

# **Health and Safety Policy - Roles and Responsibilities**

**HSP002**

**Month Year**

## Health and Safety Policy - Roles and Responsibilities

### 1. Purpose and Scope of the Policy

Protecting the health, safety and wellbeing of employees, residents, visitors and contractors is an essential part of corporate risk management and it is therefore imperative that all managers and employees understand and implement their health and safety roles and responsibilities. The degree of responsibility is dependent on the employee's position in the Council.

Ultimate responsibility for health and safety rests with the Chief Executive Officer, with further responsibilities, duties and activities clearly delegated to Directors, Heads of Service, Managers, Department Safety Coordinators, Employees and the Health and Safety Service. All those with management responsibility will be expected to demonstrate their commitment to compliance with legal requirements and the continual improvement of health and safety performance.

The Corporate Leadership Team at Wiltshire Council shall provide adequate resources for ensuring that its health and safety management system is properly implemented and performing in all locations and operations. Levels of management and supervision will, so far as is reasonably practicable, be influenced by level of risk and competencies of employees.

This policy will ensure the health and safety roles, responsibilities and accountability across the organisation are clearly defined to facilitate effective health and safety management and compliance with Wiltshire Council's Health and Safety Policy – Statement of Intent (HSP001).

### 2. The Legal Framework

- a. Health and Safety at Work etc Act 1974
- b. Management of Health and Safety at Work Regulations 1999
- c. Workplace (Health, Safety and Welfare) Regulations 1992
- d. The Regulatory Reform (Fire Safety) Order 2005
- e. The Control of Substances Hazardous to Health Regulations 2002
- f. Control of Asbestos Regulations 2012

### 3. Who does it apply to?

This policy will set out the different responsibilities of Cabinet Members, Chief Executive Officer, Directors and Heads of Service (including premises related responsibilities), Managers and Supervisors (including premises related responsibilities), Employees, Contractors and Visitors.

## 4. Responsibilities

- **Chief Executive Officer** will ensure:
  - A positive health and safety culture and provide visible leadership and commitment in ensuring high standards of health, safety and wellbeing across all Council activities.
  - Sufficient physical and financial resources are available to deliver high standards of health, safety and wellbeing across the Council.
  - Regular reviews of health, safety and wellbeing performance and compliance to ensure Wiltshire Council policy, standards and commitment are being.
  
- **Wiltshire Council Cabinet** is responsible for:
  - Ensuring health and safety is an integral part of Wiltshire Council organisational performance.
  - Overseeing and scrutinising the Council's health and safety strategy, compliance and control.
  - Ensuring any policy decisions made consider health and safety legal and policy requirements.
  - Visible commitment and active health and safety leadership.
  - Performance is monitored and reviewed periodically
  
- **Committees** will:
  - Monitor health & safety performance across Wiltshire Council by receiving reports from the Strategic Health and Safety Board on the effectiveness of policy implementation.
  - Receive additional reports/updates from the Health and Safety Service on key health & safety issues, risks, audits and compliance as required.
  - Review the effectiveness of the health and safety management system across Wiltshire Council to ensure that systems are in place to deliver a safety culture that is aligned with the values and performance standards.
  
- **Corporate Leadership Team (CLT)** will ensure:
  - Visible commitment and active health and safety leadership.
  - Wiltshire Council health and safety policy and management system is set, acknowledged, implemented and enforced across the organisation.
  - Adequate financial and human resources are provided for training, work equipment and the work environment.
  - The provision of competent advice and assistance in meeting legal requirements and health and safety standards.
  - Appropriate communication and consultation with employees on health and safety issues.
  - Health and safety objectives and targets are established, implemented, monitored and reviewed.
  - Health and safety management systems, procedures and arrangements are developed, implemented, maintained and adequately resourced.

- **Health and Safety CLT Champion (Chief Executive Officer)** will:
  - Oversee the processes detailed within Wiltshire Council Health and Safety policy and management system
  - Chair the Strategic Health and Safety Board.
  - Consider setting corporate health and safety targets to monitor the Council's performance.
  - Ensure the Extended Leadership Team considers health, safety and wellbeing matters as part of their service delivery and demonstrate a visible commitment and active health and safety leadership.
- **Strategic Health and Safety Board (SHSB)** is the strategic level consultative, advisory, planning and decision-making body for matters of health and safety affecting employees, third party partners, contractors, visitors, tenants/leaseholders and members of the public. The Board is also responsible for consulting, monitoring, planning and reviewing Wiltshire Council health and safety risks, arrangements, compliance and performance.

Further responsibilities and deliverables can be found in the Strategic Health and Safety Board Terms of Reference (HSD001) and Health and Safety Governance and Accountability Structure (HSP003).

- **Operational Health and Safety Committees** have responsibility for identifying and implementing risks and control measures, agreeing actions and policy implementation within their areas of control and expertise in line with the agreed terms of reference. Details of Operational Committees can be found in the Health and Safety Governance and Accountability Structure (HSP003)
- **Directors and Heads of Service** will ensure:
  - Decisions reflect the intentions and objectives set out in the Wiltshire Council Health and Safety policy and management system.
  - Strong health and safety leadership is demonstrated by ensuring health and safety is given equal importance to service delivery.
  - Health & Safety policy, procedures and safe systems of work are implemented, understood, supported and monitored within their departments.
  - Their line managers, employees, contractors and visitors are aware of safety procedures, arrangements and requirements.
  - Health and safety is considered as part of new or changes to working practices, personnel, equipment, materials, regulations and guidance.
  - Health and safety objectives are established, implemented and monitored at Performance Operational Groups and Performance Operational Boards.
  - Setting and monitoring health and safety objectives within manager appraisals and senior manager team meetings.
  - Risk assessments are undertaken, implemented and regularly reviewed.
  - Adequate information, instruction, training, supervision and discipline is in place to ensure work activities are always conducted safely.
  - Regular two-way communication with employees on health and safety issues.
  - Machinery and work equipment is suitable for the task, properly maintained and safe to use - and any defects are identified and rectified promptly.

- Accidents, incidents, violence and aggression and near misses are recorded, investigated and reported to the Health and Safety Service in line with the Accident and Incident Reporting Policy and Unwanted Behaviour towards Employee Policy.
  - Accident, incident and near miss findings are reviewed and action taken to prevent recurrence.
  - Financial and human resources in place for first aid.
  - Good standards of housekeeping are maintained within the workplace.
  - Regular monitoring and inspections of the workplace.
  - Liaison with the Wiltshire Council Health and Safety Service.
- **Directors and Heads of Service with premises related responsibilities** will:
    - Ensure that statutory servicing and compliance is undertaken across the asset portfolio.
    - Provide the organisation with technical expertise for the organisation in respect of buildings, including, legionella, asbestos, fire and statutory servicing and compliance.
    - Where service is principal user of premises, identify a 'Local Responsible Person' for all health and safety responsibilities across the asset portfolio.
    - Make resources available so that health and safety activities of the 'Local Responsible Person' are consistently undertaken and monitored.
    - Ensure premises are safely managed and used for employees, visitors and contractors.
  - **Managers and Supervisors** will ensure:
    - They have attended the necessary health and safety training and are competent to deliver their health and safety responsibilities and risk control measures.
    - Wiltshire Council policy and procedures on health and safety are carried out by all employees in their service.
    - Appropriate health and safety induction training is undertaken for all new employees.
    - Health and safety training for their employees is identified and undertaken.
    - Risk assessments are undertaken, implemented and understood for employees in their service.
    - Safe systems of work are developed, implemented and maintained.
    - Two-way communication with employees and management on all health and safety matters.
    - Appropriate and up to date health & safety information is displayed within their areas.
    - Regular inspections of work equipment and work areas.
    - Support safety related employees e.g. Department Safety Coordinators (DSCs), fire wardens and first aiders.
    - Accidents, incidents, violence and aggression and near misses are properly reported, recorded, investigated in a timely manner and appropriate actions implemented to prevent recurrence.
    - Health and safety issues are investigated and resolved promptly.

- Compliance and performance is monitored - and appropriate disciplinary action is taken against any employee, contractor or visitor who disregard or ignore health and safety rules or procedures.
  - Setting and monitoring health and safety objectives within employee appraisals.
- **Managers with premises related responsibilities (Local Responsible Person) will:**
    - General**
      - Ensure employees are provided with appropriate training and this is reviewed and refreshed.
      - Ensure employees are recording all checks completed.
      - Perform regular visual checks and undertake periodic inspection of premises.
    - Fire Safety**
      - Be 'fire-aware' about flammable products, build-ups of materials and sources of ignition on the premises.
      - Hold copies of Personal Emergency Evacuation Plans (PEEP) for all disabled or mobility impaired employees
      - Hold a copy of the Fire Risk Assessment and ensure it is available to employees and contractors
      - Perform annual/6-monthly Evacuation Drill
      - Perform monthly 'flick' test of emergency lighting
      - Perform weekly fire alarm test
    - Legionella**
      - Hold copies of the Legionella Risk Assessment and ensure it is available to employees and contractors
      - Routine flushing of low usage water outlets (frequency to be determined by Risk Assessment)
    - Asbestos**
      - Hold copies of Asbestos Survey and Register and ensure it is available to employees and contractors.
      - Ensure contractors attending the premises have seen and signed Asbestos Register.
  - **All Wiltshire Council employees** have a duty to;
    - Take reasonable care for the health and safety at work for themselves and any other people who might be affected by their acts or omissions.
    - Always observe safety rules and co-operate with Wiltshire Council in matters of health and safety.
    - Not intentionally or recklessly misuse anything provided in the interests of health, safety or welfare.
    - Always use equipment provided as per training and instructions.
    - Report all accidents, incidents, violence and aggression or near misses whether persons are injured or not as documented in the Wiltshire Council Accident and Incident reporting policy.
    - Follow health and safety instructions and report anything considered a serious danger.

- Report any shortcomings in the protection arrangements for health and safety to line management.
- **Contractors and Visitors:**
  - Non-employees, including customers, contractors and members of the public must comply with the requirements of all Wiltshire Council employees in addition to specific Wiltshire Council health and safety procedures and requirements
  - All contractors and visitors must be made aware of the site-specific health and safety arrangements and emergency procedures.
  - Report all accidents, incidents, violence and aggression or near misses whether persons are injured or not as documented in the Wiltshire Council Accident & Incident reporting Policy.
  - Contractors and visitors are the responsibility of the employee being visited.
- **Health and Safety Service** are responsible for:
  - Advising and updating management, employees, policy makers, planners and implementers on health and safety legislative, regulatory and best practice requirements.
  - Development and maintenance of the Council's health and safety management system, processes, procedures and documentation.
  - Planning for health and safety, setting health and safety objectives and advising on health and safety priorities.
  - Managing and maintaining the health and safety action plan.
  - Identifying and supporting health and safety training needs.
  - Attendance and support at strategic and operational health and safety board meetings.
  - Undertaking health and safety audits and inspections.
  - Compiling and analysing active and reactive health and safety data.
  - Liaising with enforcing authorities.
  - Investigating serious accidents, incidents and complaints.
  - Has the authority to stop work in the event of serious or imminent danger, breach of health and safety regulations or agreed safe system(s) of work.
  - Producing and presenting reports on the Council's health and safety performance.
  - Maintaining health and safety information systems and safety management practice.
  - Be suitably qualified, experienced and competent

## 5. Policy consultation, implementation and review

### Consultation -

The Corporate Health and Safety Policy has been approved via the formal consultation process to give employees the opportunity to contribute to the agreed standards of health and safety.

The Council will maintain a regular consultation process via the Joint Consultation Committee. Trade Union safety representative, that are nominated by recognised trade unions, may carry out their duties as defined by the Safety Representatives and Safety Committees 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.

### Implementation -

The Health and Safety Service will provide guidance, support and assistance to any manager or employee in the implementation of this and other health and safety procedures.

All employees should email [healthandsafety@wiltshire.gov.uk](mailto:healthandsafety@wiltshire.gov.uk) for further advice, guidance or training.

This policy will be published on Wiltshire Council's webpages for general access and viewing by all staff and can be made available in other languages and formats such as large print and audio on request.

### Review -

A review of the procedure shall take place no less frequency than every 24 months to ensure its relevance and accuracy. Unless:

- Legislation/regulation or sector developments require otherwise, ensuring that it continues to meet its objectives and takes account of good practice developments.
- We identify deficiencies or failures in this procedure, as a result of stakeholder feedback, complaints or findings from any independent organisations

## 6. Document control

Responsible	Health and Safety Service
Accountable	Chief Executive Officer
Consulted	Corporate Leadership Team, Strategic Health and Safety Board, Joint Consultative Committee, Staffing Policy Committee
Informed	Members, employees, contractors, volunteers, 3 <sup>rd</sup> parties, visitors

Version	Date	Comment	Approved by	Date of review
1.0	DD/MM/YYYY	First policy in format.	SHSB, CLT, JCC, SPC	DD/MM/YYYY