

Barrow Borough Council



HEALTH & SAFETY POLICY STATEMENT

Author:	Bob Pedley	
Approved by:	Steph Cordon – Director of People and Place	
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Table of Contents

Introduction	4
The Health and Safety Policy Statement	5
Head of Service	6
Officers with Managerial / Supervisory responsibilities	7
Employees, trainees, volunteers and visitors	8
Trainees, Apprentices and Volunteers	9
Young persons and work experience students	9
Visitors and the public	9
Devolved management	9
Health and Safety Advice and Support	9



Introduction

The Health and Safety Policy provides a framework to ensure Barrow Borough Council proactively creates and maintains a safe and healthy working environment for all employees and those who may be affected by the Council's activities.

All Employees must co-operate fully with the measures the Council takes to fulfil the requirements of this policy.

The Health and Safety at Work etc Act 1974 states that:

"It is the duty of every employer to conduct his or her business in such a way as to ensure, so far as is reasonably practicable, that a safe and healthy environment for all members of staff, young persons and for persons not in their employment, (visitors, contractors, member of the public) is provided."

"No person (i.e., all employees, those we work for and with and the general public) shall intentionally or recklessly interfere with or misuse anything which is provided in the interests of health, safety or welfare in pursuance of any of the relevant statutory provisions."

Breaches of the health and safety policy, procedures and arrangements will be dealt with under Barrow Council's disciplinary procedures.

It must be understood that such breaches may also expose the authority to criminal prosecution.



The Health and Safety Policy Statement

Barrow Borough Council is committed to providing and maintaining a safe and healthy working environment as is reasonably practicable, through the provision of plant, equipment, safe systems of work, information, training and supervision as is necessary to safeguard the health and safety of all employees and those who may be affected by our work activities.

As Chief Executive, I embrace the duties and obligations imposed upon me by safety legislation and realise the importance of placing health and safety as an over-riding priority within Council services.

Whilst accepting the minimum legal standards set by national legislation, the Council is committed to promoting a health and safety culture which considers all departments and services as one and aims to produce high standards of health and safety. Sufficient resources and provisions will be made available to achieve this commitment including: -

- Developing and embedding a safety culture throughout the Council that recognizes the importance and value of effective safety management.
- Complying with legislative health and safety requirements and where possible aiming for best practice.
- Clearly defining roles and responsibilities for all employees.
- Effectively managing all significant risks to health and safety arising from Council activities and reducing them to the lowest reasonably practicable and by implementing effective control measures.
- Ensuring suitable plans are in place for emergency response as may be required.
- Ensuring that all employees are provided with appropriate information, instruction, training and supervision relating to health and safety.
- Establishing systems for planning, monitoring, measuring, inspecting and auditing the health and safety performance standards within the Council.
- The Director of People and Place and Deputy Chief Executive will act as the Safety Champion and will deputise for the Chief Executive as required on Health and Safety Matters.

I fully accept the final level of responsibility for implementing the Council's Health and Safety Policy rests with me; however, every employee must take an active role in effectively implementing this policy, act in a safe manner at all times and encouraging others to do likewise.

Sam Plum
Chief Executive
January 2022



Head of Service

Each Head of Service are responsible for the effective implementation of this Health and Safety Policy within their area of responsibility.

They will:

- Provide leadership on occupational health and safety to their managers/team leaders and employees supporting improvements in health and safety standards across the Council.
- Establish systems within their area of control for effective management of risk. To identify, assess the associated risks and seek to eliminate them. Where this is not possible reduce the level of risk through suitable control measures to their lowest level practicable.
- Ensure that health and safety risks or issues are taken into account in all service development plans and at the design stage of new projects or initiatives.
- Ensure risk assessments are suitable and sufficient, formally recorded, brought to the attention of those affected and are reviewed within agreed timescales to ensure they remain valid.
- Ensure all employees receive suitable training, information, guidance, supervision and equipment to carry out their duties safely and with the minimum of risk.
- Ensure systems exist for the reporting of hazards and defects to premises, plant, equipment or processes which may affect health and safety, making sure these defects are made safe without delay.
- Ensure effective communication, consult and discuss with employees, trade unions and employee representatives on health and safety matters; particularly where there are organisational and procedural changes.
- Keep themselves informed of significant accidents, incidents, cases of work-related ill health, health and safety issues/risks and sick absence occurring in their area of responsibility. Ensure they have been correctly reported, appropriately investigated and remedial action taken in good time.
- Establish systems for monitoring (benchmark, inspect, audit) safety performance. Satisfy themselves that safety standards are being maintained and shortcomings arising from these activities are rectified in good time.
- In the absence of a Head of Service, a nominated officer will be appointed to deputise in all matters of health and safety.



Officers with Managerial / Supervisory responsibilities

Employees who manage, supervise or have responsibility for employees, trainees or members of the public are accountable for health and safety and day to day responsibility for the implementation and operation of this policy within their management control.

They will:

- Provide leadership on occupational health and safety to their employees and actively promote improvements in health and safety standards in their department and across the Council. Ensure that occupational health and safety issues/risks are addressed in good time.
- Be responsible for ensuring the health, safety and welfare of all employees, trainees and other persons who may be affected by their work activities (e.g., visitors, volunteers, members of the public, contractors).
- Effectively manage the risks to health and safety in their area of responsibility.
- Are responsible for carrying out suitable and sufficient risk assessments and where risks cannot immediately be eliminated, ensure reasonable action is taken (e.g., control measures) to reduce risk to the lowest level practicable. Risk Assessments should be formally recorded and brought to the attention of those affected.
- Ensure that all employees and trainees in their area of responsibility receive health and safety training; have sufficient knowledge, skills, information and appropriate supervision to carry out their work safely.
- Ensure all employees and trainees have appropriate protective equipment and clothing where this is required, and are given suitable information, training and instruction on its correct use.
- Ensure new employees are given a workplace safety induction during their first week at work or as soon as is reasonably practicable.
- Ensure effective systems exist for the reporting of hazards and defects to premises, plant, equipment or processes which may affect health and safety, making sure these defects can be made safe without delay.
- Ensure that accident, incidents and cases of work-related ill health, within their area of responsibility are promptly reported within the Council Accident Reporting Procedure. Incidents are robustly investigated and reasonable action is taken to prevent a recurrence.
- Ensure effective communication for health and safety matters, particularly where there are organisational and procedural changes.
- Monitor (benchmark, inspect, audit) safety performance including accident incident trends and satisfy themselves that safety standards are being maintained and that shortcomings are rectified in good time.
- Keep themselves and their employees up to date with all relevant health and safety information. Consult with or seek advice, guidance and support from advisors as required.



Employees, trainees, volunteers and visitors

Employees take reasonable care of their own health and safety and that of any other persons who may be affected by their acts or omissions at work.

In particular, all employees will:

- Comply with health and safety legislation, safe systems of work and procedures at all times whilst at work and conduct themselves in such a manner so they or others are not put at risk by their activities, actions or omissions.
- Co-operate with supervisors and managers including where appropriate on all matters affecting health, safety and wellbeing at work.
- Support the production and review of risk assessments and procedures relevant to their area or work.
- Only use machinery and equipment, which they have been authorised, have been fully instructed as to its safe use and have received suitable training. Employees must ensure that all plant and machinery is suitably guarded during use.
- Wear the necessary protective clothing or use safety equipment (inc PPE) provided by management. This may require training and instruction in its correct use. Employees will face disciplinary action for not adhering to safe working procedures, misusing or failing to use safety equipment correctly
- Report hazards, defects or potential risks affecting the health safety or welfare of themselves or others to their supervisor or manager immediately.
- Report all accidents and incidents (ie. Near miss, violence, racial and hate related) occurring in their area of work including cases of work-related ill health to their manager/supervisor immediately, following the correct reporting process. Employees may be involved in the investigation and any remedial actions required arising from this process.
- Keep up to date with health and safety policies, procedures, guidance and other safety documents as required by their manager.
- Be encouraged to take an active interest in promoting health and safety and feel empowered to make suggestions to their Manager, Assistant Director or Director or equivalent which may reduce risk, improve the health and safety standards or the wellbeing of employees or anyone affected by the work of the Council.



Trainees, Apprentices and Volunteers

The Council recognises its responsibilities both as sponsor and managing agent to all its Trainees and to others who may be affected. All Trainees including Apprentices and Volunteers will assume the health and safety duties and responsibilities of that of an “Employee.”

Young persons and work experience students

All Young Persons and Work Experience Students have the same health and safety responsibilities as an employee and are required to adhere to the requirements of the Council’s Health and Safety at Work Policy.

These vulnerable persons should be supervised at all times and may also be subject to additional controls arising from a risk assessment process.

Visitors and the public

All reasonable action must be taken to ensure that visitors are made aware of risks applicable to that site. All visitors must be accompanied within areas of Barrow Borough Council which are identified as non-public areas.

These persons should not be allowed to access areas which may place them or others at risk. The Council will conduct its undertakings in such a way as to ensure that members of the public are not endangered by work or activities of its employees.

Devolved management

Certain areas of the Council have devolved all or part of their management structures from central control to local control, while the staff concerned, remain Council employees.

These employees are still bound by the Council’s Health and Safety at Work Policy and any other health and safety policies and procedures operating within their Department or Service.

Others involved with devolved services, i.e. Committees and Governing Bodies, are bound by both Council health and safety policies and by health and safety law.

The Council will conduct its undertakings in such a way as to ensure that members of the public are not endangered by work or activities of its employees.

Health and Safety Advice and Support

The Council will provide support from health and safety advisors and practitioners along with other appropriate offices to all areas of the Council during the execution of their duties.