

Corporate Health & Safety Policy

Statement, Organisation and Arrangements

*Health & Safety at Work etc., Act 1974 Section 2(3)
Management of Health and Safety at Work Regulations 1999 Regulation 5*

A copy of this Policy shall be brought to the attention of all employees. This Policy supersedes the previous Policy dated September 2014 and shall be reviewed annually or revised as necessary in the light of operational or strategic developments

DOCUMENT CONTROL

The only controlled version of this Policy can be accessed on the Health and Safety Intranet site. Printed copies of this Policy, together with electronic copies held on local computers and other storage devices are uncontrolled.



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1.0 INTRODUCTION

1.1 MISSION STATEMENT

In all areas of its business Islington Council shall develop and use best current practices and ensure that all requirements of the relevant statutory provisions for health and safety are met in full.

Everybody affected by or involved with Council activities (employees, service users, pupils, residents, partners, contractors and members of the public throughout their interaction with the Council) shall experience a safe and supportive environment; ensuring that they can access, live, learn and work within and leave our premises without injury or damage to their health.

The Council will provide suitable competency based training wherever it is necessary, and encourage all employees and visitors to develop and support a positive safety culture.

In summary, the Council will strive to provide a safe environment where people enjoy living, learning and working.

1.2 SCOPE OF THE POLICY

The Corporate Health and Safety Policy for Islington Council is applicable across the entirety of its undertaking as an employer, covering those aspects of health and safety which the Council has a legal responsibility for.

The scope of this Policy statement, organisational responsibilities and arrangements in relation to health and safety within the Council will cover:

- The Council's role as a major employer and the commitment of the senior management team as duty-holders to secure the health and safety of employees and contractors, and those affected by the way the Council delivers services to residents, service users, pupils, and visitors;
- The Council's role as a major purchaser of services from other organisations and as such our role to influence and monitor health and safety standards within those contracted supplier organisations; and
- The Council's role as a landlord where the Council is the owner of housing, apartments, land and real estate which is rented or leased to individuals or business and the duty to keep its property portfolio safe and free from health hazards

As a local authority the Council has a diverse portfolio of services including housing and accommodation, leisure and culture, health and social care, development and planning, highways, waste management and recycling, amenity management, schools and children centres, support to families, public health, consumer advice and protection.

This Policy accords the same duty of care to both employees and non-employees covering service users and members of the public to safeguard the health, safety and welfare of all.

Therefore this Policy will ensure so far as is reasonably practicable, that adequate provision is made for its customers, whether young people, people in receipt of care, or other members of the public when visiting or occupying Council-owned premises or using Council equipment, or when the Council undertakes activities in the community.

It supersedes the previous policy dated September 2014 and shall be reviewed annually or revised as necessary in the light of operational changes or policy developments.

The requirements detailed in this Policy are also applicable in principle to Local Authority Schools and should be adopted, where relevant, in school-specific health and safety policies. Islington local authority schools are required to comply with UK health and safety legislation, on which all Council corporate health and safety arrangements are based. Schools are required to document site-specific arrangements that address the requirements of the Health and Safety at Work etc. Act 1974,

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The Education (Schools Premises) Regulations 1999 and more specifically the Management of Health and Safety at Work Regulations (MHSWR) 1999. The Council and local authority schools also have a legal requirement to co-operate with each other and share information relating to risks to their employees health and safety. To facilitate this requirement local authority school arrangements must address the requirements of the Council arrangements where relevant and applicable e.g. accident and incident reporting to (the Council's) Corporate Health and Safety. Local authority schools should implement site-specific arrangements to ensure the safety and wellbeing of their employees, other employees (including Council staff) and persons visiting the school (including pupils, members of the public, trespassers, etc.) Local authority schools' management teams can choose to:

- Tailor the requirements of this Policy to be school-specific (using the template located on Fronter) or
- Reject this Policy because the requirements are already covered in other schools' policies and/or documentation

This Policy is augmented by corporate health and safety arrangements and departmental operating arrangements, method statements and safe systems of work as deemed appropriate.

As required under the Health and Safety at Work etc. Act 1974, Section 2.3, this Policy provides a statement of intent, the organisational structure responsible for affecting this Policy and the arrangements which comprise the procedures along with systems for ensuring the protection of all people who could be put at risk from the Councils' activities.

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2.0 POLICY STATEMENT

2.1 LEADER OF THE COUNCIL'S STATEMENT

On behalf of the Elected Members of Islington Council I support the principles below in the Council's approach to managing health and safety which are expanded in the Chief Executive's Statement:

- That managing health and safety is an integral part of the way we manage the Council's affairs.
- That the Council must lead by example in this area.
- That the health and safety implications of decisions, particularly budget setting, must be considered alongside other decision-making criteria.
- That members have a key part to play in the monitoring and review of health and safety performance.
- That the health and safety management system is built upon a risk management framework so that risks to employees, contractors and others affected by the Council's activities might be minimised.
- That sufficient resources will be provided to enable an effective safety management system to develop.

I am committed to review regular performance reports and an annual review of this Policy statement via the Council's Corporate Management Board and Joint Executive Health and Safety Committee.

Cllr Richard Watts
Leader of the Council
September 2015

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2.2 CHIEF EXECUTIVE'S STATEMENT

I am committed to safeguarding the health, safety and welfare of Council staff, contractors and others affected by our activities (covering service users, pupils, residents and visitors) and accept that I have ultimate responsibility for the delivery of safety within the Council. It is my intention that the Council will set an example in how to manage safety effectively and encourage other organisations with whom we work to strive for good standards of health and safety.

I believe that this commitment can best be delivered through the following safety policy:

- By use of risk assessment processes, that is, the identification and, so far as is reasonably practicable, the control of risk to eliminate personal injury, ill-health, fire or damage to property by applying good practice in procedures and legislation compliance, training and inspection practices and security of persons and property).
- By developing and leading a blame-free safety culture in which all Council staff will be encouraged to identify and prevent unsafe acts at source.
- By ensuring that the management of safety is a prime responsibility of line managers throughout the Council.
- By developing a culture that 'if it's not safe – do not do it'. No-one will ever be expected to work unsafely nor will they be penalised for a cessation of work in such circumstances.
- By establishing safety objectives and targets within the business planning process aimed at the process of cost effective continuous improvement. These initiatives will be measurable and supported by monitoring and review systems. Processes to manage health and safety will include those to influence the budget process and the administration of the budget once set, to ensure that adequate resources and funding are made available.
- By ensuring that all contractors, suppliers and other organisations (including partnerships) both share and understand our safety commitments before they start work and while work is in progress.
- By encouraging the understanding and implementation of the policy at all levels as well as employee involvement and consultation in the management of safety.
- By maintaining adequate records to enable easy presentation of evidence of the operation of safety systems.

The Corporate Management Board (CMB) collectively and explicitly accepts responsibility for health and safety and as a result has set up and empowered the Joint Executive Health and Safety Committee to which it has delegated a series of responsibilities. These include the approval of an annual report to CMB on health and safety performance; the regular receipt and action of reports on progress; the monitoring of a series of key performance indicators selected by CMB.

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The health and safety policy is unlikely to be successful unless it actively involves everybody at work. We all have an individual responsibility to ensure our own safety and to avoid doing anything that will put others at risk. Whilst managers have a duty to undertake and record risk assessments, every employee must apply the control measures that have been introduced to reduce those risks. If staff are concerned about potential risks arising from work activity, they must inform their manager immediately.

Overall it will be supported by my personal example in workplace visits.

Lesley Seary
Chief Executive
September 2015

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2.3 LEAD DIRECTOR FOR HEALTH AND SAFETY STATEMENT

On behalf of the Corporate Management Board I unequivocally accept my responsibility for health and safety. As the Lead Director for Health and Safety I will proactively direct health and safety within the Council and ensure a comprehensive review of our health and safety management arrangements in order to improve performance.

As outlined within the Health and Safety Risk Register, I will regularly ensure that an assessment has been completed of the significant health and safety hazards posed by the Council's activities and an appropriate set of health and safety arrangements are in place to control these hazards. The implementation of these arrangements will be monitored and reviewed on a regular basis with action taken to redress any deficiencies and ensure continual improvement. Particular attention will be made to the provision and maintenance of:

- (a) Plant, equipment and systems of work that are safe.
- (b) Safe arrangements for the use, handling, storage and transport of articles and substances.
- (c) Sufficient and adequate information, instruction, training and supervision to enable people to recognise and avoid hazards and make a positive contribution towards their own safety and health whilst at work.
- (d) A safe place of work and safe access to and egress from it.
- (e) A healthy working environment.
- (f) An effective health and safety consultative structure involving senior and line management and employee representatives.

I shall ensure Council provides sufficient funds and resources for the implementation of this Policy and the necessary health and safety arrangements.

The Council as a public body will demonstrate best practice and is committed to pursuing progressive improvements in health and safety performance through the development and implementation of an agreed strategy. The procurement process will lead in achieving effective action on health and safety considerations and promoting best practice right through the supply chain, this will include contractors, service providers and partners engaged to help the Council provide services.

Mike Curtis

Corporate Director Finance & Resources

September 2015

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3.0 ORGANISATION

The Council is organised into five departments:

- Children's Services
- Environment and Regeneration
- Finance & Resources
- Housing and Adult Social Care
- Chief Executive Office

Whilst this individual Policy statement demonstrate commitment and gives direction to the development of a positive health and safety culture, an organisational framework has been established to enable the necessary management action to be taken. This Policy promotes co-operation between individuals and groups, ensures they communicate and identifies relationships and competencies.

KEY RESPONSIBILITIES

MEMBERS AND OFFICERS RESPONSIBILITIES

3.1 MEMBERS OF THE EXECUTIVE AND OTHER ELECTED MEMBERS

3.1.1 Members of the Executive and other elected Members have responsibility for and are expected to:

- (a) Ensure that suitable resources and strategic direction are available to discharge the Council's health and safety responsibilities; and
- (b) Monitor, via reports, the overall performance of the Council's health and safety management systems.

3.2 EXECUTIVE MEMBER (PORTFOLIO HOLDER)

3.2.1 The Elected Member will, with the support of the relevant Directors have responsibility for and are expected to:

- (a) Ensure that the Council health and safety performance is reviewed annually and a report is prepared for both consideration within the Council and publication (the report shall cover our health and safety management activities and performance during the preceding year and set priorities for the year ahead; and
- (b) Present the annual review of the Council's corporate health and safety policy to the Executive.

3.3 THE CHIEF EXECUTIVE

3.3.1 The Chief Executive has overall responsibility for ensuring, so far as is reasonably practicable, the provision of a safe and healthy work environment for all Council employees and those persons who may be affected by the Council's activities.

3.3.2 The Chief Executive has responsibility for and is expected to:

- (a) Promote a positive safety culture and the values and beliefs within this policy, by establishing.
 - **safety organisation** that defines responsibilities and relationships;
 - **planning and implementation** of policy through an occupational health and safety management system;
 - **monitoring systems**, both active and reactive, that inform on safety performance;

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- **performance review and auditing** systems for informed development of health and safety systems;
- (b) Appoint a Lead Director for Health and Safety delegated to manage the Council's corporate health and safety organisation on behalf of the Corporate Management Board; and
- (c) Ensure health and safety is a regular agenda topic at Corporate Management Board meetings, and is kept regularly informed by the Lead Director for Health and Safety of significant health and safety developments and performance matters.

3.4 THE LEAD DIRECTOR FOR HEALTH AND SAFETY

3.4.1 The Lead Director for Health and Safety has responsibility for ensuring that health, safety and welfare management issues are properly addressed by the Corporate Management Board and more widely across the Council.

3.4.2 The Lead Director for Health and Safety has responsibility for and is expected to:

- (a) Monitor the employer's statutory duties arising from the Health, Safety and Welfare at Work etc. Act 1974 and all other safety legislation responsibilities as they apply to the Council and its employees, and ensure they are fully met;
- (b) Take primary responsibility for the management of health, safety and welfare, including the effective planning, organisation and control and the monitoring and review of management health and safety systems;
- (c) Monitor the development and implementation of appropriate strategic objectives, sufficient health and safety policies and safety systems for an efficient, safe and healthy workplace environment;
- (d) Receive relevant reports on a quarterly basis on departmental health and safety activity and developments. Topics of these reports may include:
- reviews of health and safety performance;
 - ensuring the departmental health and safety arrangements reflect current Corporate Management Board priorities;
 - ensuring management systems provide for effective monitoring and reporting of the Council's health and safety performance;
 - information on significant health and safety failures and of the outcomes of investigations into their causes;
 - ensuring health and safety risk management systems are in place and remain effective; and
 - the effective resourcing of health, safety and welfare across the Council;
- (e) Receive notification of health and safety enforcement issues and ensure they are effectively resolved; and
- (f) Ensure that information is issued to the Chief Executive in a timely manner and annually in the form of a health and safety report.

The Lead Director for Safety will also monitor that:

- (g) Sufficient competent advisors in health and safety matters are available to support both the corporate and departmental management functions;
- (h) Suitable and sufficient resources are available for the training, instruction and supervision of staff so as to ensure their competency to perform tasks without risk to themselves or others;

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- (i) An efficient system of risk management is established that forms an essential element in the development of a pro-active safety culture;
- (j) An effective health and safety communication structure is established, that allows for an efficient two-way flow of information between the Corporate Management Board and employees, and swift resolution of problems arising;
- (k) Health and safety responsibilities are properly assigned and accepted at all levels;
- (l) Sufficient funds and resources are available and used effectively to meet corporate health, safety and welfare requirements; and
- (m) A system for the reporting of accidents is established and that serious accidents and incidents are investigated and action taken to prevent or reduce opportunity for re-occurrence.

3.5 CORPORATE DIRECTORS

3.5.1 Corporate Directors have personal responsibility for the implementation of this Policy both corporately, as members of the Corporate Management Board and departmentally as heads of their departments. In order to do this effectively, they must establish effective health and safety management systems and practices in their directorates.

3.5.2 Corporate Directors have responsibility for and are expected to monitor that:

- (a) Statutory health and safety responsibilities and corporate standards are met;
- (b) The necessary strategies and resources are available to meet their obligations;
- (c) An effective system for staff consultation and staff representation is established;
- (d) Staff are provided with the appropriate level of supervision, training and instruction required to perform safely without significant risk to themselves or others;
- (e) Significant hazards are adequately risk assessed and risk control measures are implemented, monitored and regularly reviewed;
- (f) Safe working conditions are provided and safe working practices are established;
- (g) Regular and effective monitoring and review of policy and practices; and
- (h) Due regard is paid to health and safety in the purchase and use of services, materials, plant and equipment or substances.

3.5.3 The scale and complexity of the Council's activities requires not only a Corporate Health and Safety Policy, but also departmental management arrangements giving details of local responsibilities and arrangements at a departmental level. Each Corporate Director will compile a Departmental Health & Safety Arrangements document, which will be made available to all departmental staff. This information will be used as part of the local induction process to inform staff of health and safety arrangements specific to them. Guidance on the structure of this document is shown within the Consultative Framework (see 3.16).

3.5.4 Corporate Directors will appoint themselves or a Service Director to Chair the Departmental Health and Safety Committee who will assist the Corporate Director in the management of health and safety within the department (see section 5.0 below).

3.6 SERVICE DIRECTORS

3.6.1 Service Directors have responsibility for managing a number of service areas, and normally report to the Corporate Director. Their role is to ensure the implementation

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of this policy within their area of responsibility and to ensure that line managers are aware of and implement corporate and service health and safety policy.

3.6.2 Service Directors have responsibility for and are expected to monitor that:

- (a) Corporate and service safety messages, strategies and policies are disseminated throughout their area of responsibility;
- (b) Enforcement issues are resolved by taking immediate and effective action and their Corporate Director is informed of significant safety issues;
- (c) Consultation with staff and safety representatives on matters of health, safety and welfare, taking corrective action as required;
- (d) Structures and arrangements are established for:
 - the assessment of risk, to be reviewed annually or following significant change, and the application of control measures that seek to eliminate or minimise risk to all persons who may be affected;
 - the reporting and investigation of accidents and incidents, and that lessons are learned that will reduce the likelihood of repetition or similar incidents occurring;
 - dealing with emergencies, including the appointment and organisation of key staff to ensure a prompt and effective response to injury of staff or an incident requiring the emergency evacuation of premises; and
 - quarterly workplace inspections by employee representatives and team managers;
- (e) Training strategies for their service include appropriate occupational health and safety training, that systems are set up to ensure new entrants receive induction safety training and that transferred employees receive appropriate safety training for their new roles;
- (f) All statutory registers and records are accurately maintained;
- (g) Ensure appropriate British, European and industry health and safety standards and best practice are met or surpassed;
- (h) Arrangements are established for assisting injured staff and for the safe evacuation of persons in case of an emergency arising; with contingency arrangements in place to assist immediate business recovery; and
- (i) Mandatory tests and maintenance are carried out to safety systems such as fire prevention equipment, security devices, work equipment, electrical equipment, etc.

3.7 LINE MANAGERS

3.7.1 Line managers have day-to-day operational responsibility for the health and safety of their staff and those persons affected by their operations.

3.7.2 Line managers have responsibility for and are expected to:

- (a) Ensure implementation of corporate and departmental management arrangements and safe systems of work;
- (b) Ensure all hazards are risk assessed as required, control measures are identified to reduce or minimise any risks and assessments are annually reviewed;

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- (c) Carry out risk-based safety inspections of their staff workplaces as appropriate and using an authorised form;
- (d) Ensure that regular tests and maintenance are carried out to safety systems such as fire precautions, staff security devices, work equipment, personal protective clothing and equipment;
- (e) Keep under review, systems of work in order to raise standards;
- (f) Ensure that all staff receive sufficient supervision, instruction and training, including induction and refresher training, to ensure their competency to work without risk to themselves or others;
- (g) Investigate or causing to be investigated all accidents, serious near-miss incidents, assaults or serious equipment failure or other potentially harmful incidents;
- (h) Ensure appropriate accident reporting systems are properly completed and processed through the reporting procedure;
- (i) Monitor the health and well-being of employees for symptoms of work-related stress or health issues that could affect their ability to perform safely or to the required standard;
- (j) Co-operate with employees and their representatives to raise standards of safety awareness in an endeavour to create safer working conditions; and
- (k) Advise senior management in respect to health, safety and welfare issues of importance, especially those issues with resource implications.

3.8 EMPLOYEES

3.8.1 All employees, whether permanent, part time or temporary, have a responsibility to:

- (a) Take reasonable care of themselves and any other people who may be affected by their acts or omissions at work;
- (b) Co-operate with their managers and other staff so that safety requirements and standards may be met;
- (c) Undertake any mandatory training that is provided; and
- (d) Not interfere with, or misuse, anything provided by the Council in the interests of health, safety and welfare.

In order to carry out the above, all employees must:

- (e) Make themselves familiar with and comply with, relevant safety instructions at all times;
- (f) Use approved personal protective equipment for the purpose for which it was supplied;
- (g) Report to their manager incidents that have led to or may lead to, injury or damage and assist in the investigation of such incidents if required;
- (h) Use any machinery, equipment, safety devices, transport and substances in accordance with safety instructions and the training given and report any problems;
- (i) Make full use of any system of work designed to reduce the risk of injury to themselves;

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- (j) Not work under the influence of alcohol or drugs; and
- (k) Discuss with their line manager any work-related stress issues or health issues that could affect their ability to perform safely or to the required standard.

3.9 EMPLOYEE REPRESENTATION

- 3.9.1 The Council recognises and fully accepts the requirements of the Health and Safety (Consultation with Employees) Regulations 1996 and the Safety Representatives and Safety Committee Regulations 1977. It will co-operate with Council recognised trade union appointed safety representatives and elected staff representatives for safety when introducing measures to ensure the health and safety at work of employees. The Council will therefore incorporate employee representation into the health and safety consultative structure.
- 3.9.2 Safety representatives appointed by their trade union may represent non-trade union employees within the representatives agreed constituency but subject to the employees' agreement. Non-trade union representatives for safety may represent employees but only following agreement from the employees to be represented. All appointments and facilities will be subject to those rules and conditions as established for that purpose by the Council.
- 3.9.3 Safety representatives will be provided with sufficient facility time to carry out their responsibilities and time-off with pay for relevant training. Their functions will include:
- (a) To make representation to management in respect to health, safety and welfare issues affecting employees;
 - (b) To inspect the workplace each quarter year;
 - (c) To investigate accidents, hazards and dangerous occurrences;
 - (d) To attend safety committees; and
 - (e) To support the Council in the promotion of a positive health, safety and welfare culture.

CORPORATE RESPONSIBILITIES

3.10 CHAIR OF THE JOINT EXECUTIVE HEALTH AND SAFETY COMMITTEE

- 3.10.1 The Chair will have responsibility for and is expected to:
- (a) Attend and facilitate the Joint Executive Health and Safety Committee;
 - (b) Liaise as appropriate with the corporate health and safety manager on the development of health and safety management systems and operations and to seek resolution to problems arising;
 - (c) Update and report occupational health and safety topics from the committee to the Corporate Management Board; and
 - (d) Monitor senior management application of health and safety policy, arrangements and safe systems of work.

3.11 CHAIR OF THE DEPARTMENTAL HEALTH AND SAFETY COMMITTEE

- 3.11.1 All Council departments will appoint a Chief Officer who will Chair their Departmental Health and Safety Committees.
- 3.11.2 The Departmental Chair will appoint (in consultation with the Corporate Health and Safety Adviser) suitably competent person/s to the post of Safety Co-ordinator who will assist the Chair in the management of health and safety in the department.
- 3.11.3 The Departmental Chair will have responsibility for and is expected to:
- (a) Attend and facilitate the departments health and safety committee;

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- (b) Liaise as appropriate with the relevant corporate health and safety adviser on the development of health and safety management systems and operations and to seek resolution to problems arising;
- (c) Represent the department through attendance at corporate health and safety committees and consultative briefings;
- (d) Update and report occupational health and safety topics from the committee to senior management team meetings; and
- (e) Monitor senior management application of health and safety policy, arrangements and safe systems of work.

3.12 DIRECTOR – CORPORATE PROPERTY SERVICES

3.12.1 The Assistant Director, Operations and Customer Services has responsibility for the corporate property portfolio throughout the Council and ensure the provision of fit for purpose, safe and well-maintained accommodation.

3.12.2 The Assistant Director, Operations and Customer Services has responsibility for and is expected to monitor that:

- (a) Every three/five years, arrangements for the testing and inspection of premises fixed electrical installations are undertaken and highlight any significant issues to the Lead Director of Safety and any remedial actions required;
- (b) The testing of portable electrical equipment using internal or external electricians according to an agreed schedule;
- (c) Only construction and maintenance contractors who have demonstrated their competence and resourcing to undertake work safely are selected;
- (d) Contractors receive and supply when requested, information that will enable them to carry out their work safely and without adversely affecting others;
- (e) Premises-related risk assessments containing significant findings and recommendations are acted upon;
- (f) Building fabric and services are maintained in good condition and effective working order;
- (g) Where appropriate, generic and site specific method statements to cover the work of personnel are developed by contractors, implemented and monitored and provided to the Council (the client);
- (h) Any design and specification work carried out by a contractor takes into account the safety of those using and maintaining the installation and that information is provided to the client on an on-going basis;
- (i) Clients are aware of their duties under the Construction, Design and Management (CDM) Regulations and that no construction work subject to CDM should commence until the client is aware of their duties;
- (j) Prior to starting CDM work and where the work is part of a project which is 'notifiable' under the regulations, the contractor must verify to the client that an F10 form has been completed and submitted to the HSE and that details of the name of the client representative, the identity of the CDM Co-ordinator and the relevant information from the Construction Phase Plan have been obtained;
- (k) Provision is made for the safe keeping/maintenance of the CDM Regulations health and safety file on completion of the project; and

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- (l) Reports are made to the Lead Director of Safety and/or the relevant departmental representative/s regarding any significant health and safety concerns which are not able to be resolved.

3.13 PREMISES MANAGERS (RESPONSIBLE PERSON – BUILDING)

3.13.1 All Council workplace premises will have an appointed member of staff with responsibility for ensuring premises are maintained in a safe and secure condition for staff and visitors. It is recognised that the management of premises will be influenced by size, tenancy arrangements and ownership. However, it will be the premises manager (or equivalent) that has particular responsibility to ensure:

- (a) Required premises related risk assessments are undertaken and regularly reviewed, including general building, water safety, asbestos and fire safety risk assessments;
- (b) Where alterations are proposed to site activities or to the layout of the premises, the fire safety risk assessment for the premises is up-dated with the assistance of Corporate Health & Safety;
- (c) Risk assessments of harmful substances used in the maintenance of the premises, are implemented and available to managers of staff working in the premises;
- (d) Arrangements and necessary resources are available to make safe any spillage or breakage that could lead to exposure to persons of hazardous substances or materials;
- (e) Waste management arrangements are established covering premises and clinical waste;
- (f) Premises related safety systems and arrangements are effectively established and regularly reviewed, appliances and plant are serviced within the required timeframes and required records are maintained and available for inspection;
- (g) Emergency arrangements and site schematics are established, maintained and available for use (conspicuously displayed) to the Council standard;
- (h) An emergency team is appointed that includes trained Incident Officer, fire marshals and first aiders, and that sufficient information on a buildings emergency arrangements is given to staff to ensure they know how to respond in an emergency;
- (i) Emergency fire alarm, detection and lighting systems are regularly serviced and tested and safety signage is appropriate and in place;
- (j) Regular emergency building evacuation exercises (fire drills) are carried out;
- (k) Escape routes and passageways are without obstruction and free from trip or slip hazards, especially cabling and other service supply lines;
- (l) All building and services contractors are employed in accordance with the Council's Procurement Code;
- (m) Contract management (accommodation and facilities) are consulted before any arrangements are initiated involving contractors undertaking work regarding:
 - alteration to a buildings structure or its grounds;
 - substantial change to a buildings use (whether partially or wholly);
 - significant change to a buildings water or energy supply or environmental control systems; or

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- alteration or removal from service (whether partially, wholly or temporary), a buildings fire alarm, detection or sprinkler system;
- (n) 'Contractor Authorisation Forms' are in place and are subject to periodic monitoring to confirm they function correctly;
- (o) An 'Asbestos Management Pack' is compiled, comprising details of location and condition of any asbestos that may be present, and is always available for inspection;
- (p) A Premises Managers Manual is maintained for each premises, which comprises updated records of maintenance and inspections
- (q) common areas are safety inspected using the authorised forms;
- (r) High standards of housekeeping and tidiness are maintained and cleaning staff are properly informed about local fire arrangements and the required health and safety standards; and
- (s) Systems for environmental control are regularly serviced and are without risk to health.

3.14 COMMISSIONING OFFICERS

3.14.1 Commissioning officers have responsibility for investigating, quantifying, specifying and recognising a requirement to be procured on behalf of the Council.

3.14.2 Commissioning officers have responsibility for and are expected to ensure:

- (a) A health and safety impact assessment is completed for each contract at the beginning of the process in order to identify potential hazards and evaluated risks associated with procuring the contract;
- (b) The impact assessment is brought to the attention of the relevant corporate health and safety adviser in a timely manner in order to establish a clear understanding of what risks are involved;
- (c) Where appropriate, advice received from the corporate health and safety adviser is incorporated into procurement documentation e.g. within the advert, contract specification and pre-qualification questionnaire;
- (d) During the contract evaluation process, inherent risks are identified and are to be satisfactorily controlled by the contractor/supplier; and
- (e) Health and safety performance is appropriately monitored based on the risk e.g. by evaluating application of the contractors / suppliers management system and accident / lost time injury statistics, etc.

3.15 PROJECT MANAGERS, DESIGNERS & PERSONS PROCURING WORK TO PREMISES

3.15.1 It is important that premises and workplaces are designed in a way which reduces the risk of injury from premises related hazards. In order to avoid or control risks project managers, designers and persons procuring work to premises will have responsibility for and are expected to ensure:

- (a) Corporate Landlord or the relevant 'Person Responsible for Premises' are notified and consulted with regards any works to be undertaken on premises the Council own or occupy;
- (b) Recommendations made in relation to health and safety are considered and implemented to avoid, eliminate or control hazards;
- (c) Adequate risk assessments are undertaken and appropriate action taken to control any risk identified;

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- (d) All risk assessments, method statements and relevant documentation are submitted to Corporate Landlord or the relevant 'Premises Responsible Person' prior to commencement of works and copies of all documentation are kept on site for inspection for the duration of the works; and
- (e) Corporate Asbestos are notified within 7 days of completion of works of any asbestos containing materials so that asbestos documentation can be updated.

3.16 RISK ASSURANCE MANAGER

3.16.1 The Risk Assurance Manager has responsibility for and is expected to ensure:

- (a) Manage the Council's extensive insurance portfolio and to ensure that procedures are in place to protect the Council's assets and interests;
- (b) Provide advice and guidance on operational risk issues across the Council.

SCHOOL RESPONSIBILITIES

3.16 SCHOOL GOVERNORS

3.16.1 The governing bodies of community, community special and maintained schools are corporate bodies. A corporate body has a legal identity separate from that of its members. Individual governors are generally protected from personal liability as a result of the governing body's decisions and actions. Governors should act at all times with honesty and integrity and be ready to explain their actions and decisions to staff, pupils, parents and anyone with a legitimate interest in the school.

School Governors of community, special and voluntary controlled schools have responsibility for and are expected to:

- (a) Ensure they are aware of their duties and responsibilities under safety legislation and ensure that the head teacher is aware of and implements the Council's health and safety policy;
- (b) Give due consideration to health and safety when developing, amending and delivering school policies and when allocating associated responsibilities and resources;
- (c) Ensure, so far as it is within their power, that school specific health and safety arrangements are developed and effectively implemented to deliver the Council's health and safety policy;
- (d) Co-operate with advice and directions issued by the Council relating matters concerning health and safety or establish and adopt other equally effective measures; and
- (e) Ensure that in respect of any project that they initiate, consider and appropriately consult, on issues affecting the health and safety of all persons at the planning stage and include any necessary measures to control risks

3.17 HEAD TEACHERS

3.17.1 Head teachers will liaise with the governing body to ensure the health, safety and welfare of employees, pupils and others who may be affected by the school premises or activities. The head teacher is responsible for the day to day management of the school and therefore has responsibility for and is expected to ensure:

- (a) An appropriate school-specific health and safety policy is developed and effectively implemented and its requirements are communicated to all relevant persons;
- (b) Local management arrangements are introduced which effectively implement the requirements of corporate, departmental or other policy or arrangements of the Council, including arrangements which control risks associated with the

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school premises or activities and emergency response arrangements (e.g. fire evacuation arrangements);

- (c) Property Services are notified and consulted with regards any works to be undertaken on premises the Council own or occupy;
- (d) School premises are maintained in a safe state of repair, in accordance with the requirements and arrangements of the Council, including those associated with the assessment and appointment of contractors;
- (e) The co-operation with the requirements, guidance or directions issued by the Council relating to matters concerning health and safety;
- (f) Sufficient assessments are conducted for significant risks arising from the school premises and activities;
- (g) That they act as the Person Responsible for Premises, in liaison with Property Services;
- (h) All staff receive adequate training, instruction and supervision to enable them to carry out their responsibilities and work safely;
- (i) That they keep themselves informed of the general requirements of health, safety and welfare legislation and standards relevant to premises and activities;
- (j) That health and safety is a core element at all scheduled meetings, such as monthly staff meetings that regularly include such matters; consider incorporating health and safety as a permanent agenda item and where necessary, establish a local health and safety committee;
- (k) All hazards associated with workplaces and activities for which they are responsible are identified and suitable and sufficient risk assessments are in place; and
- (l) Employees have access to the Health and Safety Executive “Health and Safety Law – What you should know” poster or the associated leaflet.
- (m) Ensure that the school has access to competent health and safety advice.

3.18 HEADS OF DEPARTMENT

3.18.1 Heads of Department are responsible for the effective implementation of health and safety arrangements in their area of responsibility and are expected to:

- (a) Allocate appropriate health and safety responsibilities to line managers and supervisors, ensuring they are understood and effectively implemented;
- (b) Keep up to date with legislative changes, code of practice, industry best practice and corporate and departmental arrangements;
- (c) Ensure all hazards associated with workplaces and activities for which they are responsible are identified and suitable and sufficient risk assessments are in place;
- (d) Ensure risk control measures identified by risk assessment are implemented and their effectiveness monitored;
- (e) Monitor health and safety performance of employees and contractors;
- (f) Ensure all employees within their control are provided with adequate training, instruction, supervision and information to allow them to work safely;
- (g) Ensure all accidents, occupational ill health and hazardous incidents are reported and investigated in accordance with the relevant arrangements;

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- (h) Co-operate fully with, in liaison with Corporate Health and Safety, enforcing authorities and their inspectors in relation to any enquiries and investigations;
- (i) Ensure only competent contractors are engaged and their work is suitably monitored and supervised to ensure they discharge their health and safety responsibilities appropriately;
- (j) Ensure all plant, equipment, personal protective equipment and other safety devices are maintained, repaired and replaced as necessary;
- (k) Ensure all statutory and other appropriate tests are carried out on equipment at appropriate intervals; and
- (l) 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 practitioners. Where significant and on-going concerns are identified ensure the relevant head teacher or director is informed.

3.19 EMPLOYEES (TEACHING AND NON-TEACHING STAFF)

3.19.1 Employees must take reasonable care for their health and safety and that of others and co-operate fully with school management on health and safety matters. In particular employees will, have a responsibility to;

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

HEALTH AND SAFETY SUPPORT RESPONSIBILITIES

3.20 HEALTH AND SAFETY PRACTITIONERS

3.20.1 The Council will appoint sufficient competent health and safety practitioners to advise and support management and staff in fulfilling their health and safety responsibilities.

3.20.2 To help establish a positive health and safety culture they will maintain close contact with other Council specialists and safety representatives.

3.20.3 The role includes the development, provision, monitoring and review of:

- (a) Health, safety and welfare strategy, policy and safe systems of work; and
- (b) Health and safety management structures and organisation; and health and safety training and information services.

3.20.4 They will also provide health and safety strategic and support services, including:

- (a) Planning of the health and safety agenda;
- (b) Assessment of risk controls;

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- (c) Liaison with enforcement authorities, partnerships and other external bodies as appropriate;
- (d) Accident investigation and safety inspections; and
- (e) Performance reporting to appropriate committees.

The name and location of each health and safety practitioner can be found on the Health and Safety section of the Council's intranet page.

3.21 CORPORATE ASBESTOS ADVISER

3.21.1 Asbestos management is facilitated throughout the Council and there are specialist advisors employed to undertake asbestos management duties in accordance with the requirements of service-specific arrangements and relevant legislation.

Point of contact re: asbestos management issues can be sought from Corporate Property Services within the Finance and Resources department.

3.21.2 The Asbestos Management Adviser will have responsibility for and is expected to:

- (a) Liaise with the Occupational Health and Safety Review Group to ensure suitable and sufficient management arrangements are in place throughout the Council for asbestos; and
- (b) Liaise with directors, head teacher, health and safety practitioners and premises managers to determine the level of asbestos information, instruction and training requirements within the Council portfolio.

3.22 LEGIONELLA MANAGEMENT

3.22.1 Legionella management is facilitated throughout the Council via the Contracts and Repairs team, Accommodation and Facilities supported by Corporate Health and Safety Advisers who act as specialist advisers in relation to Legionella management.

3.22.2 Premises managers are appointed as the responsible person for legionella within council owned buildings.

3.22.3 Contracts and Repairs Team, Accommodation and Facilities manage the council's legionella contracts for risk assessments, six monthly inspections and repairs.

3.22.4 Housing and Adult Social Services employ a contracts officer to monitor the management of legionella within Housing Property Services specifically in the council Housing stock.

3.22.5 Commissioning Officers will monitor the compliance of legionella in areas where services are provided to the council e.g. leisure centres

3.22.6 Head teachers are responsible for legionella management within schools and can arrange risk assessments and inspections via Asset Management, Children's Services.

3.22.7 The Corporate Adviser for Schools will monitor legionella compliance within schools by means of annual auditing and inspections.

3.22.8 Corporate Health and safety will monitor the management of Legionella within the council by means of auditing of premises management and auditing of third party organisations who provide services to the council.

3.22.9 Corporate Health and Safety provide training in Legionella management for premises managers and external bodies where required.

3.23 OCCUPATIONAL HEALTH SERVICE (HEALTH MANAGEMENT)

3.23.1 The role of the Occupational Health Service provided under contract by Health Management is to promote and monitor the health and well-being of our workforce.

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They shall assist managers with:

- (a) The management of sickness absence and ill health;
- (b) Rehabilitation and redeployment or any adjustments necessary to an employees work activities or workplace;
- (c) Retirement of employees who are no longer fit to perform their work activities;
- (d) The effective support and provision of specialist advice regarding the management of employees ill health;
- (e) Undertake pre-employment health screening and medicals as well as statutory and 'best practice' health surveillance and activities; and
- (f) Manage records associated with their activities in accordance with the Access to Medical Reports 1988 and the Access to Health Records Act 1990.

3.24 RADIATION PROTECTION OFFICER

3.24.1 The Radiation Protection Officer (RPO) is the competent person to provide the Council's community schools services in line with CLEAPSS (Consortium of Local Authorities providing support in science and technology in Schools) RPA (Radiation Protection Adviser) services.

3.24.2 The RPO has responsibility for and is expected to:

- (a) Addressing routine issues identified by schools staff. When issues cannot be addressed at local level, the Radiation Protection Officer will contact the Radiation Protection Adviser. Services delivered by the RPA will incur charges at a standard rate.

NON-EMPLOYEES RESPONSIBILITIES

3.25 VOLUNTEERS

3.25.1 Volunteers will be afforded the same conditions in terms of equipment (including personal protective equipment) instruction, training and supervision as employees whilst they are a representative of the Council.

3.25.2 They will have responsibility for and are expected to 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.

3.26 PERSONS ON WORK EXPERIENCE

3.26.1 Persons on work experience or placement have the same responsibilities as employees. The Council shall ensure that risk assessment arrangements and risk control measures take account of the relative lack of experience or immaturity of young persons.

3.27 CONTRACTORS AND AGENCY WORKERS

3.27.1 Contractors, agency workers or employees of other employers working within or on behalf of the Council have similar responsibilities as Council employees. They shall be required to co-operate with the Council to ensure that risks associated with their activities are effectively managed.

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

COLLECTIVE RESPONSIBILITIES

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3.28 THE EXECUTIVE

3.28.1 The Executive has responsibility for and are expected to:

- (a) Ensure its decisions and actions are consistent with the promotion of health and safety as articulated in this Policy statement;
- (b) Give due consideration to health and safety matters when developing all Council policies and strategies;
- (c) Nominate a member of the cabinet to have responsibility for ensuring health and safety is given appropriate consideration in the Council’s business;
- (d) Ensure that it is kept informed of the Council’s health and safety performance; and
- (e) Ensure adequate financial resources are included in the annual budget allocations to enable the Council to meet its statutory health and safety obligations.

3.29 CORPORATE MANAGEMENT BOARD (CMB)

3.29.1 The Corporate Management Board has overall responsibility for ensuring that the Council meets its health and safety responsibilities therefore it is expected to:

- (a) Promote a positive health and safety culture within the Council by demonstrating clear health and safety leadership;
- (b) Commit to achieving high standards of health and safety management, actively support managers in implementing the policy and encourage the involvement of all employees;
- (c) Ensure corporate health and safety policies and arrangements are developed and consistently implemented across the Council;
- (d) Give due consideration to health and safety when developing policies and strategies and allocating associated responsibilities and resources;
- (e) Ensure adequate resources are made available to effectively implement this policy and associated health and safety management arrangements;
- (f) Nominate a member of the Corporate Management Board as champion for health and safety issues to ensure that it is kept informed of relevant health and safety management issues; and
- (g) Ensure health and safety performance is reviewed both mid-term and annually and a report is prepared for both consideration within the Council and publication (the report shall cover health and safety performance during the preceding year and outline priorities for the year ahead).

3.30 DEPARTMENTAL MANAGEMENT TEAMS (DMT)

3.30.1 This forum shall ensure that:

- (a) Health and safety management is an integral part of all departmental management plans, strategies and activities;
- (b) With the support of Corporate Health and Safety ensure that applicable policies and arrangements are effectively implemented across the department;
- (c) Adequate resources are made available for the effective implementation of health and safety policies and arrangements, including those required for the provision of equipment, adequate training and the maintenance of our premises and facilities; and

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- (d) They are kept informed of, and alert to, relevant health and safety risk management issues via the Departmental Health and Safety Committee to ensure that they are appropriately addressed within the department.

3.31 HOME & ESTATE SAFETY BOARD

3.31.1 This board shall ensure that:

- (a) Safety of residents in Council homes, relating to the physical environment;
- (b) Compliance with national guidance;
- (c) Opportunities for enhancing partnership working;
- (d) Review the adequacy of resources made available for arrangements in relation to fire safety;
- (e) Review the adequacy of resources made available for arrangements in relation to gas maintenance;
- (f) Review the adequacy of resources made available for arrangements in relation to asbestos management; and
- (g) Review the adequacy of resources made available for arrangements in relation to water tank maintenance.

3.32 STRUCTURED MEETINGS / GROUPS

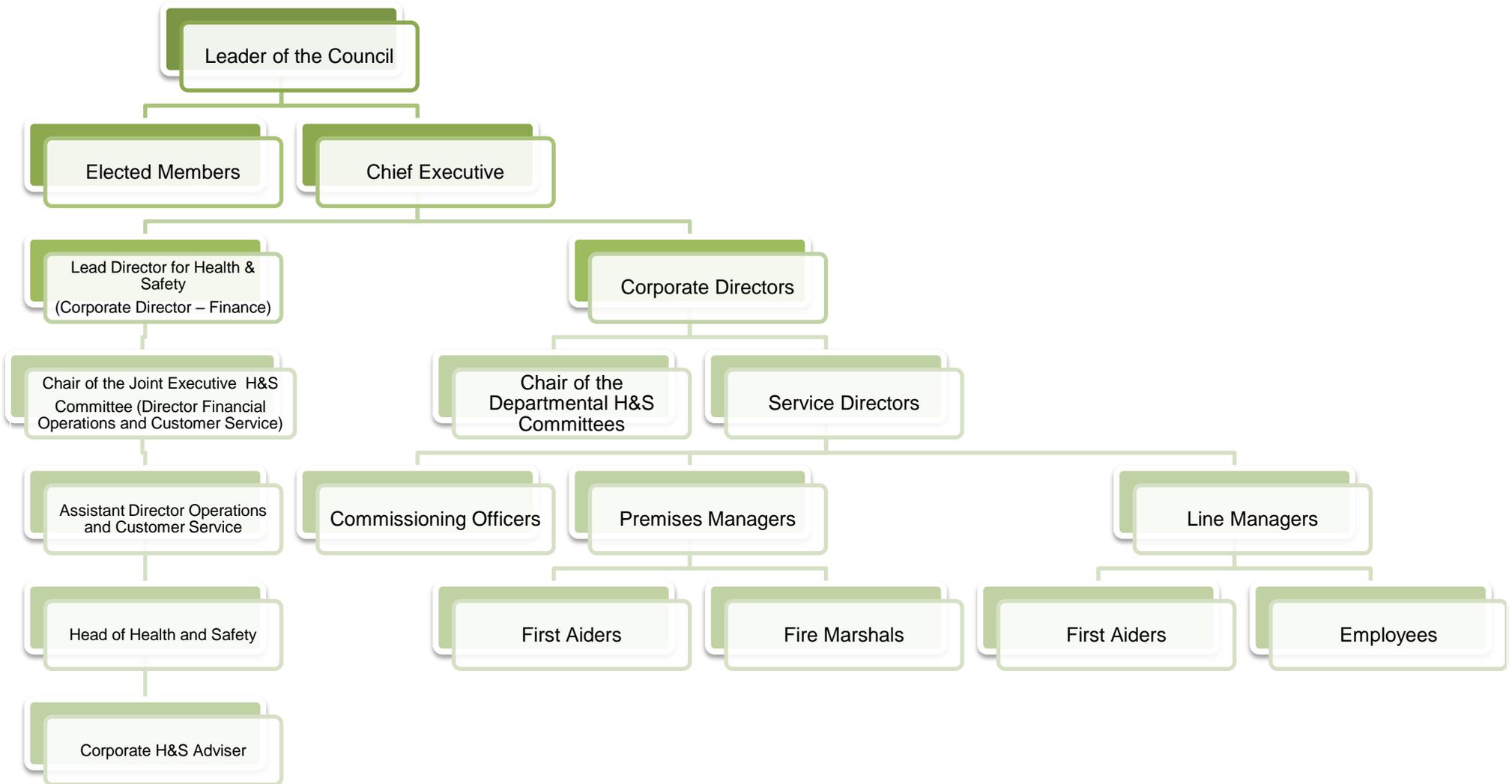
3.32.1 Members of meetings will be alert to, and give due consideration to any health and safety operational or strategic matters that could arise from their deliberations. Scheduled meetings, such as monthly staff meetings that regularly include such matters, will consider incorporating health and safety as a permanent agenda item.

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3.33 MANAGEMENT SYSTEMS AND COMMUNICATIONS

3.33.1 HEALTH & SAFETY ORGANISATIONAL CHART

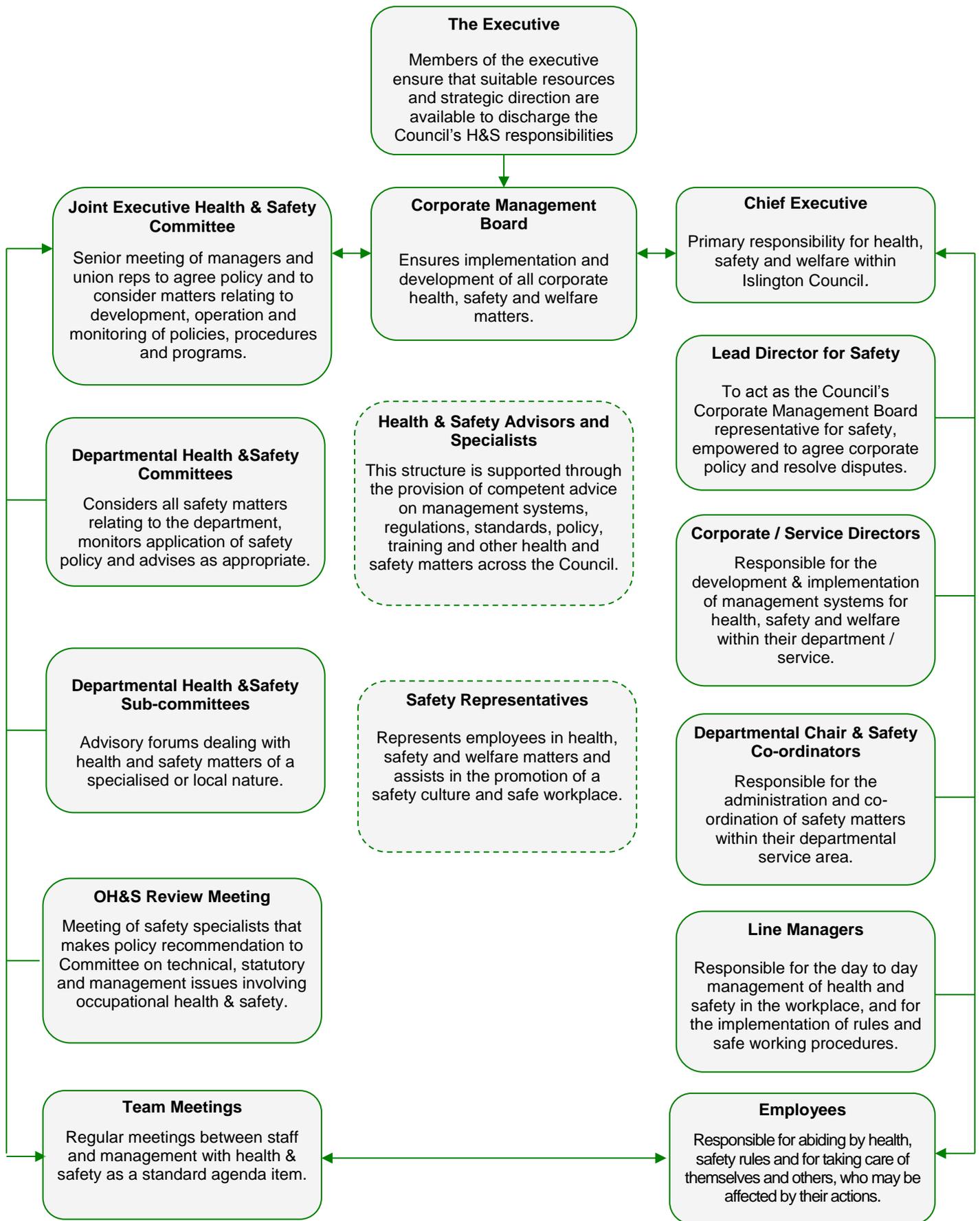
figure 1



3.34 CONSULTATIVE STRUCTURE AND CHAIN OF RESPONSIBILITIES

- 3.34.1 The Council recognises the importance of regular consultations between its managers and employees for the successful development of health and safety policy and practice. It also recognises the value of specialist and key personnel in the provision of professional and technical expertise into those consultations. Therefore the Council has established a health, safety and welfare consultative structure (see figure 2) that will act as a framework for the development of Council health and safety policy, strategy, and safe systems of working. It will also act as the channel through which significant health and safety problems can be resolved.
- 3.34.2 It is the responsibility of the Joint Executive Health & Safety Committee to agree all corporate health and safety policy arrangements and other corporate health and safety matters on behalf of the Board of Directors.
- 3.34.3 The Council has developed a Consultative Framework that outlines arrangements for the Councils' departmental consultative structure and chain of responsibilities, and the terms and conditions for the joint executive and departmental health and safety committees (available on the intranet under Health and Safety).

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4.0 CORPORATE SAFE WORKING PRACTICES

A number of Safe Working Procedures have been written to supplement this policy which are listed below. The Safety Working Procedures set out the safe way to undertake a task taking into account Health and Safety Legislation and good practice. All Safe Working Procedures can be downloaded from the Health and Safety intranet site and are updated on a regular basis.

<http://izzi/me/staff-essentials/buildings-workplace-support/health-safety/policy/Pages/default.aspx>

Accident & Incident Reporting and Investigation

Asbestos

Audit

Bomb and Bomb Threats

Building Maintenance & Alterations

Community Based Activities

Community Safety

Construction, Design & Management (CDM)

Consultative Structure (Employee Consultation)

Control of Contractors

Control of Substances Hazardous to Health (COSHH)

Dangerous Substances and Explosive Atmospheres

Departmental OH&S Management Arrangements

Disabled & Temporary Disabled Workers

Disciplinary

Display Screen Equipment

Electricity

Fire Safety

First Aid

Gas Safety

Hot Water & Hot Surfaces Temperatures

Infection Prevention and Control

Lead

Lifting Operations & Lifting Equipment

Moving & Handling Loads

Moving and Handling Service Users

New & Expectant Mothers

Noise

Non-Employees, Customers & Public

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Occupational Health and Employee Assistance

Partnerships

Performance Monitoring

Permit to Work (PTW)

Personal Protective Equipment & Clothing

Respiratory Protective Equipment (RPE)

Risk Management

Safety Signs and Signals

Smoke Free

Training and Competence

Vibration

Violence & Aggression

Water Safety & Legionella

Work Equipment

Work Experience & Young People

Working at Height

Workplace Health and Safety

Work-related Stress

Workplace Transportation

IMPORTANT INFORMATION

The Council's Corporate H&S Advisers and/or Council appointed Surveyors are authorised to enter all workplace premises and sites owned, leased, operated, rented or in the control of the Council to inspect any documentation required for health and safety purposes and all parts of the premises or site to check conformity with health and safety regulations of all activities and processes carried out within.

In cases of imminent danger and/or statutory breaches, Corporate Health and Safety Advisers and/or Council appointed surveyors are authorised to request and/or cause work activities to be halted until safe working practices can be established.

Directors, Line Managers, employees and contractors/suppliers of the Council must not undertake or authorise any activity which places employees or others in danger, or the Council at risk of enforcement action. This would be in breach of statutory duties.

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RELATED DOCUMENTS

- Corporate Alcohol, Drugs and Substance Misuse Policy
- Corporate Asbestos Policy
- Corporate Fire Safety Policy
- Fire Safety Log-book
- Health and Safety (H&S) Management System
- H&S Law Register
- H&S Risk Register
- H&S Strategy 2013-16
- Premises Manager's Manual

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