall have the same responsibilities as employees. We shall ensure that our risk assessment arrangements and risk control measures take account of the relative lack of experience or maturity of young persons.

Contractors and agency workers

Contractors, agency workers or employees of other employers working within or on behalf of our organisation have the similar responsibilities to our employees. They shall be required to cooperate with us to ensure that risks associated with their activities are effectively managed.

We shall cooperate fully with other employers to ensure that our respective roles and responsibilities are clearly understood and all relevant information is effectively shared. Contractors or agency workers shall comply with our health and safety management arrangements, including those relating to the reporting and investigation of incidents and accidents.

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Collective Responsibilities

Cabinet

Cabinet shall

- Ensure that its decisions and actions are consistent with the promotion of health and safety as articulated in our health and safety policy statement,
- Give due consideration to Health and Safety matters when developing all County Borough Council policies and strategies,
- nominate an member of the cabinet to have responsibility for ensuring that Health and Safety is given appropriate consideration in the Authority's business,
- Ensure that it is kept informed of BCBC Health and Safety performance
- Adequate financial resources are included in Annual Budget allocations to enable BCBC to meet its statutory Health and Safety obligations

Corporate Management Board

Corporate Management Board has overall responsibility for ensuring that the Authority meets its Health and Safety responsibilities. Corporate Management Board shall therefore;

- Promote a positive health and safety culture within the Authority by demonstrating clear health and safety leadership in our organisation,
- Commit to achieving high standards of health and safety management, actively support managers in implementing this policy and encourage the involvement of all employees,
- Ensure corporate health and safety policies and arrangements are developed and consistently implemented across the Authority,
- Give due consideration to Health and Safety when developing policies and strategies and allocating associated responsibilities and resources,
- Ensure adequate resources are made available to effectively implement this policy and associated health and safety management arrangements,
- Nominate a Director as champion for health and safety issues to ensure that it is kept informed of relevant health and safety management issues,
- Establish a Corporate Health and Safety Improvement Plan annually which sets objectives for improved health and safety risk management
- Regularly monitor Health and Safety performance and progress against the Corporate Health and Safety Improvement plan,
- Ensure that health and safety performance is reviewed annually and a report is prepared for both consideration within the authority and publication. The report shall cover health and safety performance during the preceding year and outline priorities for the year ahead.

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Directorate Management Teams

This forum shall:

- Ensure that health and safety management is an integral part of all Directorate management plans, strategies and activities,
- Ensure, with the support of Health and Safety Adviser(s) and officers that applicable health and safety policies and arrangements are effectively implemented across the Directorate,
- Ensure adequate resources are made available for the effective implementation of health and safety policies and arrangements, including those required for the provision of equipment and adequate training or the maintenance of our premises and facilities,
- Receive and consider periodic reports on health and safety performance to monitor progress against the health and safety objectives within the Directorate Business Plan,
- Ensure that Directorate health and safety performance is reviewed annually and consider the findings of the report to establish objectives and priorities for the year ahead,
- Ensure that they are kept informed of, and alert to, relevant health and safety risk management issues to ensure they are appropriately addressed within the Directorate,

Service Management Team

This forum shall:

- ensure that health and safety management is an integral part of all Service management plans, strategies and activities,
- ensure, with the support of Health and Safety Adviser(s) and Officers and Local Health and Safety Coordinator, that applicable health and safety policies and arrangements are effectively implemented across the Service,
- ensure that adequate resources are available to effectively implement health and safety policies and management arrangements, including those required for the maintenance of premises, facilities and equipment,
- Monitor health and safety performance including incidents and accidents and receive and consider periodic reports,
- Ensure that Service health and safety performance is reviewed annually and consider the findings of the annual report to establish objectives and priorities for the year ahead,
- Ensure, with the support of Health and Safety Adviser(s) and Officers that they are kept informed of, and alert to, relevant health and safety risk management issues and ensure they are appropriately addressed,

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Planning for Health and Safety

Corporate Health and Safety Improvement Plan

The Corporate Health and Safety Improvement plan will be produced annually and will address significant Authority wide health and safety issues. The plan will be published as part of the Annual Health and Safety Performance Report. Progress against the plan will be monitored through the Quarterly Business Review Process and by the Corporate Health and Safety Steering Group.

Directorate planning arrangements

Each Directorate shall include in the Directorate Business Plan appropriate Service objective(s) for health and safety which reflect the issues identified in the Corporate Health and Safety Improvement Plan.

Service planning arrangements

Each service area shall produce an annual Health and Safety Improvement Plan which seeks and identifies key risks within the service area and seeks to implement and continually improve the management of those risks. Progress against the Service Health and Safety Improvement plan will be monitored by the Head of Service and the Service Health and Safety Committees.

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Communication and Consultation

Corporate Health and Safety Steering Group

This group shall keep under review health and safety management arrangements provide the forum by which Health and safety Policies, procedures and arrangements are developed, consulted upon and implemented. The Corporate Health and Safety Steering Group shall;

- consider, develop and publish
 - corporate health and safety policies, strategies and management arrangements (e.g. protocols),
 - management arrangements (i.e. procedures and guidance) which consistently and efficiently deliver effective risk control throughout the authority,
 - key performance indicators for health and safety management, and recommend authority-wide priorities for health and safety improvement plans,
- Consider the resources and arrangements required to successfully introduce, improve or maintain health and safety management arrangements,
- Oversee the design and delivery of the Corporate health and safety training and ensure corporate management team provide adequate resources for effective delivery of training and competence,
- Arrange for sub-groups to be convened as required to consider and develop detailed management arrangements (e.g. on specific topic areas).
- monitor and review:
 - Statistical reports and accident and incident data including work-related ill-health to identify trends and recommend action(s)
 - Health and safety audit and inspection reports and outputs of other ongoing monitoring mechanisms
 - The development and delivery of Corporate Health and Safety Improvement Plans and objectives;
 - Reports from representatives of Directorate Health and Safety Committees with particular regard to issues that have not been resolved at local Committees;
- provide a formal means of consulting with employees on health and safety matters, in particular:
 - the introduction of new or amended corporate health and safety polices and procedures,
 - information and instructions to employees across the Authority regarding health and safety risks and associated preventative measures,
 - the planning, delivery and adequacy of corporate health and safety training across the Authority;

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The steering group shall be chaired by Director of Resources and attended by Directorate Health and Safety Champions as nominated by respective Directors. Membership of the group shall be;

- Director of Resources (Chair);
- Elected member with Health and Safety responsibility
- Health and Safety Manager,
- 1 Health and Safety “Champion” from each of the Directorate (4)
- Employee representatives

In addition to this membership Associate members shall attend as necessary, e.g. Head of Property and Finance, Manual Handling Coordinator,

Directorate Health and Safety Committees

Directorate health and safety committees shall keep under review the risks and associated management arrangements relevant to the Directorate and in particular shall:

- Assist in, and monitor, the implementation of Corporate policies, procedures and management arrangements including the development, as necessary of supplementary arrangements.
- Assist in the development and implementation of Directorate health and safety procedures and arrangements where corporate procedures do not exist or do not adequately address health and safety risks within the Directorate,
- Assist in establishing health and safety objectives to be included within the directorate business plan
 - Consider the resources and arrangements required to successfully introduce, improve or maintain health and safety management arrangements,
- monitor and review:
 - Statistical reports and accident and incident data including work-related ill-health to identify trends and recommend action(s)
 - Health and safety audit and inspection reports and outputs of other ongoing monitoring mechanisms
- provide a formal means of consulting with employees within the directorate on health and safety matters, in particular:
 - the introduction of new or amended health and safety policies and procedures,
 - information and instructions to employees regarding health and safety risks and associated preventative measures,
 - the planning, delivery and adequacy of health and safety training

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Service and Local Health and Safety Committees

In addition to Directorate H&S committees service areas and departments may wish to establish health and safety committees to better address the health and safety risks they are faced with.

Service and local health and Safety committees shall promote co-operation between the Authority and its employees on all matters concerning the health, safety and welfare at work. In particular such Committees shall:

- Assist in the implementation of Corporate policies, procedures and management arrangements including the development, as necessary of supplementary arrangements.
- Assist in the development and implementation of Service health and safety procedures and arrangements where to adequately address health and safety risks,
- Assist in identifying areas for improved risk control and establishing health and safety objectives
- monitor and review:
 - Statistical reports and accident and incident data including work-related ill-health to identify trends and recommend action(s)
 - Health and safety audit and inspection reports and outputs of other ongoing monitoring mechanisms
- provide a formal means of consulting with employees within the Service on health and safety matters, in particular:
 - identifying means to resolve health and safety concerns identified by employees.
 - the introduction of new or amended health and safety policies and procedures,
 - information and instructions to employees regarding health and safety risks and associated preventative measures,
 - the planning, delivery and adequacy of health and safety training

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Health and Safety Policies, Protocols and Guidance

Policy

This Corporate Health and Safety Policy establishes over arching roles, responsibilities and arrangements for the management of health and safety within the Authority. Supplementary Health and Safety Policies may be developed to address areas of significant concern. Supplementary responsibilities and management arrangements for specific or local health and safety issues will be established through Health and Safety Protocols and management guidance.

Protocols

Health and Safety Protocols, approved by Corporate Management Board, shall establish responsibilities and management arrangements supplementary to those set out in this Policy where they are required to address specific health and safety risks.

Guidance

Corporate Health and Safety Unit shall develop, publish and communicate guidance on health and safety issues to support managers and employees in meeting their responsibilities as established in this Policy and Health and Safety Protocols.

Review

This policy shall be reviewed and revised as necessary and in any case not exceeding three years

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	Strategic responsibilities			Operational responsibilities		
	Chief Executive	Directors	Heads of Service	Group managers	Line Managers	Employees
Health and safety Responsibilities	Culture Setting Strategic over view Setting health & safety policy Providing Resource					
			Planning for health & safety Monitoring Performance			
				Allocating Resource		
			Reporting on health & safety performance			
				Record health & safety performance Assess health & safety risks Implement risk controls Supervision Accident and incident investigation		
					Identifying risks/hazards Cooperate with health & safety procedures Report accidents & incidents	

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