



# Corporate Health & 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 & safety management system will be available and accessible to all via the [Bridgend website](#).

The revision and issue status of the health & 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	Change of title for lead officers	M C Howells
1.4	2	Oct 14	Organisational details changed	M C Howells
1.5	2	Oct 15	Policy statement change pictorial to plan, do, check and act.	M C Howells
1.6	2	Oct 15	Structure – changes to job titles and responsibilities	M C Howells
1.6.2	2	Oct 15	Directorate title changes	M C Howells
1.6.3	2	Oct 15	Structural and responsibilities changes for support services	M C Howells
Front Cover	2	Oct 15	Remove colours for ease of printing	M C Howells
1.3.2	2	Feb 16	Changes to job title	M C Howells
1.5	2	Feb 16	Changes to corporate priorities	M C Howells
1.4	2	Feb 16	Organisational details changed	M C Howells
1.32	3	April 16	Changes to job title	M C Howells
1.41	3	April 16	Changes to directorate structure and titles	M C Howells
1.6.1	3	April 16	Changes to job title	M C Howells
1.6.3	3	April 16	Changes to directorate structure and titles	M C Howells

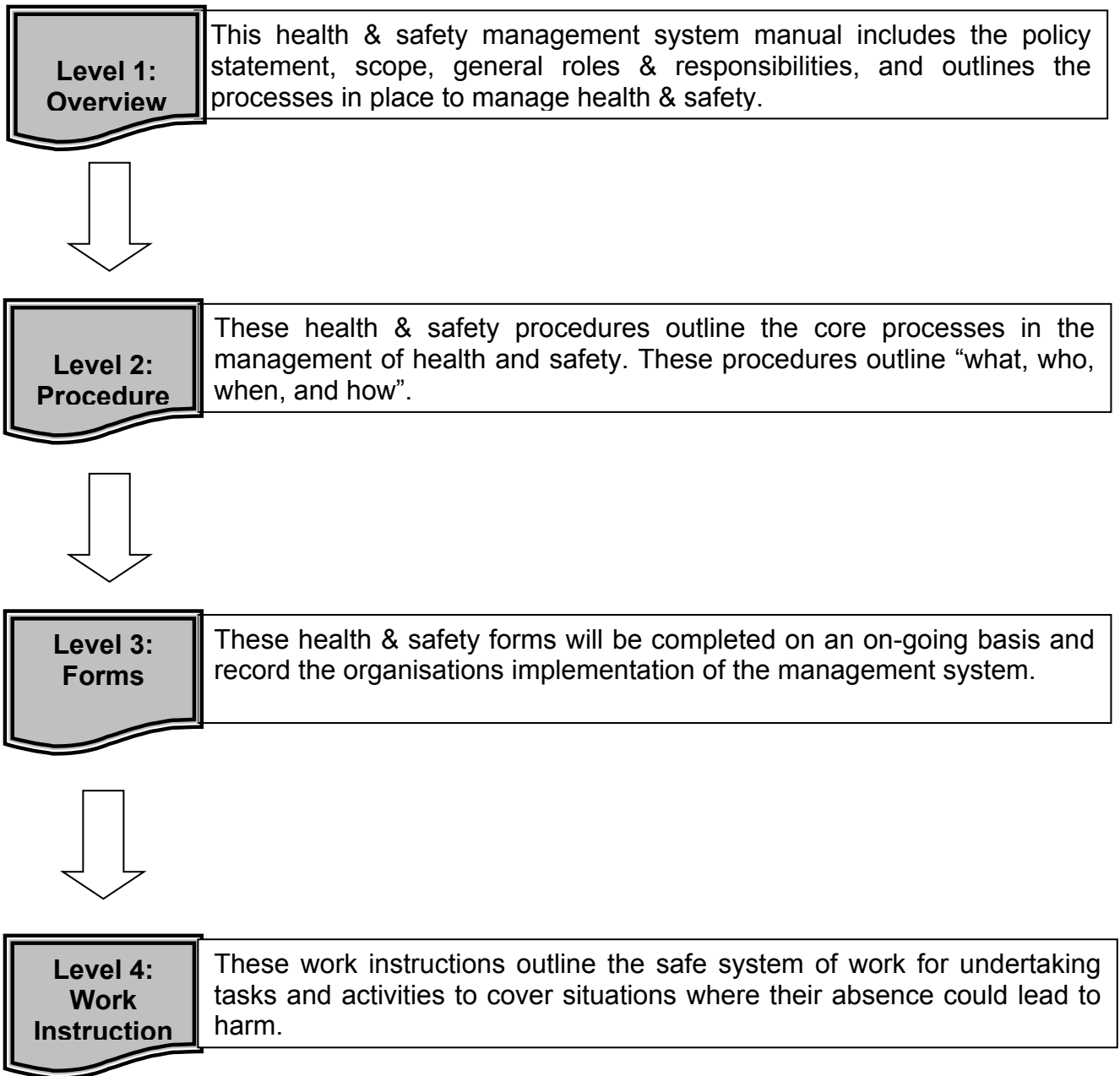
The health and safety management system is maintained and updated by the Corporate Health and Safety Unit for Bridgend County Borough Council.

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# 1.3 HEALTH & SAFETY MANAGEMENT SYSTEM

## 1.3.1 System Structure

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



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

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### 1.3.2 Health & Safety Procedures

The Level 2 Procedures within the Health & Safety Management System are listed below:

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

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.

## 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 & 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 & 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 & 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 & Safety Management System outlines the Bridgend County Borough Council plan to satisfy health & 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 & Safety Management System is intended to directly meet the requirements of the following legislation and regulations:

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

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

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

Arrangements (i.e. procedure and guidance)

**Management of Health & 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 & 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 & 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 & 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 & 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 & safety management system provides the framework for planning, doing, checking and acting on health & 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 & safety policy to demonstrate its commitment to the health & safety of its employees, service users and those it comes into contact with. The council will use its health & safety framework to review the implementation of its policy providing continual improvement and promote a positive health and safety culture.



Chief Executive

Council Leader

May 2016

May 2016

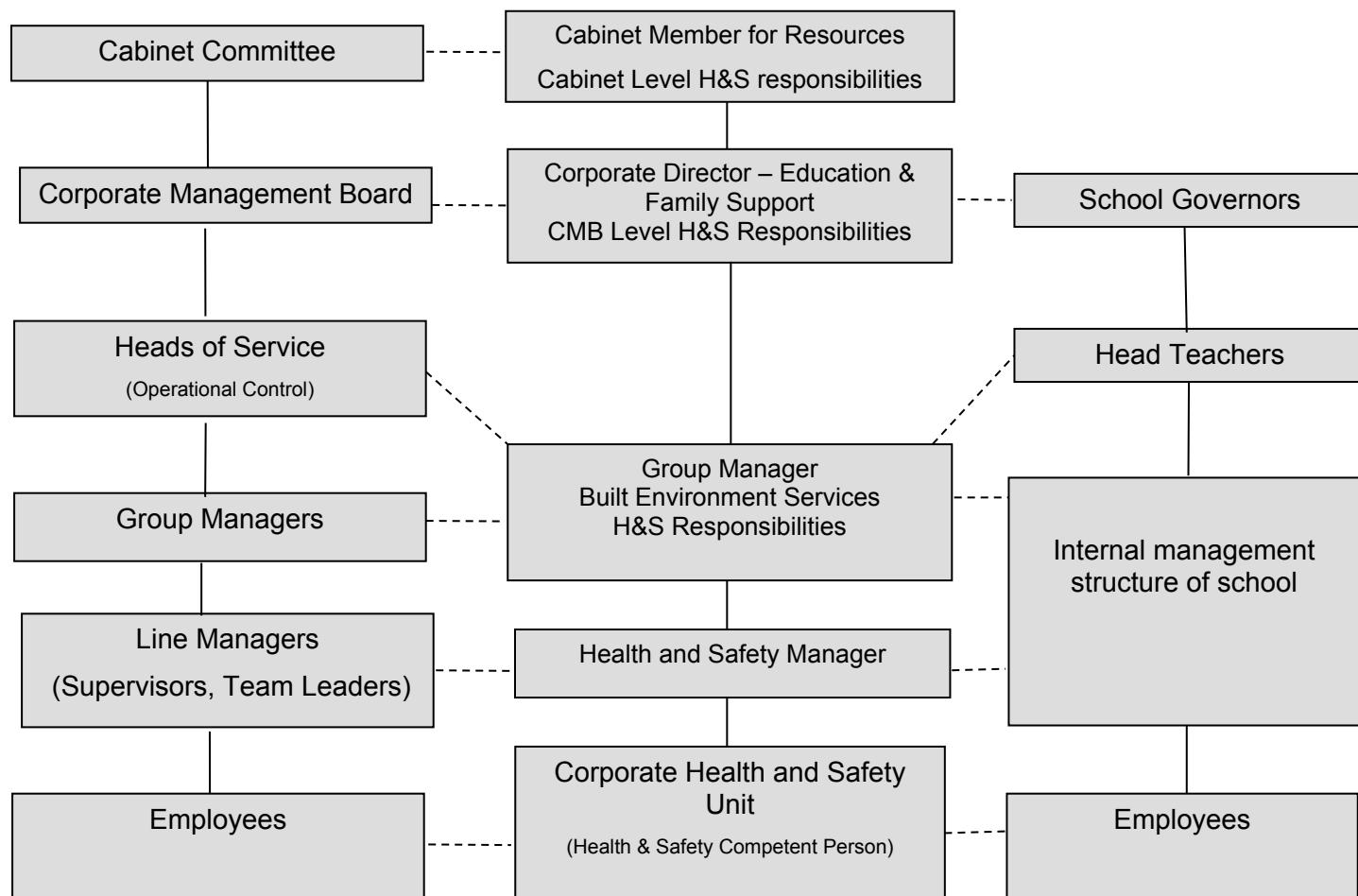
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# 1.6 STRUCTURE AND RESPONSIBILITIES

## 1.6.1 GENERAL STRUCTURE

The structure within the council that supports the continual improvement of health & 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 & 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 & safety roles and responsibilities are summarised in the job descriptions and make reference to the health & 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	Corporate Management Board School Governors	H&S Steering Group Members	Heads of Service/ Head teachers	Group Managers Internal management structure of schools	Corporate H&S Unit	Line Managers Internal management structure of school	Trade union and H&S Representatives
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 & Safety Competent Person (and/or outside competent support) for advice and guidance for health and safety matters.									
4.	Implement, maintain & co-ordinate a health and safety management system.									
5.	Assign adequate resources including funds, materials, equipment and human resources to implement the health & safety management system									
6.	Ensure that reports on the performance of the OH&S management system are presented to top management for review and as a basis for improvement of the management system.									
7.	Consider the health & 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 OH&S performance (e.g. inspecting departments, issuing messages of support, promotion of rules and procedures, reflect health & safety in decision making, etc)									
9.	Ensure all employees have received adequate information, instruction and training									
10.	Supervise and enforce conformance to health & 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. e.g. 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 & Safety Committee meetings by raising concerns expressed by colleagues and providing feedback.									

Please note that specific roles & responsibilities within the health & 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).

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### 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 & safety management system. The matrix indicates whether responsibilities are deployed or centrally initiated.

What		Who									
Procedure Title	Key Responsibilities	Employee	Line Manager	Education and Family Support; Communities; Operational Partnerships and Services; Social Services and Wellbeing			Support Services				
				Senior Managers (Group Managers/ HOST & CMB)	HROD inc Occ health	Emergency Planning Health & Safety	Built Environment Service	Procurement	Property Services	Finance inc Insurance	
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 & Business Planning	Initiate health & safety objectives, targets and programmes of action										
	Initiate health & 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 & Selection	Review competencies prior to recruitment										
	Implement induction plan for new and transferred employees										
	Evaluate effectiveness of induction process										
P006 - Competency, Awareness & Training	Define and review job competencies										
	Identify training needs										
	Provide information, instruction & training										
	Evaluate effectiveness of training										
P007 - Consultation & Communication	Involve employees in decisions										
	Ensure health & safety employee representatives exist and are released to perform their roles										
	Maintain notice boards with required information										
	Disseminate information, performance, and other best practices through newsletters, etc.										
P008 – Doc, Data Control & 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										

What		Who																		
Procedure Title	Key Responsibilities	Employee	Line Manager	Senior Managers (Group Managers/ HOST & CMB)	Education and Family Support; Communities; Operational Partnerships and Services; Social Services and Wellbeing						Support Services									
					HROD	inc	Occ	health	Emergency Planning	Health & Safety	Built Environment Service	Procurement	Property Services	Finance	inc	Insurance				
P010 - Maintenance	Inform Built Environment Service of items to be subject to planned maintenance/ servicing (e.g. 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 & 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 & 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 & 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 & 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																			
P018 - Construction, Design & 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 OH&S management system, to achieve the improvements in overall occupational health & safety performances in line with the organisation’s OH&S 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 OH&S 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 OH&S performance that an organisation sets itself to achieve”

### **Occupational Health & Safety**

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

### **OH&S Management System**

“Part of the overall management system that facilitates the management of the OH&S 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 OH&S 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 OH&S management system, related to the organisation’s control of health and safety risks, based on its OH&S 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 OH&S policy”

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