



Corporate Health and Safety Policy

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1.2 **MANUAL ISSUE AND CONTROL**

All documents will be held electronically by Bridgend County Borough Council and as such all documents within the health and safety management system will be available and accessible to all via the [Bridgend website](#).

The revision and issue status of the health and safety management system is summarised in the table below:

Section No.	Revision No.	Date Issued	Changes Made and Reason for change	Approved By
1.3	2	Oct 14	<i>Change of title for lead officers</i>	<i>M C Howells</i>
1.4	2	Oct 14	<i>Organisational details changed</i>	<i>M C Howells</i>
1.5	2	Oct 15	<i>Policy statement change pictorial to plan, do, check and act.</i>	<i>M C Howells</i>
1.6	2	Oct 15	<i>Structure – changes to job titles and responsibilities</i>	<i>M C Howells</i>
1.6.2	2	Oct 15	<i>Directorate title changes</i>	<i>M C Howells</i>
1.6.3	2	Oct 15	<i>Structural and responsibilities changes for support services</i>	<i>M C Howells</i>
Front Cover	2	Oct 15	<i>Remove colours for ease of printing</i>	<i>M C Howells</i>
1.3.2	2	Feb 16	<i>Changes to job title</i>	<i>M C Howells</i>
1.5	2	Feb 16	<i>Changes to corporate priorities</i>	<i>M C Howells</i>
1.4	2	Feb 16	<i>Organisational details changed</i>	<i>M C Howells</i>
1.32	3	April 16	<i>Changes to job title</i>	<i>M C Howells</i>
1.41	3	April 16	<i>Changes to directorate structure and titles</i>	<i>M C Howells</i>
1.6.1	3	April 16	<i>Changes to job title</i>	<i>M C Howells</i>
1.6.3	3	April 16	<i>Changes to directorate structure and titles</i>	<i>M C Howells</i>
1.5	4	Dec 16	<i>Changes to Council Leader</i>	<i>M C Williams</i>
1.5	5	June 17	<i>Statement of intent signatures</i>	<i>M C Williams</i>

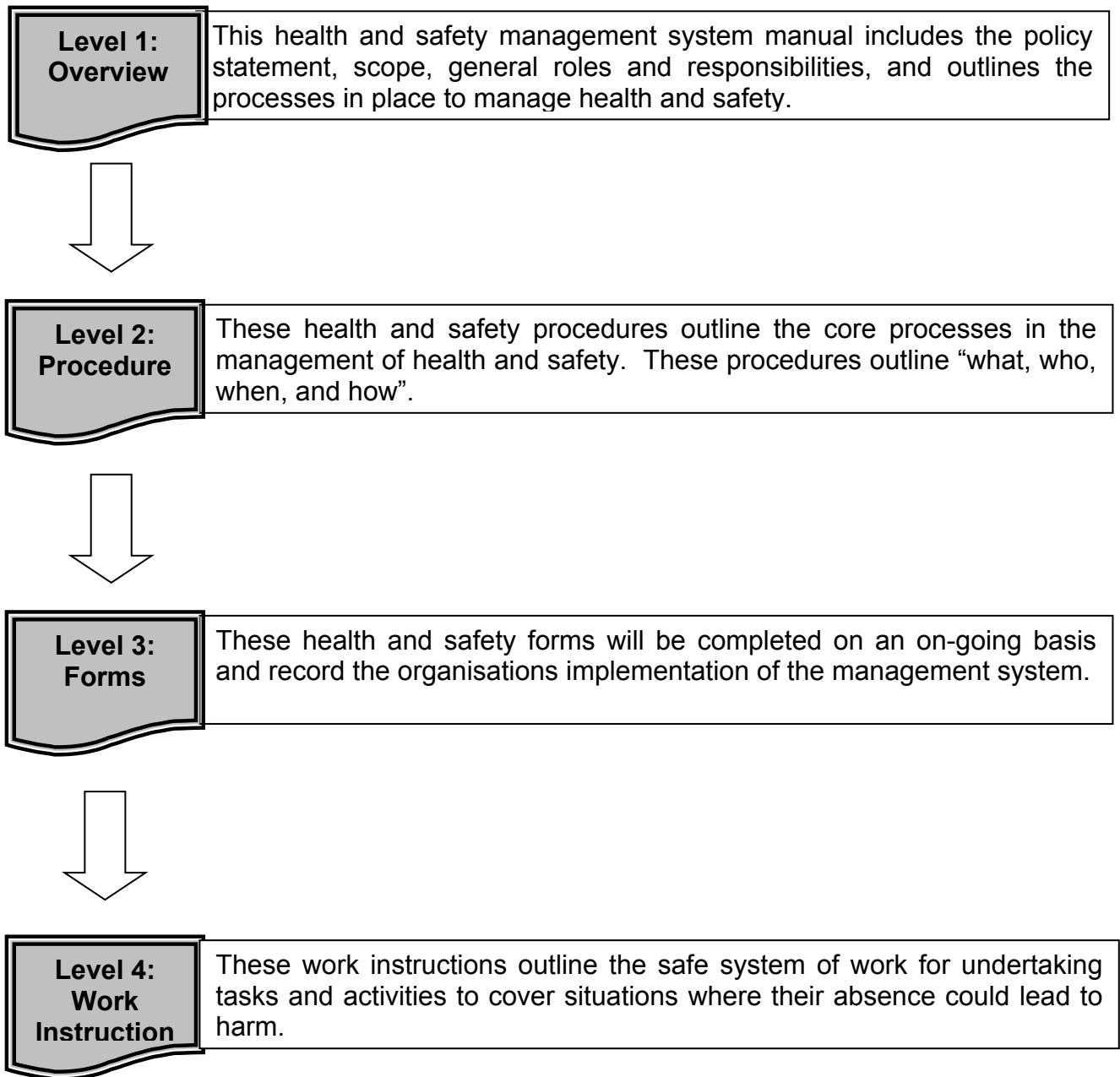
The health and safety management system is maintained and updated by the Corporate Health and Safety Unit for Bridgend County Borough Council.

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1.3 HEALTH AND SAFETY MANAGEMENT SYSTEM

1.3.1 System Structure

The structure of the health and safety management system is outlined below:



The health and safety management system will be supported by a library of health and safety guidance available via the [health and safety bridgers web pages](#).

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1.3.2 Health and Safety Procedures

The Level 2 Procedures within the health and safety management system are listed below:

Ref	Procedure Title		Lead Officer	Associated Documents	Standards OHSAS 18001
P001	Health and Safety Risk Assessment	General	Health and Safety Manager Headteacher		4.3.1
		Service user	Head of Adult Social Care Head of Safeguarding and Family Support Head of Strategic, Partnerships and Commissioning Headteachers		
P002	Legal Requirements		Health and Safety Manager		4.3.2
			Director of Operational Partnerships and Services		
P003	Leadership and Business Planning		Director of Operational Partnerships and Services		4.3.3, 4.3.4
			Headteacher		
P004	Change Management		Director of Education and Family Support		4.3.4 4.4.6
			Headteacher		
P005	Recruitment and Selection		Group Manager Human Resources		4.4.2
			Headteacher		
P006	Competency, Awareness and Training		Health and Safety Manager		4.4.2
			Headteacher		
P007	Consultation and Communication		Communications Manager		4.4.3
			Headteacher		
P008	Documentation, Data Control and Records		Health and Safety Manager		4.4.4 4.5.3
			Headteacher		
P009	Safe Systems of work		Health and Safety Manager		4.3.1 4.4.6
			Headteacher		
P010	Facilities Management, Maintenance and Servicing		Director of Education and Family Support Director of Communities		4.3.1 4.4.6
			Headteacher		
P011	Contractors		Director of Operational Partnerships and Services		4.3.1 4.4.6
			Headteacher		
P012	Hazardous Materials		Health and Safety Manager		4.3.1 4.4.6
			Headteacher		
P013	Emergency Preparedness and Response		Group Manager Business Support, Communities		4.4.7
			Headteacher		
P014	Accidents, Incidents and Near Misses		Health and Safety Manager		4.5.2
			Headteacher		
P015	Corrective and Preventive Action		Health and Safety Manager		4.5.2
			Headteacher		
P016	Audits		Health and Safety Manager		4.5.4
			Internal Audit Manager		
P017	Monitoring and Review		Director of Education and Family Support		4.5.1 4.6
P018	Construction Design and Management		Director of Education and Family Support		4.3.1 4.4.6
			Headteacher		

The framework above includes the strategic “owners” for ensuring the continued suitability, effectiveness, and efficiency of each relevant procedure.

All schools are encouraged to use the council’s procedures to support their health and safety performance which provides process, forms and guidance. However, schools are able to operate their own management system providing that it meets these expected standards of legislative and best practise requirements.

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1.4 SCOPE AND APPLICATION

1.4.1 Organisation details

The Corporate Management Board, led by the Chief Executive, oversees the day-to-day running of the Council. Approximately 4,600 council staff are employed to deliver or commission the delivery of services within Bridgend County Borough. The authority also works in partnership with other bodies to deliver services.

The Council is undergoing a modernisation programme to improve the way local services are delivered. Part of this programme has involved changing the way the Council is structured to enable services to be more responsive to the needs of the boroughs' residents, businesses and those who visit the area.

This structure is designed to better reflect council priorities, make the authority more efficient in its use of resources and management costs, and create better opportunities for services to interact more efficiently both within the authority and with partner agencies – for example, by bringing all services for children and young people into one directorate.

The Corporate Health and Safety Unit are based within the Built Environment Service in the Education and Family Support Directorate. The unit provides assistance on health, safety and wellbeing matters arising from all the council's activities.

Education and Family Support - This Directorate supports all children, young people and their families across the county borough with the focus on both education and early help services. Our vision is clear to help all children and young people to thrive and make the best use of their talents; live healthy and safe lives; be confident and caring individuals; and know and receive their rights. In addition, the Directorate hosts the Councils Built Environment Service delivering corporate building design, maintenance and contract management along with supporting the whole authority in health and safety and energy management.

Communities - The Communities directorate is actively seeking to take a balanced approach to improving the wellbeing of communities through social, physical, cultural and economic improvements, in order to achieve a safe, pleasant and sustainable environment for residents of and visitors to Bridgend County Borough. The Directorate brings together a wide range of services that are committed to renewing the physical, social and environmental fabric of the county borough and enhances its overall economic wellbeing.

Operational and Partnership Services - This directorate provides a mix of front line and support services (Legal, Human Resources, ICT, Procurement, Democratic Services, Registrars and Housing). It is committed to delivering high quality services to the public and the authority.

Social Services and Wellbeing – Social Services in Bridgend aims to provide a range of support and services that are responsive and proportionate to need whilst also ensuring that children young people and adults are safeguarded and protected from harm. Our vision is to actively promote independence, wellbeing and choice that will support individuals in achieving their full potential. The Social Services and Wellbeing Directorate is responsible for the planning, commissioning, assessment and, where appropriate, the direct provision of Social Services. The sport, play and active wellbeing team is also part of this directorate and this service has been able to focus on developing the wellbeing and preventative agenda to ensure that children, young people and adults are given every opportunity to improve their wellbeing and keep active regardless of their skills and abilities. We will particularly aim to promote sport play and active wellbeing into new early intervention and preventative models of commissioning service delivery.

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1.4.2 Scope

This Health and Safety Management System outlines the Bridgend County Borough Council plan to satisfy health and safety requirements.

The manual is a "controlled" document, however "uncontrolled" copies can be distributed to any interested party upon approval of the Corporate Health and Safety Unit.

This manual is intended to describe the core elements of the management system and their interaction.

1.4.3 Application

This Health and Safety Management System is intended to directly meet the requirements of the following legislation and regulations:

Health and Safety at Work Act 1974 – Section 2(3) requires organisations to have a health and safety policy which should include:

Statement of Intent (i.e. health and safety mission)

Organisation (i.e. structure, roles and responsibilities)

Arrangements (i.e. procedure and guidance)

Management of Health and Safety at Work Regulations 1999 – Regulation 5 requires organisations to have arrangements for undertaking effective planning, organisation, control, monitoring and review of the preventive and protective health and safety measures.

HSG65 Successful Health and Safety Management – This guidance outlines the management system requirements for implementing the arrangements required within regulation 5 of the Management of Health and Safety at Work Regulations 1999.

This plan, do, check, act approach will provide the mechanism for managing other legislative, regulatory and policy requirements (e.g. risk assessment, training, etc).

1.4.4 Enforcement

The name and address of enforcing authority whose Health and Safety Inspectors cover Bridgend County Borough Council workplaces:

Health and Safety Executive
Government Buildings
Phase 1
Ty Glas
Llanishen
Cardiff
CF14 5SH

Telephone number: 0300 003 1747

Fax number: 029 2026 3120

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1.5 HEALTH AND SAFETY POLICY STATEMENT

Our vision is to work together to improve lives across the county borough.

The Corporate Plan confirms our three priority themes to realise this vision. Our Medium Term Financial Strategy, developed alongside the Corporate Plan, and the Change Programme will ensure that the way we work and spend is geared towards delivering the key outcomes for our citizens.

- **Supporting a successful economy**
- **Helping people to be more self-reliant**
- **Smarter use of resources**

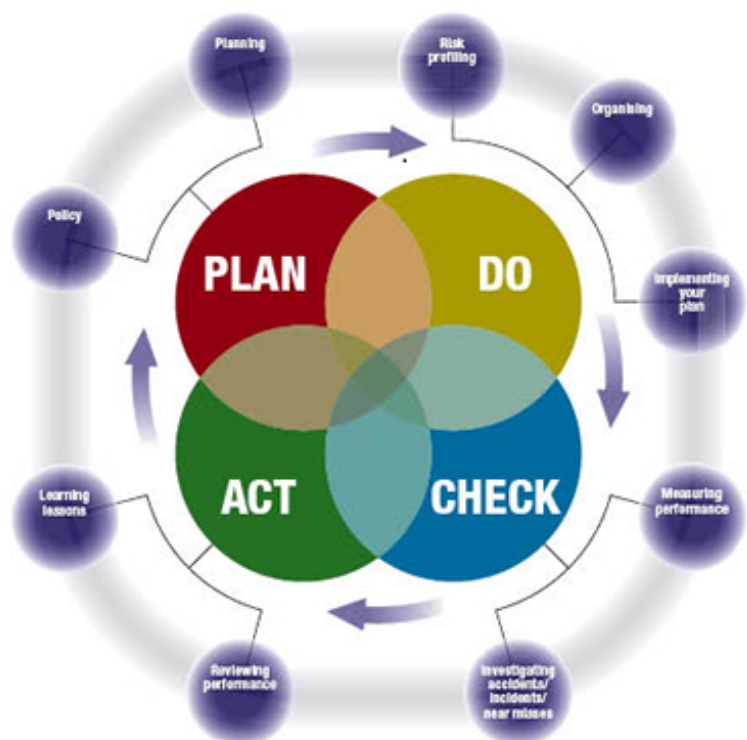
Statement of Intent

We are committed to providing and maintaining a healthy and safe working environment for all our employees and ensuring 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 to promote their good health and wellbeing as well as preventing their injury and ill health. We will comply with relevant legislation and management standards to effectively manage all significant risks associated with our activities, workplaces, equipment and facilities.

The organisation is committed to the continual improvement of its health and safety performance and recognises the health and safety management system as a core management function. The management system will effectively and efficiently meet changing business, legislative and regulatory needs. This will be achieved through proactive implementation of its health and safety risk management system.

The organisation's health and safety management system provides the framework for planning, doing, checking and acting on health and safety performance. This framework helps the Council ensure that health, safety and wellbeing issues are addressed and identify areas for further improvement.

Bridgend Council will widely promote its health and safety policy to demonstrate its commitment to the health and safety of its employees, service users and those it comes into contact with. The Council will use its health and safety framework to review the implementation of its policy providing continual improvement and promote a positive health and safety culture.



Darren Mepham
Chief Executive
June 2017

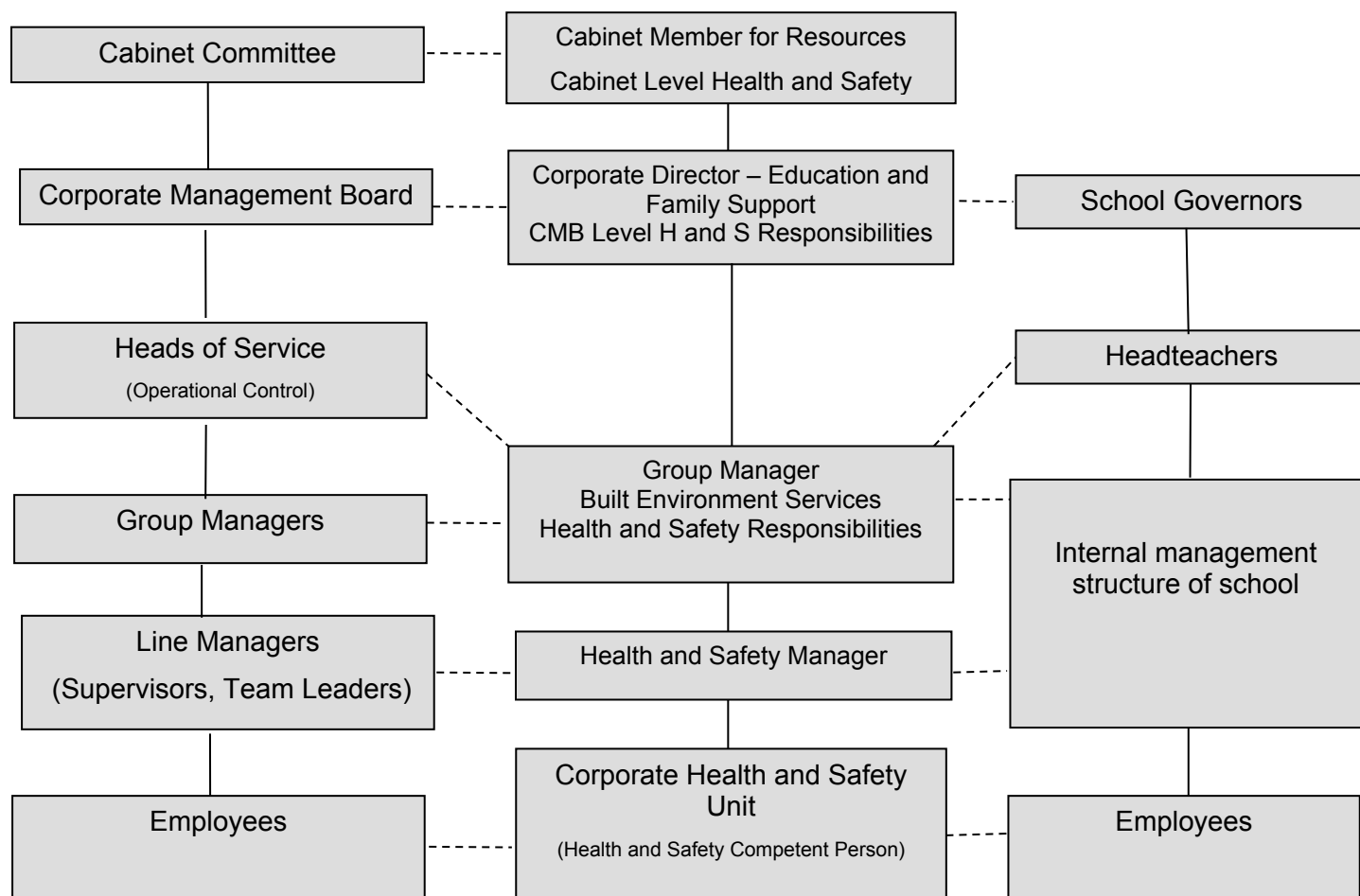
Cllr Huw David
Council Leader
June 2017

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1.6 STRUCTURE AND RESPONSIBILITIES

1.6.1 GENERAL STRUCTURE

The structure within the Council that supports the continual improvement of health and safety management is summarised in the chart below:



The chart indicates the arrangements for escalation to a higher level of management to resolve any conflict between health and safety issues and service delivery considerations. A more detailed structure outlining the management reporting lines are available for each directorate and service on the [Bridgend website](#).

Health and safety roles and responsibilities are summarised in the job descriptions and make reference to the health and safety management arrangements.

Collaborative working is a key priority for the council. Any collaborative project proposals will need to consider the health and safety arrangements for both parties and agree the role and responsibilities for that post, services or the employees that it works within.

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1.6.2 GENERAL RESPONSIBILITIES

The general health and safety roles and responsibilities of management and employees are outlined in the shaded areas within the matrix below:

What	Who												
	Cabinet/Elected members	Chief Executive	School Governors	Corporate Management Board	Group Members	Health and Safety Steering	Heads of Service/ Head teachers	Internal management structure of schools	Group Managers	Corporate Health and Safety Unit	Line Managers Internal management structure of school	Trade union and Health and Safety Representatives	Employees
1. Ensure so far as is reasonably practicable, employees' health, safety and wellbeing at work.													
2. Appoint a Director/Cabinet Member with board level responsibility for Health and Safety.													
3. Appoint a Health and Safety Competent Person (and/or outside competent support) for advice and guidance for health and safety matters.													
4. Implement, maintain and co-ordinate a health and safety management system.													
5. Assign adequate resources including funds, materials, equipment and human resources to implement the health and safety management system													
6. Ensure that reports on the performance of the occupational health and safety management system are presented to top management for review and as a basis for improvement of the management system.													
7. Consider the health and safety implications of all strategic planning, budgeting and decision-making processes.													
8. Lead by example and provide visible demonstration of commitment to continual improvement of occupational health and safety performance (e.g. inspecting departments, issuing messages of support, promotion of rules and procedures, reflect health and safety in decision making, etc)													
9. Ensure all employees have received adequate information, instruction and training													
10. Supervise and enforce conformance to health and safety rules, procedures, and safe working practices.													
11. (a) Take reasonable care for their own health (b) Take reasonable care for their own safety (c) And of anyone who may be affected by their actions.													
12. Co-operate with employer or any other person to enable legal obligations to be met.													
13. No person must misuse or interfere with anything provided in the interests of health and safety at work.													
14. Make full and proper use of any equipment or system of work provided.													
15. Report any change in their own condition i.e. ill health, injury, pregnancy etc; that may affect their ability to carry out their duties.													
16. Report any workplace defects or hazards, accidents, incidents or near misses that could have resulted in injury or harm. eg dealing with difficult or aggressive behaviours.													
17. Use all work items as trained and instructed.													
18. Ensure appropriate items of personal protective equipment are used in the appropriate manner.													
19. Take reasonable care of any premise or equipment provided, report any loss, damage or obvious defects, and ensure it is returned to its place after use.													
20. Represent Department at Health and Safety Committee meetings by raising concerns expressed by colleagues and providing feedback.													

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Please note that specific roles and responsibilities within the health and safety management system (e.g. undertaking risk assessments, statutory inspections, etc) are covered directly either within the relevant procedure which outlines “what, who, when, and how” and/or the output of a relevant procedure (e.g. risk assessment, corrective action, etc).

1.6.3 SPECIFIC RESPONSIBILITIES

The shaded areas of the following matrix outline the specific responsibilities of line managers within each department and/or site and/or project for implementing the health and safety management system. The matrix indicates whether responsibilities are deployed or centrally initiated.

What		Who																		
Procedure Title	Key Responsibilities	Employee	Line Manager	Senior Managers (Group Managers/ HOST and CMB)	Support Services															
					HROD inc Occ health	Emergency Planning	Health and Safety	Built Environment Service	Procurement	Property Services	Finance inc Insurance	Education and Family Support; Communities; Operational Partnerships and Services; Social Services and Wellbeing								
P001- Risk Assessment	Classify tasks/activities requiring risk assessments within a planned programme																			
	Implement and review risk assessments within frequencies of planned programme																			
	Initiate formal actions to address weaknesses / significant risks / improvement themes																			
	Communicate findings or risk assessments and associated control measures.																			
P002 - Legal Requirements	Review new legislative, regulatory and other requirements impacting upon the organisation																			
	Communicate new legislative, regulatory and other requirements to relevant stakeholders.																			
	Be aware of relevant legislative, regulatory and other requirements impacting upon the departments' activities.																			
P003 – Leadership and Business Planning	Initiate health and safety objectives, targets and programmes of action																			
	Initiate health and safety performance indicators (proactive / reactive)																			
	Monitor and review status of objectives, targets, programmes of action, and performance indicators																			
P004 - Change Control	Seek approval for significant changes																			
	Approve proposed significant changes																			
P005 - Recruitment and Selection	Review competencies prior to recruitment																			
	Implement induction plan for new and transferred employees																			
	Evaluate effectiveness of induction process																			
P006 - Competency, Awareness and Training	Define and review job competencies																			
	Identify training needs																			
	Provide information, instruction and training																			
	Evaluate effectiveness of training																			
P007 - Consultation and Communication	Involve employees in decisions																			
	Ensure health and safety employee representatives exist and are released to perform their roles																			
	Maintain notice boards with required information																			

What				Who							
				Education and Family Support; Communities; Operational Partnerships and Services; Social Services and Wellbeing				Support Services			
Procedure Title	Key Responsibilities	Employee	Line Manager	Senior Managers (Group Managers/ HOST and CMB)	HROD inc Occ health	Emergency Planning Health and Safety	Built Environment Service	Procurement	Property Services	Finance inc Insurance	
	Disseminate information, performance, and other best practices through newsletters, etc.										
P008 – Doc, Data Control and Records	Maintain register of critical documentation/records										
	Retain documentation/records as specified										
P009 - Safe systems of work	Implement control measures										
	Monitor continuing suitability / adequacy of controls										
P010 - Maintenance	Inform Built Environment Service of items to be subject to planned maintenance/ servicing (eg electrical equipment)										
	Maintain facilities management, maintenance, servicing system										
P011 - Contractors	Review and approve new contractors										
	Maintain contractors' database										
	Monitor and review contractors										
P012 - Hazardous Materials	Review and approve new hazardous materials										
	Maintain hazardous materials database										
P013 - Emergency Preparedness and Response	Identify foreseeable emergency situations										
	Implement emergency response plans										
	Maintain programme of testing emergency plans										
	Inform group of new emergency scenarios/events										
P014 - Accidents, Incidents and Near Misses	Directly action identified hazards										
	Report all accident, incident, near miss and other significant events										
	Undertake an investigation										
	Initiate and closeout corrective/preventive actions										
	Maintain accident, incident, and near miss database										
	Review and advise upon quality and adequacy of investigations and associated actions										
P015 - Corrective and Preventive Action	Initiate corrective and preventive actions										
	Monitor status of corrective and preventive actions										
	Verify and closeout corrective and preventive actions										
P016 - Audits	Generate audit and inspection programmes										
	Undertake audits and inspections										
	Initiate corrective and preventive actions										
	Monitor audit and inspection findings										
P017 - Monitoring and Review	Maintain meetings and review matrix										
	Participate in meetings and reviews										
	Initiate corrective and preventive actions										
	Monitor quality, status, and effectiveness of meetings and reviews										

What				Who							
				Support Services							
				Education and Family Support; Communities; Operational Partnerships and Services; Social Services and Wellbeing							
Procedure Title	Key Responsibilities	Employee	Line Manager	Senior Managers (Group Managers/ HOST and CMB)	HROD inc Occ health	Emergency Planning	Health and Safety	Built Environment Service	Procurement	Property Services	Finance inc Insurance
P018 – Construction, Design and Management	Compliance with CDM requirements										

1.7 Glossary

Accident

“Undesired event giving rise to death, ill health, injury, damage or other loss”.

Audit

“Systematic examination to determine whether activities and related results conform to planned arrangements and whether these arrangements are implemented effectively and are suitable for achieving the organisation’s policy and objectives”.

Continual Improvement

“Process of enhancing the occupational health and safety management system, to achieve the improvements in overall occupational health and safety performances in line with the organisation’s occupational health and safety policy”.

Hazard

“Source or situation with a potential for harm in terms of human injury or ill health, damage to property, damage to the workplace environment, or a combination of these”.

Hazard Identification

“Process of recognizing that a hazard exists and defining its characteristics”.

Incident/ Near Miss

“Event that gave rise to an accident or had the potential to lead to an accident”.

Interested Parties

Individual or group concerned with or affected by the occupational health and safety performance of an organisation.

Non-Conformance

“Any deviation from work standards, practices, procedures, regulations, management system performance, etc that could either directly or indirectly lead to injury or illness, property damage to the workplace environment, or a combination of these”.

Objectives

“Goals in terms of occupational health and safety performance that an organisation sets itself to achieve”.

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Occupational Health and Safety

“Conditions and factors that affect the well being of employees, temporary workers, contractor personnel, visitors and any other person in the workplace”.

Occupational Health and Safety Management System

“Part of the overall management system that facilitates the management of the occupational health and safety risks associated with the business of the organisation. This includes the organisational structure, planning activities, responsibilities, practices, procedures, processes and resources for developing, implementing, achieving, reviewing and maintaining the organisation’s occupational health and safety policy”.

Organisation

“Company, operation, firm, enterprise, institution or association, or part thereof, whether incorporated or not, public or private, that has its own functions and administration”.

Performance

“Measurable results of the occupational health and safety management system, related to the organisation’s control of health and safety risks, based on its occupational health and safety policy and objectives”.

Risk

“Combination of the likelihood and consequence(s) of a specified hazardous event occurring”.

Risk Assessment

“Overall process of estimating the magnitude of risk and deciding whether or not the risk is tolerable”.

Safety

“Freedom from unacceptable risk of harm [ISO/IEC Guide 2].

Tolerable Risk

“Risk that has been reduced to a level that can be endured by the organisation having regard to its legal obligations and its own occupational health and safety policy”.

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