



HALTON BOROUGH COUNCIL
CORPORATE HEALTH, SAFETY AND WELFARE POLICY
(STATEMENT OF INTENT AND ORGANISATION)

CORPORATE HEALTH, SAFETY AND WELFARE POLICY

Date Created: Dec 2004	Date of Amendment: May 2010	Date of Next Review: May 2012
Approved by	Chief Executive	
Custodian title & e-mail address	Principal Health, safety and welfare Manager tony.dean@halton.gov.uk	
Author	Tony Dean	
Responsible Directorate/Division	Risk and Emergency Planning Division	
Supporting documents, procedures & forms of this policy	Policy only	
References & Legislation	Health, safety and welfare at Work etc. Act 1974 Management of Health, safety and welfare at Work Regulations 1999	
Audience	All HBC Officers	
Consultation	Chief Executive Council Leader Management Team (04/05/10)	
Managers checklist	1. Comply with the requirements identified in the Policy.	
Expiry date of Policy	n/a	

Version Control and Change History

Version Control	Date Released	Date Effective	Approved By	Amendment
1	Dec 04	Dec 04	N/K	N/A
2	Aug 08	Aug 08	Chief Executive	Nil
3	April 09	April 09	Chief Executive	Include in: <u>Managers Responsibilities</u> 1. 'any person who may be directly affected by their actions including clients, pupils and members of the public' and 2. Managers to make staff aware of 'risks to themselves and others' <u>Risk and Emergency Planning</u> 3. Will 'publicise' information
4	Sept 09	Sept 09	Chief Executive	P.4 Amend name from Executive Directors to Strategic Directors
5	May 10			Changes to arrangements in light of Efficiency Review and HSE Strategy. Approved at Management Team 4/5, Corp H&S 13/5 & PPB 25/5.

STATEMENT OF INTENT

Halton Borough Council is committed to continual improvement in health, safety and welfare performance. It recognises its “duty of care” to employees, clients, pupils, and members of the public using its services.

The Authority will aim to comply with its legal responsibilities as required by the Health and Safety at Work Act, 1974 and all other health and safety legislation. In so doing the Authority will :

- ❑ Identify and control significant risks which may affect the above mentioned groups
- ❑ Communicate information on the risks to those people who may be affected
- ❑ Monitor the effectiveness of any measures taken to reduce risk
- ❑ Provide a safe and healthy working environment
- ❑ Provide safe work equipment
- ❑ Provide suitable and sufficient health, safety and welfare training
- ❑ Aim to reduce work-related accidents / ill-health in accordance with targets set by Government initiatives
- ❑ Identify and address trends in work-related ill-health and accidents
- ❑ Involve trade union representatives in the consultation process
- ❑ Make all employees aware of their legal responsibilities for ensuring their own health, safety and welfare and that of others
- ❑ Review the health, safety and welfare policy at regular intervals
- ❑ Proper regard is given to ensuring that welfare arrangements and facilities are adequate. Welfare arrangements will include the management of stress whilst facilities will include toilets, provision of drinking water, etc. and also ergonomics such as lighting, heating, seating, ventilation, etc

ROLES AND RESPONSIBILITIES

Executive Board Members

Executive Board Members should ensure that adequate resources are available and effectively deployed to enable the Authority to fulfil its legal requirements under health, safety and welfare legislation.

School Governing Bodies

In schools, the employer is ultimately responsible for health, safety and welfare.

Note: In voluntary aided and foundation schools, academies and independent schools the Governing Body is the employer whereas in community and voluntary-controlled schools, the employer is the Local Authority

Chief Executive

The Chief Executive is responsible for ensuring that the Statement of Intent is implemented as part of aims of the Corporate Health, Safety and Welfare policy. Quarterly update meetings are held between the Chief Executive and the Principal Health and Safety Advisor.

Strategic Directors

Strategic Directors have ultimate responsibility in ensuring that Health, Safety and Welfare is managed in their Directorate.

Operational Directors / Divisional Managers

Operational Directors and Divisional Managers have an active role in the management of health, safety and welfare by:

1. Ensuring that an effective health, safety and welfare management system is implemented within their work area
2. Allocating specific health, safety and welfare responsibilities to managers in their area
3. Keeping informed about accidents which are reportable to the Health and Safety Executive and any trends in accidents or work-related ill health that may arise

Managers and Team Leaders

1. All managers shall ensure that risk assessments are carried out for tasks, workplaces and equipment associated with staff under their supervision or any person who may be directly affected by their actions including clients, pupils and members of the public.
2. Managers shall also ensure that their staff:
 - Are made aware of the risks to themselves and others concerning their work
 - Have access to relevant health, safety and welfare policies and guidance
 - Understand the safe systems of work to minimise the risks
 - Are made aware of the risks of their working environment
 - Are instructed in any emergency procedures relevant to their task / workplace
 - Are provided with suitable and sufficient health, safety and welfare training
 - Are aware of their responsibilities to report accidents
 - Understand the need to report any significant hazards
 - Are provided with safe work equipment

3. Managers will also:

- Monitor the effectiveness of any control measures in place to minimise risks
- Review risk assessments in accordance with corporate guidelines
- Keep records of instruction and training
- Ensure that all significant accidents and violent incidents are investigated

All employees

All employees, full time, part time, and casual must be:

1. Aware of their legal responsibility to ensure their own health, safety and welfare and that of others who may be affected by their actions.
2. Aware that they have a legal duty to follow any procedures issued by the Authority which are designed to protect their health, safety and welfare.
3. Familiar with the hazards of their work and with the safe systems of work designed to minimise risk to them.
4. Aware of their responsibility to report accidents / potential hazards
5. Aware of their responsibility to report defective equipment / premises

CONSULTATION ARRANGEMENTS

The aims and objectives for meeting forums in the management of health, safety and welfare are;

Corporate Health, Safety and Welfare Committee

Aim: -

To monitor health, safety and welfare arrangements across the Authority to ensure that it is being effectively managed.

Objectives: -

1. To monitor health, safety and welfare arrangements and performance as reported by the Working Group representative.
2. To monitor occupational health arrangements and performance as reported by Personnel.
3. To ensure that there are effective consultation arrangements with the Trade Unions.

4. To provide strategic direction with support from the Health and Safety Team, Risk and Emergency Planning Division.

Outcome: -

To be satisfied that health, safety and welfare is being effectively managed within the Authority.

Directorate Health, Safety and Welfare Working Groups

The group representation will comprise of a senior manager from each service area represented, a Trade Union Safety Representative, a Health and Safety Advisor and an administrator from within the directorate. The Chair will provide 6-monthly reports to the Corporate Health, Safety and Welfare Committee.

Aim: -

To measure, monitor and continually improve health, safety and welfare performance for the respective areas within the Directorate.

Objectives: -

1. For each area to report on performance at meetings and identify areas for development.
2. To monitor accidents and any trends and identify actions to prevent recurrences.
3. To keep updated with legislation and topical issues and identify actions arising.

Outcome: -

To ensure that there is full representation and reporting on performance from each work area at meetings.

Directorate Occupational 2nd Tier Groups

Aim: -

To monitor health, safety and welfare performance within the Directorate to ensure that it is being effectively managed

Objectives: -

1. To monitor the performance of each area of the Directorate.
2. To deal with any unresolved issues from Working Groups.

3. To provide strategic direction.

Outcome: -

To be satisfied that health, safety and welfare is being effectively managed within the Directorate.

Additional Health, Safety and Welfare Arrangements

In addition Management Team and Policy Performance Board will receive reports relating to the Health, Safety and Welfare performance of Directorates. The Corporate Services PPB will make such recommendations to the Executive Board as may from time to time be necessary and appropriate to maintain suitable and sufficient health, safety and welfare arrangements across the Council.

Risk and Emergency Planning Division

Risk and Emergency Planning Division will:

1. Develop, publicise and support the implementation of health, safety and welfare policies and procedures
2. Keep the Authority up to date on relevant legislative changes
3. Provide advice and guidance to management
4. Audit health, safety and welfare performance
5. Investigate accidents and liaise where necessary with the HSE
6. Report to management around accidents
7. Provide training
8. Assist Insurance in the defence of claims

COMMUNICATIONS

Where a member of staff has a concern regarding health, safety and welfare there are two routes available for addressing the issue:

1. Through the line manager

If the problem is not easily resolved, the line manager should seek advice from the Health, safety and welfare team.

2. Through Trade Union Representatives

Trade union members may choose to raise concerns directly with their union representatives. The union representatives should then consult with the appropriate managers to try to resolve the issue. If the outcome is

unsatisfactory, it can be referred to the relevant directorate's 2ndTier Occupational Group meeting.

CONSULTATION

Halton Borough Council encourages consultation with Trade Union Safety Representatives. Consultation will take place regarding:

- ❑ Preparation of health, safety and welfare policies
- ❑ The objectives set in directorate Health, Safety and Welfare working groups
- ❑ Health, safety and welfare audits
- ❑ Significant findings of accidents and violent incidents

Forums for consultation include 3rd tier meetings where quarterly accident reports are submitted and where updates are provided on significant issues at the time; Directorate 2nd Tier Occupational Group meetings where health, safety and welfare is a standing item on the agenda and the Corporate Health, Safety and Welfare Committee.

Signed



D. Parr
Chief Executive

Date

2.6.10



Cllr. R. Polhill
Council Leader

Date

2.6.10