

# Barrow Borough Council



## HEALTH & SAFETY POLICY STATEMENT AND MANAGEMENT ARRANGEMENTS

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## HEALTH AND SAFETY POLICY STATEMENT

The Council exists to enhance the economic and social future of the Borough and to meet the needs and aspirations of the community. Health and safety is integral to this vision and our performance.

We are mindful of our obligations under the Health and Safety at Work etc. Act 1974, but our aim is to go beyond what is strictly required by legislation and to strive for continuous improvement.

We will achieve this by:

- recognising that people are our most important assets and that effective health & safety is an investment that helps the Council to achieve its objectives
- demonstrating positive leadership to encourage a positive culture where everyone is aware of their individual responsibilities and is actively engaged
- integrating health & safety into individual's jobs so that they take personal responsibility for their actions and the health & safety of others
- ensuring that people are effectively trained and are competent to carry out their tasks
- consulting and communicating with staff both directly and via trade unions
- actively controlling risks in a consistent and proportionate manner
- monitoring the effectiveness of measures that we take

Phil Huck  
Executive Director  
Date: 7<sup>th</sup> November 2018

Dave Pidduck  
Leader of the Council  
Date: 7<sup>th</sup> November 2018

## HEALTH & SAFETY ORGANISATION AND RESPONSIBILITIES

This section sets out the broad structure for management and the responsibilities of Members and employees of the Council. These responsibilities are defined in greater detail in health and safety procedures issued through the Health & Safety Management Board.

Everyone should be aware of their own responsibilities. Individuals must take personal responsibility and will be accountable for, their actions.

### The Council

The Council, as a body, has general duties and responsibilities as an "employer" under the Health and Safety at Work etc. Act, 1974, and related legislation and for their decisions that may affect health and safety.

In order to meet these responsibilities, the Council will ensure that:

- there is an effective safety policy and management system
- there is visible leadership to develop a positive attitude to health and safety among employees
- there is demonstrable commitment to achieving a high standard of health and safety performance and ensuring that health and safety is an integral part of the overall management culture
- the Executive Director meets his responsibilities for safety, health and welfare
- adequate resources are directed towards achieving these objectives
- appoint a health & safety spokesperson from lead and opposition parties to be members of the Health & Safety Management Board

## Health & Safety Management Board

The Health & Safety Management Board drives the health and safety agenda across the Council. It is a strategic body and meets twice every year in April and October. Its purpose is to:

- ensure the health & safety management system remains effective
- monitor the health and safety performance of the Council
- monitor reviews of risk assessments and the implementation of any significant remedial actions
- review and health & safety policies, procedures and practice
- advise management as necessary on their duties in respect of health, safety and welfare

Membership:

Executive Director (Chair)

Director of Resources

Assistant Director Regeneration & Built Environment

Assistant Director Community Services

Assistant Director Housing

Health & Safety Adviser

Union Safety Representatives

Councillors as appointed by the Executive Committee

## Health & Safety Management Group

The Health & Safety Management Group ensures manager engagement in health and safety and meets quarterly. Its purpose is to:

- receive Health and Safety performance statistics and discuss any issues that may arise
- provide an opportunity to share best practice
- make recommendations regarding Health and Safety training priorities
- agree a peer review process and timetable and prepare reports/feedback to the Health and Safety Management Board
- discuss any current operational policy issues which may have widespread implications
- refer items to Health and Safety Management Board

Membership:

Health & Safety Adviser (Chair)

All Managers or their representatives

Risk assessors

## **Elected Members**

Council Members have an individual responsibility to keep themselves aware of the Council's Health and Safety policy and to:

- take personal responsibility for their own actions and decisions
- co-operate with the Council so that it can comply with its duty of care
- follow procedures and safe systems of work designed for their protection
- not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare
- report accidents or any situation, practice or procedure they suspect is potentially hazardous

## **Executive Director**

The Executive Director has ultimate responsibility for the delivery of health, safety & welfare within the Council and will:

- champion and provide visible leadership, and encourage the same from all Members, senior officers and managers, in order to promote a positive attitude to health and safety
- act as a focal point to advise on and embed best health & safety practice within the Management Board
- ensure that health and safety is an integral part of the overall management culture in which health and safety objectives are regarded as linked to other business goals
- ensure that adequate resources are made available to enable health & safety policies and procedures to be effectively implemented
- appoint a competent person to assist the Council to comply with the requirements of health and safety legislation
- ensure the Health & Safety Management Board remains an effective body and fit for purpose
- ensure that Assistant Directors meet their responsibilities for safety, health and welfare
- ensure Senior Officer and Member health & safety competencies.

## **(Assistant) Directors**

(Assistant) Directors have overall responsibility for health, safety & welfare within their Directorate and will:

- provide visible leadership, and encourage the same from managers, in order to promote a positive attitude to health and safety
- ensure that health and safety is an integral part of the overall directorate management culture
- ensure that Managers meet their responsibilities for safety, health and welfare
- ensure that there are health & safety management procedures within their directorate so that risks are effectively identified and assessed, and control measures properly implemented
- ensure that health and safety responsibilities throughout their directorates are delegated to competent, authorised, resourced and trained persons and that these responsibilities are properly assigned, accepted, clearly understood, fulfilled and monitored
- ensure that responsibilities for managing operational and non-operational premises and assets are clearly defined, properly assigned, clearly understood, and accepted
- ensure that employees are consulted regarding any proposed structural alterations, workplace re-organisation, changes in work equipment, staffing levels or work practice likely to have significant implications for their health, safety or welfare

## **Managers**

Managers are responsible for health, safety performance and welfare issues within areas of responsibility, whether relating directly to the activities of the Council or to contractors working on its behalf and will:

- promote a positive health and safety culture in which employees are engaged and can make suggestions for improvement
- demonstrate commitment to achieving a high standard of health and safety performance
- ensure that hazards are identified and risk assessments are effectively carried out, recorded and acted upon
- ensure that any preventative and corrective measures, including written safety procedures, identified by risk assessments are implemented, recorded and monitored as necessary
- ensure that their staff, and any other persons under their control or responsibility, are provided with the necessary information, instruction, training, supervision and equipment and are competent to carry out their work without risk to themselves or others

- ensure that their staff, and any other persons under their control or responsibility, meet their responsibilities for safety, health & welfare
- monitor and supervise staff and others under their control to ensure that work is carried out in a safe manner
- refer any significant health & safety concerns that cannot be resolved within their department to their line (Assistant) Director

## Supervisors

Supervisors are responsible for health, safety and welfare performance as delegated to them by their line Manager and will:

- assist their Manager in promoting a positive health and safety culture
- ensure that staff, and any other persons under their control or responsibility, are provided with the necessary information, instruction, training, supervision and equipment and are competent to carry out their work without risk to themselves or others
- ensure that staff, and any other persons under their control or responsibility, meet their responsibilities for safety, health & welfare
- monitor and supervise staff and others under their control to ensure that work is carried out in a safe manner
- refer any health & safety concerns they cannot resolved to their Manager

## Employees

All employees have a duty while at work to take care for the health and safety of themselves and others who may be affected by their work. In particular every employee, regardless of seniority will, in addition to any duties outlined above:

- take personal responsibility for their actions and work within their competence
- co-operate with management so that the Council can comply with their duty of care
- follow procedures, guidance and safe systems of work designed for their protection
- not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare
- check that work equipment is in safe working order before use
- report accidents or any situation, practice or procedure they suspect is potentially hazardous



## **Health & Safety Adviser**

The Health & Safety Adviser is the appointed competent person to assist the Council (under Regulation 7 of the Management of Health and Safety at Work Regulations 1999) to comply with the requirements of health and safety legislation and will:

- have the right of executive action in emergency or situation where there is an unacceptable risk, being accountable to the Executive Director
- advise on the requirements of Health and Safety legislation and good working practice
- maintain a central record of all risk assessments
- provide information and guidance, and carry out audits as directed
- liaise as necessary with the Health & Safety Executive, Police, Fire, and any other statutory bodies and Trade Union representatives
- investigate and report on significant incidents and issues

## **Trades Union Safety Representatives**

Trade Unions may appoint Safety Representatives to represent the interests of their members on health and safety matters.

The functions of Safety Representatives include the following:

- investigate accidents and reports of hazards
- investigate complaints of a health and safety nature made by their members
- discuss health and safety matters with Management
- carry out inspections of the workplace
- receive information from Inspectors of the Health & Safety Executive and similar enforcing authorities
- attend meetings of the Health & Safety Management Board

The Council will arrange for appropriate facilities and assistance to be given to Safety Representatives to enable them to fulfill their functions.