

Health and Safety Policy

For All Employees at
Cheltenham Borough Council



Corporate Health & Safety

DOCUMENT HISTORY

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This document has been prepared by;

Date	Name	Job Title
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This document has been prepared by;

Date	Name	Job Title
	Barbara Cole	Health and Safety Business Partner

Version Number	Version Date	Summary of Changes
1	Sept 2014	First Issue
2	June 2016	Update on format to reflect other policies
3	Dec 2017	To reflect H&S issues now investigated via JLF/SLT
4	April 2018	New Organisation Structure added
5	Aug 2019	Changed to reflect Executive Leadership Team and Publica Health and Safety changes and general review
6	Sept 20	Annual Review and change of Chief Executive
7	Sept 21	Annual Review and change of Leader

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Health and Safety Policy Statement

STATEMENT

Cheltenham Borough Council recognises and accepts its statutory responsibility to ensure so far as is reasonably practicable, the health, safety and wellbeing of its employees and those affected by our activities.

Our first priority is keeping our employees, contractors, visitors and public who interact with our services safe and well.

Being and staying safe is everyone's responsibility. We expect and require that all employees abide by our Corporate Health and Safety Policy and our procedures.

Plan. Do. Check. Act. These simple words underpin how we manage health and safety.

- We must **Plan** our approach to assess where we are now and where we want to be.
- We must **Do** the work to assess risks and implement the plans we make.
- We must **Check** our performance and investigate accidents, incidents and near-misses
- We must **Act** on any lessons we learn.

We will achieve this by:

- Developing a positive health and safety culture in all undertakings which secures the commitment and participation of employees at all levels
- Assessing the risks to the health and safety of our employees and to anyone else who may be affected by our undertakings with the aim of eliminating or controlling the hazards/risks, so far as is reasonably practicable
- Making arrangements for the effective planning, organisation, control, monitoring and review of the preventive and protective measures identified as being necessary by risk assessments
- Providing information, instruction, training, and supervision to employees and others as is necessary to implement and maintain high standards of health and safety
- The provision and maintenance of a working environment for employees that is safe, without risks to health and adequate as regards to facilities and arrangements for their welfare at work, so far as is reasonably practicable, including shared services employees
- Consulting with and involving employees in matters relating to their health and safety
- Ensuring emergency procedures are in place, tested and reviewed
- Monitoring safety performance of contractors
- Allocating adequate resources for health and safety

We undertake to review and develop this policy and our health and safety management system at least annually, in the light of changes in Council activities, developments in health and safety legislation and best practice and to ensure it continues to meet the needs of the Council.

Chief Executive

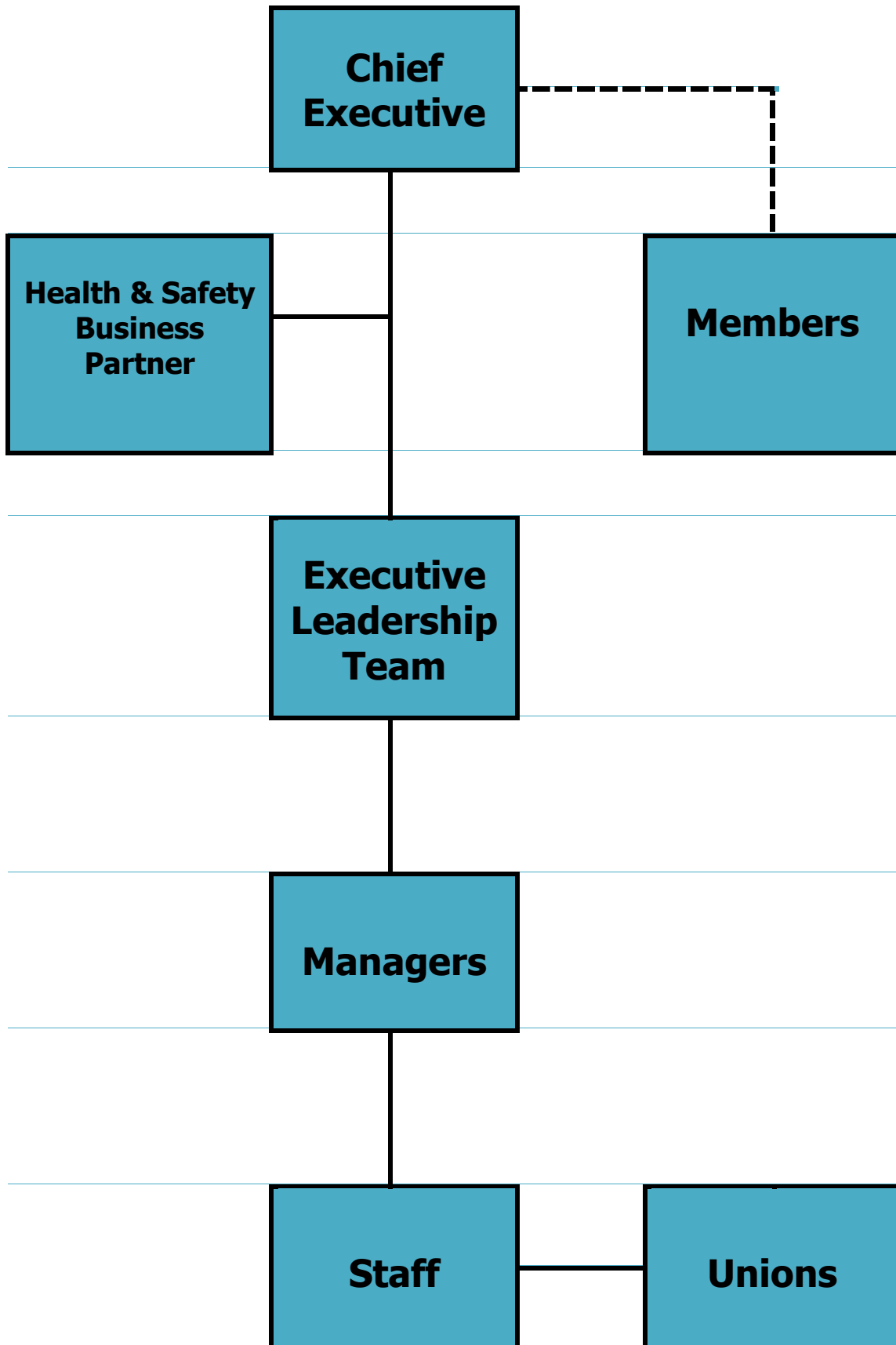
Date

Leader of the Council

Date

1 ORGANISATION

The structure chart below shows the hierarchy of health and safety responsibilities throughout Cheltenham Borough Council



2 LEGISLATION

Health and Safety Legislation is regulated by the Health and Safety Executive, with the main piece of legislation being the Health and Safety at Work Act 1974 which places general duties on employers in protecting employees and others in the workplace. To support the Health and Safety at Work Act various regulations have been developed which place more specific responsibilities on employers in which compliance must be demonstrated.

To support this policy and the organisation's overall health and safety management system, specific policies have been produced that will demonstrate compliance with the statutory duties placed on the organisation.

3 ROLES AND RESPONSIBILITIES

3.1 Members/Cabinet shall:

- Ensure that suitable and adequate resources and strategic direction are available to discharge the Council's health and safety responsibility
- Monitor the overall performance of the Council's health and safety management system.

3.2 Chief Executive shall:

- Take overall responsibility for health and safety across the Council and lead in setting corporate policy and direction.

3.3 Executive Leadership Team shall:

- Provide strategic direction and oversight of corporate health and safety policies and procedures
- Ensure that robust health and safety management systems, arrangements and organisation exist in each department
- Support the Chief Executive in meeting their health and safety responsibilities to the Council as a whole
- Support the work of the health and safety team.

3.4 Managers shall:

- Implement the Council's health and safety policies and procedures as applicable in their area of responsibility
- Ensure local arrangements are produced and documented to show how compliance with corporate policies is achieved
- Ensure staff are aware and comply with the department health and safety arrangements as well as any other corporate health and safety requirements
- Ensure that all work related hazards are identified; suitable and sufficient risk assessments are carried out and adequate control measures implemented
- Ensure their staff receive adequate information, instruction and training to complete their work tasks safely
- Report and investigate all accidents and incidents as required.

3.5 Property Services shall:

- Have specific responsibility for maintaining safe buildings for occupiers and communicating relevant health and safety information as appropriate to the occupants in accordance with relevant legislation.

3.6 Health and Safety Business Partners shall:

- Be the 'Competent Person' as set out in the Management of Health and Safety at Work Regulations 1999
- Provide appropriate and timely advice and support to managers and staff
- Keep up to date with current legislation and best practice
- Report injuries, diseases and dangerous occurrences to the Health and Safety Executive
- Investigate incidents and near misses as appropriate
- Liaise with enforcing authorities.

3.7 Employees and Volunteers shall:

- Familiarise themselves and adhere to the contents of this policy and policies and procedures that relate to their work
- Attend any job specific health and safety training required to enable them to carry out their job safely
- Work with due regard to the health and safety of themselves and others affected by their work activities
- Co-operate with and support managers in meeting their health and safety responsibilities
- Not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare
- Draw attention to any health and safety hazards or deficiencies to their manager or the Health and Safety Business Partners.

3.8 Contractors shall:

- Co-operate and communicate with Cheltenham Borough Council on all relevant health and safety matters
- Meet the health and safety standards required of them whilst carrying out their work activities on behalf of Cheltenham Borough Council
- Provide relevant documentations as required by the council with regard to matters of health and safety, including insurance and competency certificates.

4 CONSULTATION

Under the Safety Representatives and Safety Committees Regulations 1977 (as amended) and the Health and Safety (Consultation with Employees) Regulations 1996 (as amended), the Council must have in place arrangements for consulting with its employees.

At Cheltenham Borough Council, Safety Representatives are consulted through the Joint Liaison Forum at three monthly intervals.

Departmentally, managers will consult with their staff on all matters affecting their health and safety including risk assessment.

4.1 Trade Union Representatives

Under the Safety Representatives and Safety Committees Regulations 1977 (as amended), recognised trade unions are entitled to appoint one or more safety representatives to represent their members on health and safety matters.

The recognised Trade Unions at Cheltenham Borough Council are Unison and GMB.

Where the workforce is not represented by trade unions, employers must make alternative arrangements for consulting with their employees. This can be done by electing an employee representative.

Under the legislation, both trade union representatives and staff representatives can:

- Carry out inspections of the workplace
- Investigate accidents and incidents and complaints from their members regarding health and safety matters
- Receive copies of reports from the HSE
- Receive information relating to the safety of plant, equipment, substances or work methods
- View inspection documents
- Attend health and safety committees.

4.2 Health and Safety Committee

The Health and Safety Committee at Cheltenham Borough Council is part of the Joint Liaison Forum (JLF)

The health and safety role of the JLF is to consider and make recommendations on:

- Council health and safety policies
- Accident, incident and occupational ill-health reports and to make recommendations for corrective action as necessary
- Reports and information provided by inspectors of the enforcing authorities
- Concerns raised by Trade Union Safety Representatives or other Committee members
- Reports on health and safety inspections, audits and other monitoring activities
- Arrangements for ensuring effective communication of health and safety information.

The JLF is attended by:

- Chief Executive or their representative
- Public Health and Safety Business Partner
- Public Human Resources
- Trade Union Representatives

5 MONITORING AND AUDIT

Monitoring will be by way of inspection of workplaces and properties owned by the Council. These will take place at regular intervals and a report produced with an action plan for implementation.

Audits will be carried out by the Health and Safety Business Partners on a regular basis and the results communicated to the Chief Executive for consideration and if necessary, action.

6 ARRANGEMENTS

Cheltenham Borough Council policies set out the arrangements in place to achieve the health and safety objectives in this Policy.

These policies include but are not limited to:

- Risk assessment
- Fire safety
- Manual handling
- Lone working
- Control of contractors
- Display screen equipment (DSE)
- Asbestos
- Legionella
- Violence and aggression
- Working at height
- Stress prevention and management
- Young persons
- Work equipment
- New and expectant mothers
- COSHH
- First Aid
- DSEAR

These policies form part of this overarching Policy and are available on the intranet.

Cheltenham Borough Council policies are drawn up in consultation with relevant staff and take into account legal requirements and best practice guidance.

They are approved by the Joint Liaison Forum and are reviewed at stated intervals, and as necessitated by changes to legislation and best practice, or identified shortcomings.