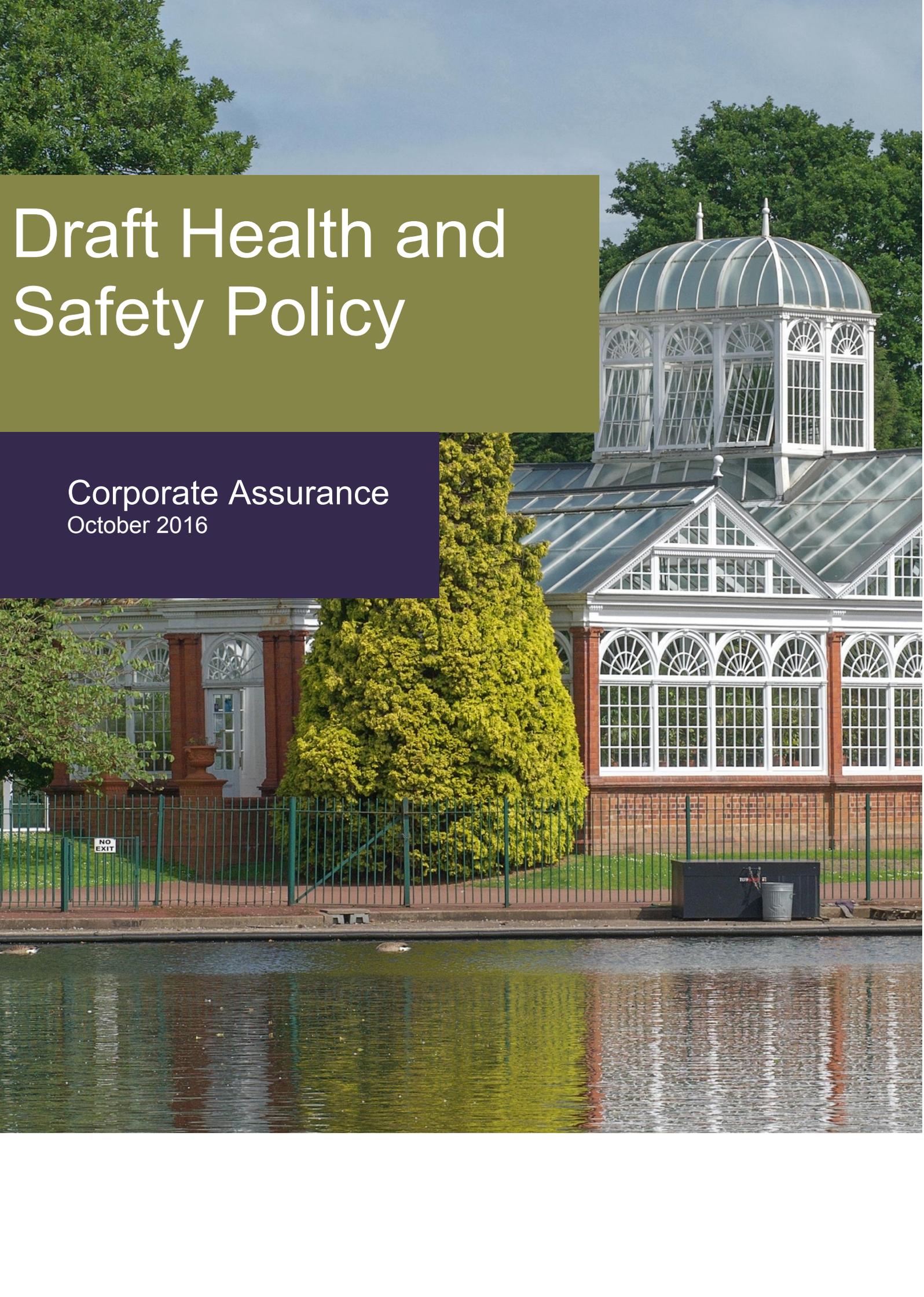


Draft Health and Safety Policy

Corporate Assurance
October 2016



What's in the policy?

	Pages
Introduction	2
Statement of Intent	3 - 5
Health and Safety Management Framework	6 - 8
Organising for Health and Safety	9 - 14
Delegated Landlord Duty Holders	15
Strategic Leadership	16
Consulting on Health and Safety	17
Communicating Health and Safety	18
Planning for Health and Safety	19
Measuring our Health and Safety Performance	19
Auditing and Reviewing	20
Sources of Information	20
Websites/Further Information	20

Introduction

This policy identifies the key elements of our health and safety management system. It details the commitment City of Wolverhampton Council has for maintaining and improving the health, safety and welfare of its employees and others who may be affected by our activities.

Our employees are our key resource and it is essential that risks to their health and safety are properly controlled through an effective health and safety management system and commitment at all levels within the organisation.

City of Wolverhampton Council recognises the important role strong strategic leadership and effective management control plays in establishing a positive safety culture and preventing incidents, work related ill-health and accidents.

We are committed to improving health and safety performance and this policy will provide the framework for this goal to be achieved. City of Wolverhampton Council values the important contribution that employees and union appointed safety representatives make in improving health and safety. A partnership approach to managing health and safety is crucial to the organisation meeting its objectives for maintaining and improving health and safety performance.

Suggestions for improvement on any health and safety related issues are always welcomed and should be addressed through your manager or safety representative.

STATEMENT OF INTENT

Demonstrating our commitment

As the Managing Director of City of Wolverhampton Council, I along with the Leader of the Council and Directors are committed to the health, safety and well-being of all our employees, customers and partners.

We recognise our legal obligations under the Health and Safety at Work Act 1974 and associated legislation but also see these as minimum requirements. As with all City of Wolverhampton Council business functions and in line with the Corporate Plan, we aim for excellence and are committed to continuous improvement in health and safety performance.

We recognise that accidents, ill health and near-miss incidents can result from failings in management control and are not necessarily the fault of individuals.

With the advice and support of our colleagues in the health and safety team we are committed to developing and improving our health and safety management framework, which follows the principles of The Health and Safety Executive Guidance Document HSG65.

In order to achieve these objectives and to demonstrate our commitment to the well-being of our employees, City of Wolverhampton Council will ensure:

- our activities, premises and equipment meet current legal requirements and standards
- control of workplace hazards, by assessing risks and establishing risk control measures which are suitable and sufficient
- adequate resources are made available for health and safety
- adequate arrangements will be in place for visitors
- health and safety is accepted as a core management activity, and is given equal priority with other service objectives
- competent advisors are employed to give guidance and assistance on health and safety issues
- specialist advice, such as on technical or medical matters, is available when needed
- substantial, comprehensible health and safety information is effectively communicated to all employees and to those who use our services and facilities

- all employees and partners are competent to carry out their work safely and with minimal risk to themselves or others
- employees receive the instruction, information, training and supervision they need to work safely

Supporting continuous improvement

We believe that continuous improvement is an important part of effective health and safety management. To achieve this, we will:

- maintain an effective health and safety management system
- systematically review and refine our policies, procedures and arrangements
- set minimum standards and performance indicators for health and safety
- measure our performance and benchmark it with similar local authorities
- publish regular reports on our findings
- use the information positively to improve performance

Promoting employee participation

City of Wolverhampton Council supports and encourages employee participation in health and safety. This is because we recognise that active employee involvement helps to:

- promote a positive health and safety culture
- develop effective risk control measures and realistic safe systems of work
- reduce accidents and work-related ill health

To achieve this participation, we will:

- promote open, frank and constructive consultation with employees and their nominated representatives
- promote employee engagement
- make sure employees have the facts they need to make an informed contribution
- make sure no false barriers prevent any employee becoming involved, if they wish to do so

Keith Ireland
Managing Director
City of Wolverhampton Council

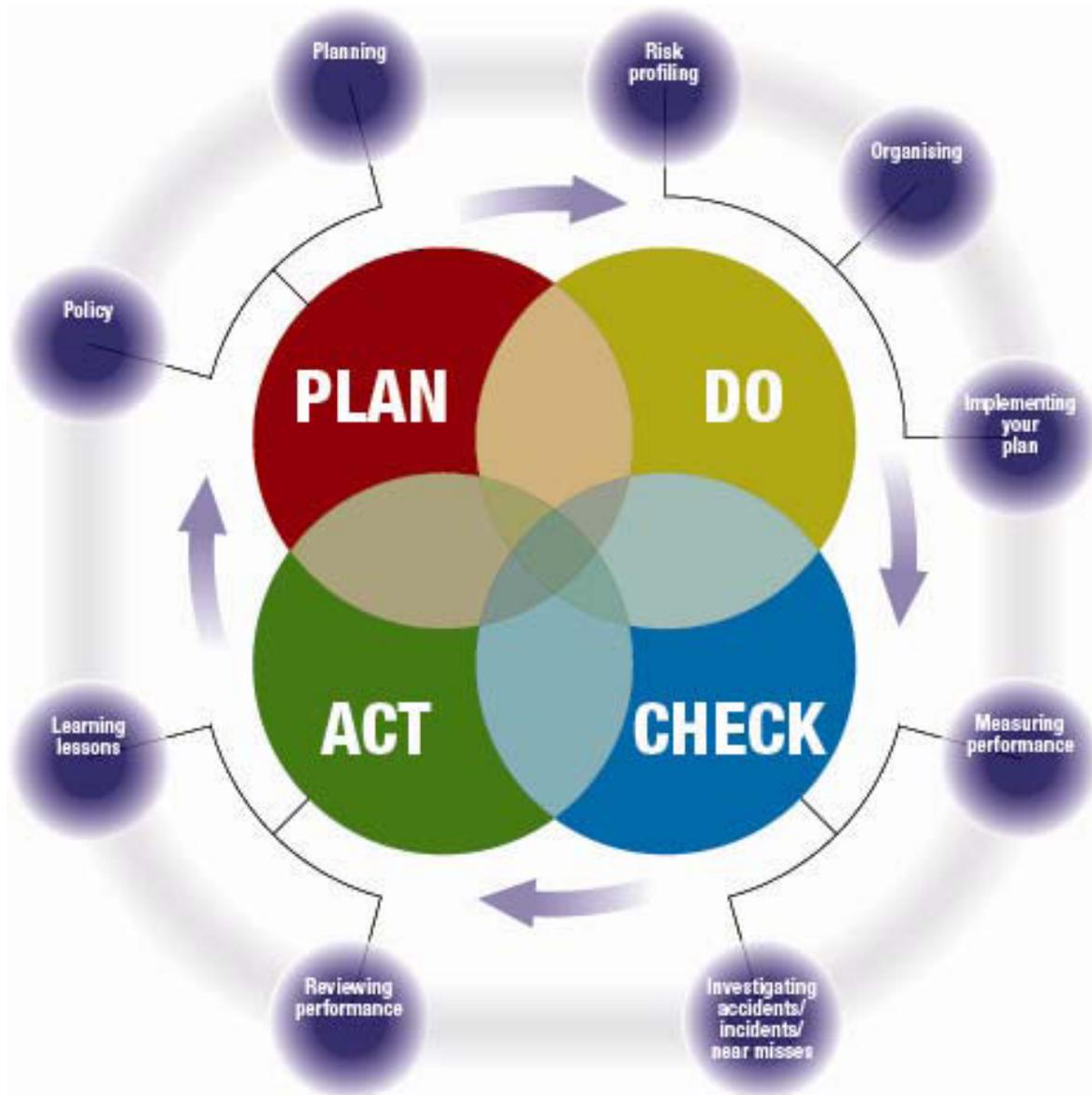
Date:

Roger Lawrence
Leader of City of Wolverhampton Council

Date:

Health and Safety Management Framework

City of Wolverhampton Council organisational framework identifies the responsibilities and relationships, which promote a positive health and safety culture. This section of our policy identifies the senior individuals who are responsible for delivering the policy commitments.



Reference: - HSE HSG (65) 12/13

In agreement with the Cabinet the Strategic Executive Board have adopted the Health and Safety Executive Guidance HS (G) 65.

The Strategic Executive Board recognises that the management of health and safety requires the same degree of expertise and standards as any other core business activity, if it is to effectively control risk and prevent harm to people.

Within the organisational structure key employees are designated as Policy Makers, Planners, Implementers and Assistance.

Policy Makers (Leader)

The key tasks of policy makers include:

- devising health and safety policy
- establishing strategies to implement policy and integrating these into general business activity
- specifying a structure for planning, measuring, reviewing and auditing health and safety policy
- specifying a structure for implementing policy and supporting plans
- agreeing plans for improvement and reviewing progress to develop both the health and safety management system and the policy
- Pursuing health and safety objectives with evident sincerity

The major outputs include:

- written statements of general health and safety policy and strategic objectives;
- written statements of the organisation for planning, measuring, reviewing and auditing
- written statements of the organisation for implementation
- general plans containing specific objectives for each year

Planners (Manager)

The key tasks of planners include:

- producing detailed plans to achieve corporate health and safety objectives
- establishing management arrangements, risk control systems and workplace precautions together with associated performance standards
- coordinating the specialist advice needed to ensure effective planning and implementation of policy, for example the input of health and safety specialists, engineers, architects and doctors
- ensuring the participation and involvement of employees and their representatives
- keeping up to date with changes in health and safety legislation, standards and good practice and with management practices relevant to the organisation

The key outputs include:

- health and safety strategy statements and plans to support the policy
- health and safety operational plans which identify specific health and safety objectives to be achieved within fixed time periods
- Specifications for management arrangements, Risk Control Systems (RCS) workplace precautions and performance standards
- up-to-date documentation

Implementers (Manager / Supervisor)

- implementation of operational plans, management arrangements, RCSs. Workplace precautions (including external events) and performance standards
- provision of necessary physical and human resources and information
- provision of timely feedback on performance including successes and failures and any deficiencies in plans, arrangements, systems or precautions
- ensuring communication and participation at all levels in health and safety activities

The key outputs are:

- safe and healthy production and delivery of products and services
- products and services which in themselves do not create risks to others

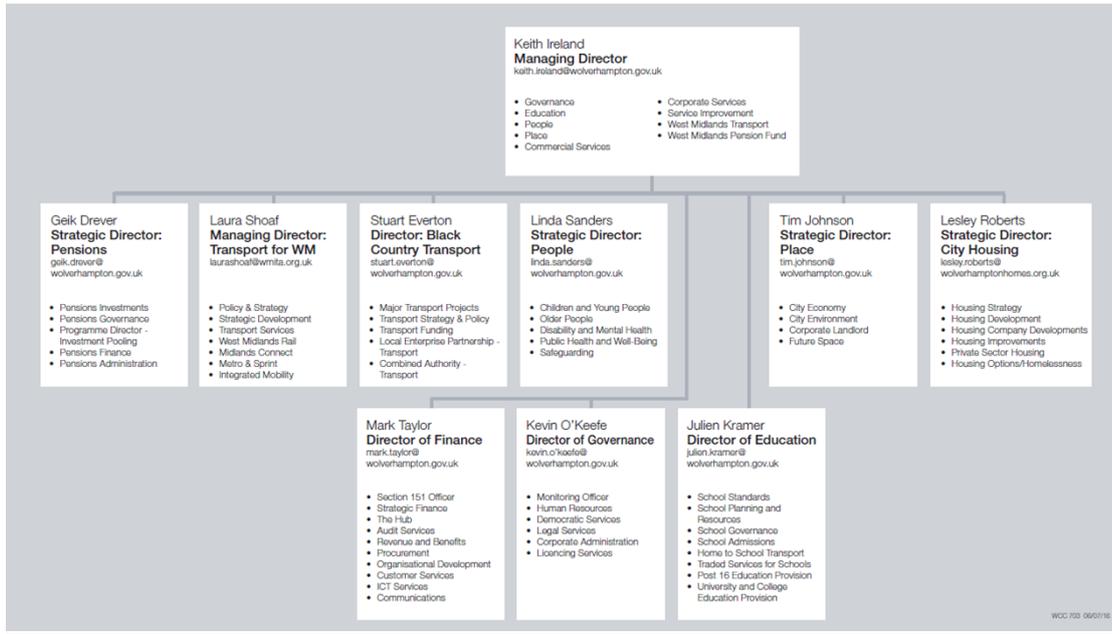
Assistance

- Provide competent advice training and support
- Liaise with enforcing authorities

Organising for Health and Safety. Strategic Executive Board

City of Wolverhampton Council
Senior Management Team

CITY OF
WOLVERHAMPTON
COUNCIL



Managerial Responsibilities for Health and Safety



Policy Maker – A director, senior manager or manager who has responsibility for developing and reviewing policy.

Planner - A director, senior manager, manager, supervisor, head teacher, governor who has responsibility for planning and prioritising health and safety measures.

Implementer – Manager, Supervisor or operational staff who have responsibly to ensure safety measures are in place and being undertaken.

Managing Director (Policy Maker)

Overall responsibility for Health and Safety

The Managing Director assumes overall responsibility for all matters relating to health and safety.

The Managing Director has overall responsibility for the day to day management of health and safety and will ensure that the Strategic Management Team members are committed to the health and safety policy and arrangements for its implementation.

The Managing Director will ensure that health and safety planning is incorporated into all business planning processes and that Departmental Plans reflect the Company Plan in relation to health and safety.

The Managing Director will ensure that the Directors have adopted adequate systems for the undertaking of risk assessments and the implementation of safe systems of work within their departments.

The Managing Director will ensure that there are systems in place across the organisation for monitoring the effectiveness of the health and safety management system and driving improvements.

The Managing Director will keep up to date with changes and developments in health and safety legislation, best practice and relevant management standard

The Managing Director will ensure the health and safety policy is reviewed annually and approved at Full Council.

Directors (Policy Makers)

Directors are responsible for the day to day management of health and safety within their departments and will ensure that their senior managers are committed to the health and safety policy and arrangements for its implementation.

Directors will be responsible for ensuring that their Departmental Plans adequately reflect the corporate health and safety objectives.

Directors will establish management arrangements within their departments and ensure that risk assessments are undertaken; control measures identified in the assessments are planned for and implemented; and associated performance standards are met.

Directors will be responsible for obtaining and co-ordinating specialist health and safety advice. They will liaise on health and safety matters with the, Director of Finance, Head of Audit, Corporate Assurance Manager, Health and Safety Lead, Health and Safety Advisors, and any other relevant specialist to ensure effective planning and implementation of policy and arrangements.

Directors will keep up to date with changes and developments in health and safety legislation, best practice and relevant management standards.

The Strategic Executive Board will actively encourage the participation and involvement of their employees in relation to health and safety matters. They will each demonstrate their own commitment by acting as exemplars for health and safety, undertaking periodic safety inspections of the workplace.

The Director of Finance will ensure that adequate resources including financial resources are available to train employees at all levels on health and safety matters.

Director of Finance (Policy Maker)

Delegated responsibility for Health and Safety

- Be responsible for health and safety within City of Wolverhampton Council and regularly review the Health and Safety Policy
- Ensure compliance with City of Wolverhampton health and safety policies and procedures and encourage best practice at all levels of management and employees
- To be responsible for updating and advising Cabinet members and the Strategic Executive Board on health and safety matters
- To authorise new or revised health and safety procedures
- To be responsible for ensuring health and safety policies are developed and formulated
- Ensure health and safety objectives and priorities are identified

Head of Audit (Policy Maker)

To oversee the role of corporate assurance in respect of the audit, fraud, risk management, insurance and health and safety service areas.

Corporate Assurance Manager (Policy Maker)

To manage the corporate assurance function in respect of the insurance and health and safety service areas.

Health and Safety Lead (Policy Maker)

To manage the health and safety function to provide the best advice, guidance and training necessary to ensure compliance.

Health and Safety Advisors

To perform an operational health and safety role across the customer base including, Wolverhampton Homes, schools, academies and where required any other Council owned subsidiary organisations.

Supervisors (Implementer)

Have responsibility for ensuring that all works are carried out in accordance with the Health and Safety Policy. Ensure that employees, sub-contractors and others, under their control, are aware of and abide by, the arrangements and procedures, and that employees are provided with all necessary training, protective clothing, equipment and materials.

Supervisors

- Ensure that all employees understand and have received a copy of the Health and Safety Policy. Implement and continuously apply the requirements of the Health and Safety Policy and any other notices and amendments issued by managers
- Ensure risk assessments are implemented and that appropriate risk control measures are applied
- Ensure full use of safety equipment and personal protection by employees for whom they are responsible. Control any malpractices by informing the manager concerned or taking appropriate action themselves
- See that first aid requirements are met
- See that all employees understand any fire precautions applicable to their work
- To arrange for, or carry out, training and/or instruction
- Make recommendations to the manager for any extra training considered necessary
- Maintain a tidy work place, including good housekeeping

- Not permit the use of any substances, generate fumes or dust without first completing a Control of Substances Hazardous to Health (COSHH) assessment
- Anticipate hazards and act accordingly to bring about good standards for safety
- Ensure that employees are aware of their duty to record injuries and near miss incidents using the appropriate reporting form
- Investigate accidents, complete accident/incident report form. Submit the form to the health and safety team at the earliest opportunity, report serious accidents immediately to the manager
- Lead by example and set good standards in health and safety behaviour
- Have a thorough working knowledge of tools, machinery, equipment and materials in use by employees and the safety aspects relating to each
- Ensure any statutory forms and notices are completed
- Continuously review procedures, working methods and advise the manager where changes to the policy or codes of practice are considered necessary
- Ensure employees are given information relating to risk assessments and COSHH assessments

All Employees

Must ensure that they are familiar with and understand the Health and Safety Policy.

Employees shall:-

- Work in a safe and responsible manner, avoiding accidents and not causing hazards to themselves or others
- Ensure that they are not rendered unfit for work through alcohol or drugs
- Use the safety equipment and personal protection required for their work
- Comply with COSHH regulations and recommendations made on assessment forms
- Not carry out any work unless, the process, materials and equipment and the associated safety requirements are known, especially when dealing with hazardous materials or equipment
- Maintain high standards of personal hygiene by washing hands prior to eating or drinking, or after using the toilet, and especially before handling food
- Be recommended to maintain protection against tetanus by vaccination
- Co-operate with management in bringing about compliance with all statutory requirements
- Not intentionally or recklessly interfere with any plant or equipment or clothing provided in the interests of health and safety for their own or use by others
- If possible report to their supervisor immediately or at latest within the working day, any accidents or near miss incidents

- Consider the health and safety of colleagues and members of the public, and will not act in a way which could cause harm to others
- Report at once any defect in anything provided in the interest of health and safety for use by themselves or others
- Report to their supervisors any infestation of the workplace or mess rooms etc., by rodents or harmful insects and the like

Human Resources Officers:

- Monitor absence resulting from industrial injuries. Liaise with the health and safety team
- Responsible for occupational health arrangements
- Provide support to assess when necessary the requirement for any reasonable adjustments

Workforce Development Service:

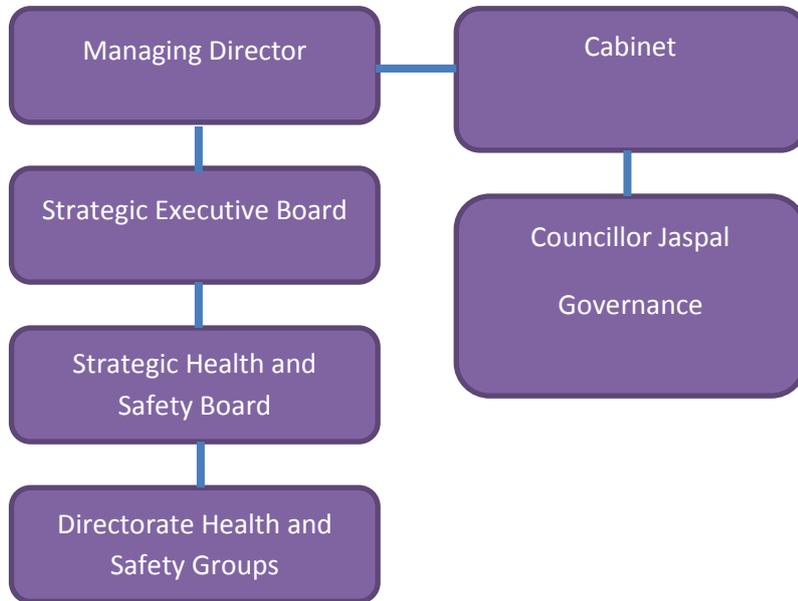
- Maintain all health and safety training records
- Arrange and if required deliver health and safety training

Delegated Corporate Landlord Duty Holders

Hazard	Responsible Person	Technical Expert
Management of Asbestos	Julia Nock	Stuart Groves of Riverside*
Management of Legionella	Roselyn Unegbu	Richard Jones
Management of Gas	Roselyn Unegbu	Richard Jones
Management of Fire	Managed Corporate Buildings – Chris East Schools - Headteacher	Sam Bunch* – Fire Risk Assessments Fire Alarms and Emergency Lighting – Richard Jones
Management of Electricity	Managed Corporate Buildings – Roselyn Unegbu Schools - Headteacher	Richard Jones
Management of Passenger Carrying Lifts	Managed Corporate Buildings – Roselyn Unegbu Schools - Headteacher	Richard Jones British Engineering Services* (inspection service attached to the current insurance policy)
* Appointed Consultants		

Strategic Leadership

This section deals with the responsibilities of formal groups who provide direction and oversight and agree the objectives on health and safety.



Strategic Structure for Health and Safety

Consulting on Health and Safety

Effective consultation is essential if City of Wolverhampton Council is to satisfy its commitment to promote a collaborative approach to health and safety.

We will consult on the introduction and modification of policies and procedures in respect of health and safety. The consultation will take place through working groups and the following formal consultation machinery.

Strategic Health and Safety Board

Purpose

The strategic health and safety board has been established to take a strategic overview of health, safety and wellbeing issues affecting City of Wolverhampton Council.

Membership

Membership will consist of a sufficient number of divisional representatives to ensure that all members of staff are represented on the board as well as Trade Union representatives.

It is the responsibility of the Directors to ensure that each section within their service is adequately represented.

In addition, any other person may be invited on an ad-hoc basis for the purpose of presenting reports/advice as appropriate. There is a standing invitation for the cabinet health and safety champion to attend as an observer.

The board is chaired by the Director of Finance.

The members will undergo any necessary training for them to be able to undertake their roles effectively.

Meetings

Meetings will at least be quarterly and these will be scheduled annually in advance. Minutes of the meetings will be taken agenda and papers distributed to members five working days in advance of meetings.

Action points and /or minutes from meetings will be distributed to members within ten working days of the meeting.

Functions of the Strategic Health and Safety Board

The strategic health and safety board will:

- Consider and approve policies on health and safety.
- Consider the implementation of health and safety legislation, HSE alerts, coroner's recommendations and good practice guides and recommend appropriate action.
- Consider reports from enforcement bodies and recommend appropriate action.
- Appoint task groups to examine specific health and safety issues.

- Receive health and safety inspection and audit reports and recommend appropriate action to address any shortfall.
- Receive reports on near misses, work related ill health, incident and accident reports and recommend appropriate action.
- Provide a means for communication to employees about the implementation of City of Wolverhampton Council health and safety management system including the planning, organising, monitoring and reviewing of City Council measures to ensure the health and safety and welfare of its employees.
- Play a key role in actively monitoring and driving improvements in the health and safety performance of the organisation.
- Provide a vehicle for consultation with employees on health and safety matters.
- Provide City of Wolverhampton Council with a means of sharing ideas, highlighting examples of good practice and promoting a positive health and safety culture.

Operational Health and Safety Consultative Groups

The purpose of these groups is to provide a formal reporting structure to enable the directorates to monitor and review health and safety.

The groups will receive performance data e.g. key performance indicators for significant risks.

The groups will receive operational issues and concerns.

Each directorate will have its own consultative group.

A representative from each service area will be a member of the group.

Each group will elect a member or members to attend and report directly to the Health and Safety Board.

Communicating on Health and Safety

City of Wolverhampton Council will provide effective communication channels in respect of health, safety and welfare. Communication will be accomplished by:

Publishing the Health and Safety Policy and distributing to managers.

Providing health and safety briefings on relevant issues.

Undertaking tool box talks, team briefings and also including health and safety as a standing agenda item at meetings.

Utilising the e-mail system to provide information on health and safety.

Meetings with partners and contractors.

Planning for Health and Safety

Planning is the key essential to ensure that our health and safety procedures really work in practice. Planning involves identifying priorities and setting key objectives, identifying hazards, assessing risks, implementing standards of performance and developing a positive culture.

City of Wolverhampton Council will:

- produce an annual health and safety plan that identifies objectives that are realistic measurable and achievable
- establish management arrangements, risk control systems and workplace precautions
- set performance indicators where appropriate
- utilise appropriate compliance standards in the plan
- ensure the participation and involvement of employees and their representatives;
- keep up to date with changes in health and safety legislation, standards and good practice and with management practices relevant to the organisation.

Measuring our Health and Safety Performance

Measurement is essential to maintain and improve health and safety performance. We need to know where we are, where we want to be and identify the differences and why.

We will measure our performance by having both active monitoring (checking before things go wrong) and reactive monitoring (checking when things went wrong and understanding why).

This will achieved by:

- setting standards
- having in place good risk control strategies
- monitoring to ensure that City of Wolverhampton Council is complying with health and safety laws that are relevant to its activities
- maintaining accurate records and investigating near misses, work related ill-health, incidents and accidents and identifying their causes
- benchmarking our performance against similar local authorities.

Auditing and Reviewing

Health and safety management audits are used to check that our policy, organisation and systems are effective and relevant.

We use audits and reviews to improve our ability to manage risk, especially by:

- checking levels of compliance with our health and safety performance indicators against legislation, procedures and good practice
- undertaking health and safety audits
- analysing near misses, work-related ill-health and injuries for causes and trends
- identifying areas where performance can be improved
- feeding audit findings into a management action plan with a timetable for implementation
- checking that agreed objectives are achieved within a given time scale, communicating audit outcomes to relevant committees e.g. the strategic health and safety board
- reviews audit reports and management action plans and monitors their implementation
- keeping staff informed

Sources of Information

Guidance and information available in the Health and Safety Portal on the intranet.

Websites/Further information

City of Wolverhampton Council Health and Safety Team

Health and Safety Executive – www.hse.gov.uk

Royal Society for the Prevention of Accidents – www.rospa.com

Institution of Occupational Safety and Health – www.iosh.co.uk

Environment Agency - www.environment-agency.gov.uk

A version of this policy is available on -----

Managing Director _____ Keith Ireland

City Of Wolverhampton Council Leader _____ Roger Lawrence

Date _____

Review _____

