



Health and Safety Policy

VERSION CONTROL

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Owner	Health and Safety Service

1. Guide to the Health and Safety Policy

This policy sets out Wiltshire Council's general approach to the management of health and safety and the way in which managers and employees should control risks. It is not a comprehensive reference of all work activities undertaken by council employees or the risks involved in those activities. Each service area, team and responsible person of any building is expected, where necessary, to produce more detailed information and guidance on the control or mitigation of the risks that its own staff and customers face. However, no amount of written advice can be a substitute for the application of common sense, care and vigilance by individual employees at all levels.

2. Statement of Intent

The Corporate Leadership Team (CLT) led by the Chief Executive accepts its responsibility for ensuring that the people who work for Wiltshire Council can do so in a safe manner and in a healthy environment. It also recognises that the people we provide services to, and those we work with, should have confidence that services are provided in such a way that risks are minimised as far as is reasonably practicable. These are important responsibilities and we are committed to ensuring that they are met.

Our statement recognises that the success of this policy must also rely upon the co-operation of employees to contribute to the health and safety standards of their own workplace and to follow the advice and instructions that are given for this purpose. It is our view, that all employees, at every level, have a personal role to play in achieving the health and safety standards we expect. It is through a combination of good management and individual commitment that we can best achieve a safe and healthy working environment for all of our employees and customers.

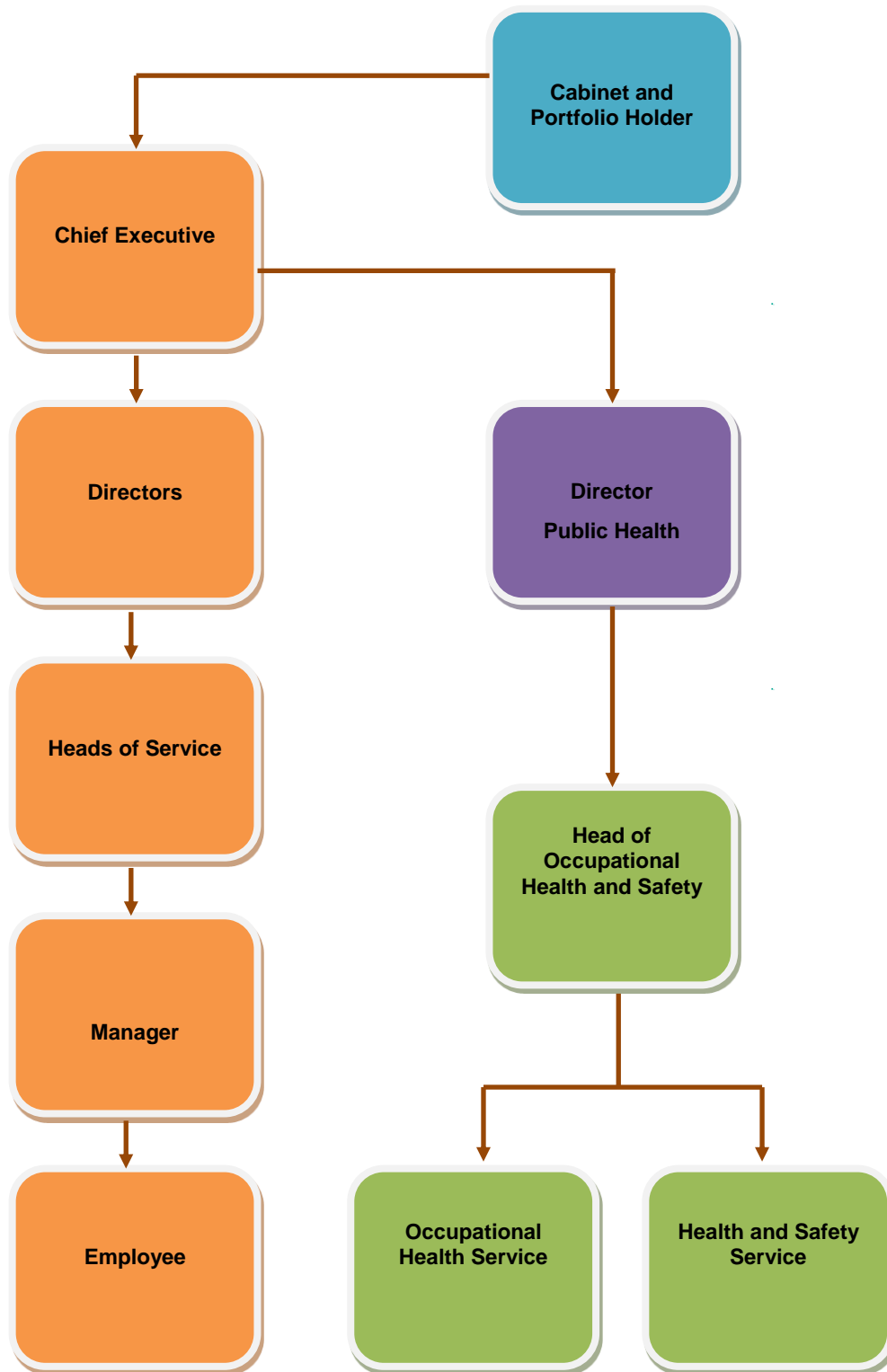
The council will seek to adopt a health and safety management system in line with best practice as described by the Health and Safety Executive (HSE) in its document and microsite HSG65 'Managing for Health and Safety' <https://www.hse.gov.uk/managing/index.htm>. The council will aim to apply this approach within a culture of continuous improvement and through consultation with employee representatives, and others affected by its activities.

This corporate policy contains clear information regarding responsibilities and arrangements in respect of the significant risks that may be faced in carrying out the work of the council. It underpins all other supporting specialised policy and guidance produced by service areas. It is to be applied whenever and wherever it is relevant. If there is no direct reference to a specific risk, then it is intended for that issue to be addressed in line with the same principles of sensible risk management espoused throughout the rest of the policy.

The health and safety of employees and that of our customers, clients, visitors, contractors, school children and others affected by our work undertakings are integral priorities in everything we do.

January 2021

Organisation Structure for Health and Safety



3. Responsibilities

The following are the principal duty holders for health and safety in Wiltshire Council.

Members of the Cabinet and the portfolio holder for health and safety will:

- (i) ensure that suitable resources and strategic direction are available to discharge the Council's health and safety responsibilities.
- (ii) monitor, via reports, the overall performance of the Council's health and safety management system.

The Chief Executive will:

- (i) allocate and prioritise resources to be able to apply this corporate policy.
- (ii) promote an effective safety culture throughout the organisation through his words and actions and by his direction of CLT and Directors.
- (iii) be accountable for compliance with statutory duties and corporate negligence.

The Director responsible for health and safety (currently Director of Public Health) will:

- (i) appoint competent persons and advisers in line with the Management of Health and Safety at Work Regulations 1999.
- (ii) keep the corporate risk profile associated with health and safety under regular review and ensure action is taken to address them or escalate to CLT if mitigation cannot be achieved.
- (iii) monitor regular and annual data indicators to assess the effectiveness of health and safety performance.

Each Director will:

- (i) be accountable for ensuring that their services comply with corporate health and safety policy.
- (ii) establish any additional local policies, management organisation and procedures necessary to ensure safe service delivery.
- (iii) ensure that all risks within their service are assessed and control measures are introduced to minimise the risks as far as reasonably practicable.
- (iv) monitor health and safety performance in their area of control.

Each Head of Service / senior manager will:

- (i) implement the corporate and specific service health and safety policies in their area of responsibility.
- (ii) ensure that all staff are trained, or otherwise competent, to be able to apply the identified control measures designed to protect the health and safety of themselves and others affected by their work.
- (iii) ensure that suitable personal protective clothing and equipment is provided and used in accordance with the relevant safe system of work.
- (iv) ensure that all incidents and accidents are reported and appropriately investigated; and that measures are taken to prevent a recurrence.

The Head of Occupational Health and Safety will:

- (i) provide advice to the CLT and other senior managers.
- (ii) provide managers and employees with timely information on changes to legislation, best practice and guidance.
- (iii) maintain the corporate health and safety policy and ensure that the policy, and revisions made to it, is made available to all staff.
- (iv) provide a training programme for managers and employees to ensure that core competencies are understood.
- (v) ensure that adequate arrangements are made for consultation with staff, including trade union and employee representatives.
- (vi) monitor and report upon health and safety compliance to the CLT.
- (vii) ensure that all reports of incidents and accidents are appropriately investigated, that remedial actions are appropriate; and that lessons learned are communicated across services.
- (viii) represent the CLT during health and safety inspections and investigations by enforcement agencies.
- (ix) have the delegated authority to suspend activities and services where there is a risk of serious injury or ill health to staff or others.

Managers and supervisors shall:

- (i) be accountable for health and safety performance in their area of control.
- (ii) consider health and safety matters as an integral part of their role.

- (iii) ensure all significant risks are recorded, assessed and that the necessary controls are identified and adopted.
- (iv) ensure all employees under their control are competent via the provision of adequate information, instruction, training and supervision to enable them to work safely and without risk to health.
- (v) continually develop and monitor safe working practices.
- (vi) ensure the health and safety of non-employees is considered in the planning of work activities.
- (vii) ensure all accidents, near misses, incidents of violence, aggression or verbal abuse and any other significant hazard at work are reported and investigated in line with corporate and service area policy.
- (viii) implement the various council policies relating to health, safety and welfare at work.

Employees shall:

- (i) work safely and not put themselves or others at risk.
- (ii) remedy any unsafe situation within their competence or report such to their manager or supervisor.
- (iii) not misuse or interfere with anything that is provided for health, safety and welfare purposes.
- (iv) use machinery, equipment, substances and any safety device according to their training or instruction and in compliance with health and safety law.
- (v) co-operate with managers by following agreed working practices and safety procedures.
- (vi) report any accident, near miss, incident of violence, aggression or verbal abuse and any other significant hazard at work through the appropriate channels.

Specialist Responsible Persons

Named individuals will have specific responsibilities for the management of risks associated with:

- legionella
- asbestos

'Responsible Persons' (RPs) must bring actions arising from their areas of responsibility to the attention of their Head of Service so that priorities can be agreed, and the necessary resources found.

4. Health and safety documentation and procedures

Consultation procedures

All corporate health and safety policy is determined via formal consultation procedures to give employees the opportunity to contribute to the agreed standards of health and safety.

The Council will maintain a full and regular consultation process via the Joint Consultation Committee. Trade union safety representatives, that are nominated by recognised trade unions, may carry out their duties as defined by the Safety Representatives Regulations 1977. If necessary, nominees from groups of employees not represented by recognised trade unions can exercise similar rights as defined by the Health and Safety (Consultation with Employees) Regulations 1996.

Health and safety documentation

Level 1 - Corporate

Corporate policy, procedures and arrangements apply throughout all work undertakings and set out minimum and mandatory standards in respect of significant common risk areas. All corporate health and safety policies along with other supporting guidance, policies and procedures are owned by the Occupational Health and Safety service and are available on the OHS pages of [HR Direct](#).

Level 2 – Service Areas

Service area policy and procedures apply throughout that service and set out additional instruction and guidance in respect of significant risks pertinent to the that service. All service area arrangements are complementary to corporate arrangements and are the responsibility of the relevant director.

Level 3 – Local

Local arrangements may be in place for specific roles or sites. Arrangements may be in the form of risk assessments, safe systems of work and instructions. All local arrangements are complementary to corporate and service area arrangements and are the responsibility of the local manager.

5. Health and safety assistance

The corporate Occupational Health and Safety service comprises health and safety advisers, business support officers and occupational health advisers. They will assist and advise managers and individual employees in achieving the highest standards of health, safety and well-being in the workplace.

6. Contact details

By email: healthandsafety@wiltshire.gov.uk

By telephone: 01225 713185

Director of Public Health: kate.blackburn@wiltshire.gov.uk

Head of Occupational Health and Safety: paul.collyer@wiltshire.gov.uk