

TITLE: HEALTH AND SAFETY POLICY 2023

Committee: Finance & Assets Committee

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Report No: Y18

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1.0 ISSUE

1.1. To consider the Council's Health and Safety Policy 2023.

2.0 RECOMMENDATION

Members are requested to approve the Health and Safety Policy 2023 as set out in Appendix 1.

3.0 BACKGROUND/OPTIONS

The 'Health and Safety at Work Act 1974' sets out the broad principles for managing health and safety legislation in the workplace. The Act places a general duty on the Council to "ensure so far as is reasonably practicable, the health, safety and welfare at work of their employees". The Act also places a duty on the Council to "conduct their undertakings in such a way as to ensure, so far as is reasonably practicable, that persons not in their employment who may be affected thereby are not exposed to risks to their health and safety".

To ensure that the Council meets its obligations the updated Health and Safety Policy at Appendix 1, sets out how the Council will manage its health and safety arrangements in the workplace.

This includes the elimination and/or control of health and safety risks, and provision of clear responsibilities and arrangements for managing health and safety.

4.0 ARGUMENTS/CONCLUSIONS

4.1. The draft policy is split into three sections:

- Health and Safety Policy Statement
- Organisation of People and Responsibilities
- Arrangements and Documentation of Policy and Practice

Health and Safety Policy Statement – this is a one page document signed by the Chief Executive which sets out the Council's commitment towards health and safety. It is displayed on staff notice boards so that staff and others can see our commitment.

Organisation of People and Responsibilities – this sets out the responsibilities for the following:

- Management
- Individuals
- Health and Safety Working Group Members
- Staff Safety Representatives

Arrangements and Documentation of Policy and Practice – this details the arrangements and documentation which is structured on three levels:

- Level 1 – Corporate
- Level 2 – Service
- Level 3 Local

- 4.2. Within this section it also details the consultation of health and safety matters and policy, including monitoring and reviewing health and safety performance.
- 4.3. The Policy also includes a list of the supporting Council Health and Safety Codes of Practice, which are published on the Intranet.
- 4.4. The Policy will also be subject to periodical revision and/or amendments.

5.0 FINANCIAL IMPLICATIONS / EQUALITY IMPACT STATEMENT / CARBON IMPACT ASSESSMENT

- 5.1. There are no additional financial implications arising from this report.
- 5.2. Equality Impact Assessment (EIA) is not required.
- 5.3. A Carbon Impact Assessment is not required

6.0 APPENDICES

Appendix 1 – Health and Safety Policy 2023

Background Documents:

None.



EAST CAMBRIDGESHIRE
DISTRICT COUNCIL

HEALTH AND SAFETY POLICY

DATE OF ISSUE – Draft
REVISION DATE – 2025

1.0 HEALTH AND SAFETY POLICY STATEMENT

East Cambridgeshire District Council is committed to providing a safe and healthy working environment for all its employees, elected members, partners, visitors, service users, contractors and members of the public. The Council recognises and accepts its responsibilities and duties under current health and safety legislation.

This Health & Safety Policy Statement applies to all employees of the Council. The Policy Statement applies to employees who are seconded to other organisations and will be applicable to individuals seconded to the Council. Agency staff, consultancy staff, volunteers and work placements or staff engaged under partnership arrangements, will be expected to be familiar with the content of this Policy Statement and undertake their duties in compliance with it.

So far as is reasonably practicable, systems and procedures will be implemented to ensure that all equipment, plant, substances and premises are safe and free from adverse effects to health. It is a key objective of this policy to ensure that employees, service users, and the public, who may be affected by our activities, are exposed to the lowest practicable level of risk.

East Cambridgeshire District Council has adopted a risk-based approach to health and safety whereby resources will be targeted at hazards from which most accidents arise, or there is a potential for significant impact. As a minimum, we will take all necessary steps to comply with health and safety legislation and Approved Codes of Practice, with due regard to HSE Guidance and relevant British, European and International Standards.

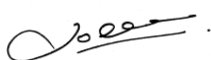
The Council has adopted as the model for its health and safety management system HSE's "*Managing for Health and Safety*" (HSG65) and will measure its health and safety management system against this model. The Council will monitor and review the effectiveness of this system; in response to significant change, if monitoring or reporting indicates that acceptable standards are not being achieved, or periodically, if review has not been triggered by change or feedback.

East Cambridgeshire District Council recognises the key role of employees in establishing and maintaining safe and healthy working procedures and conditions, wherever they are working. All employees are required to avoid any actions which may adversely affect the health, safety and welfare of themselves, their colleagues and others. The policy will be brought to the attention of all employees.

This policy has been fully endorsed by the Council's Corporate Management Team and will be implemented by management throughout all departments of the Council. The Health & Safety Manager will play a lead role in ensuring that the Management Team is kept informed of current and future legislation and that management systems are in place to ensure effective communication, information and training in health and safety matters.

When entering into a partnership or voluntary venture, clarity on health and safety roles and responsibilities and means of communication and co-ordination will be established at the outset, in the same way as other support arrangements such as finance are normally clarified.

The Health and Safety Policy aims to ensure that employees, service users, and the public, who may be affected by our activities, are exposed to the lowest practicable level of risk. Health and safety assessments ensure that the working environment is safe for all people including people who have limited mobility, health conditions, and other impairments. Where appropriate, staff are referred to Occupational Health and/or Human Resources, and the Council will make reasonable adjustments to remove barriers for disabled staff within the working environment. The Health and Safety Policy will continue to give due regard to the needs of people with characteristics protected under the Equality Act 2010.



John Hill

Chief Executive

Dated: 2023

2.0 Organisation of Health and Safety in East Cambridgeshire District Council

Chief Executive

The Chief Executive has ultimate responsibility for health and safety within East Cambridgeshire District Council and will ensure that arrangements are in place for the policy to be fully implemented. Through the consultative mechanism of the Health and Safety Working Group, the Chief Executive will ensure that the health and safety standards required by this policy are delivered in all Council departments.

The Chief Executive, with the support of the Health & Safety Manager, will initiate a review of this policy on a regular basis.

Directors

Directors are responsible and accountable and must demonstrate clear and visible health and safety leadership within their services which promote a positive health and safety culture and encourage employee involvement in improving health and safety standards.

They are responsible for the health and safety of personnel under their control and for service users and members of the public who may be affected by their activities and for risks arising from contracts for which they are responsible.

Directors must also ensure that:

- written safe working procedures are in place for all services or significant tasks undertaken in their Department. Safe working procedures must, in each case, conform to requirements of the Council's Health and Safety Codes of Practice and have been issued on a recorded basis to relevant personnel.
- a programme of risk assessment, as required by the Management of Health and Safety at Work Regulations 1999, has been carried out for all services under their control.

Service Leads

Service Leads must ensure that:

- A programme of risk assessment has been undertaken which effectively controls the risks associated with the significant tasks or services for which they are responsible. Risk assessments will be subject to ongoing monitoring at management meetings in order to ensure their continuing effectiveness.
- Risk assessments are recorded on the Council's Risk Assessment Form, which conforms to the HSE [Managing risks and risk assessments at work](#) requirements.
- Written safe working procedures have been developed, implemented, and regularly reviewed, for the significant tasks or services for which they are responsible.
- Adequate arrangements are in place so that contracts are procured and monitored to ensure that health and safety risks to service users and the public are adequately controlled.
- Health and safety matters are addressed as a regular item at management team meetings. They will also ensure that regular consultation takes place with the relevant Trades Union regarding health and safety matters.
- Adequate resources, financial or otherwise, are allocated for health and safety and inform their Director of any likely shortfall.

Managers / Supervisors

- Ensure that all work-related hazards are identified and suitable and sufficient risk assessments are undertaken.
- Develop written safe working procedures for all significant tasks or services for which they are responsible. It must be ensured that written safe working procedures conform to a relevant standard including the Council's Risk Assessment Code of Practice.
- Ensure that relevant safe working procedures have been issued to all personnel for whom they are responsible on a recorded basis, and monitor, on an ongoing basis, that safe working procedures are being followed, both within Council owned premises and other working environments e.g. home.
- Implement corporate and team Health and Safety policies, codes of practice, standards and procedures as applicable in their area of responsibility.
- Ensure the provision of the necessary physical and human resources and information for those carrying out the work.
- Ensure periodic feedback to senior management on performance including successes and failure.
- Be accountable for arranging for their staff to be given the information, instruction and training they need to undertake work safely and supervise them to ensure they act on it.
- Ensure that all work-related hazards are identified and suitable and sufficient risk assessments are undertaken.
- Ensure timely feedback to senior management on deficiencies in plans, standards, procedures and systems.
- Report and investigate incidents as required through the Accident and Near Miss Reporting code of practice.

Employees

- Must follow the safe systems of work put in place to minimise the risks associated with workplace hazards.
- Must report accidents and potential hazards of which they are aware, that are work-related, no matter how trivial, to their line manager.
- Must report defective equipment, defects in premises, hazards, defective safety devices or damaged equipment to their line manager immediately.
- Take reasonable care for the health and safety of themselves, and of others who may be affected by their actions, or failure to act.
- Co-operate with the employer or any other person, to enable them to perform and comply with any duties or requirements imposed upon them.
- Remedy any unsafe situation within their competence or report such to their Manager or Supervisor in the first instance, who will ensure that appropriate action is taken.
- Use machinery, equipment, substances and any safety device according to their training or instruction and in compliance with the law.

Health and Safety Manager

- Provide expert advice to the Chief Executive, CMT and Senior Managers and act as the "competent person" as set out in the Management of Health and Safety at Work Regulations 1999.
- Maintain ECDC's Health and Safety Policy and ensure that the Policy and revisions made to it, are made available to all staff.
- Prepare and publish ECDC's health and safety codes of practice and guidance.
- Advise on the planning for health and safety including the setting of objectives and deciding priorities.
- Advise on identifying hazards, assessing risks and identifying suitable means of control.

- Maintain adequate information systems on the relevant law.
- Assist in the establishment of risk control standards;
- Maintain the procedures for recording, reporting, investigation and analysis of accidents, incidents and the cases of ill-health.
- Monitor the corporate training programme and advise on adequate provision for the development of health and safety management and skills.
- Ensure that adequate arrangements are made for consultation with staff, including representatives and unions.
- Liaise with nominated health and safety champions from Services.
- Undertake performance measurement in health and safety.
- Raise matters of serious Health and Safety concern with the nominated Director and the Chief Executive;
- Represent the Chief Executive regarding health and safety inspections and investigations by enforcement agencies.
- Liaise with enforcement agencies and other lead bodies to enable best practice in health and safety.

Health and Safety Working Group

The Health and Safety Working Group is the senior health and safety decision making body in the Council. The members of the Group are managers / officers from their service and are “health and safety champions” within their service. The Group discusses and agrees policy, procedures and strategy documentation and monitors health and safety performance across all services.

The Health and Safety Working Group shall:

- Lead the development and implementation of corporate plans to drive improvements in Health and Safety performance and practice, considering statutory requirements.
- Share experience and best practice in health and safety, and inform corporate strategy and policy development from a service perspective.
- Ensure that appropriate management information systems and assurance processes are in place to monitor health and safety performance.
- Ensure that consistent arrangements are in place to manage key health and safety risks to the Council.

Health and Safety Working Group members shall:

- Promote a positive health and safety culture to secure the effective implementation of the policy.
- Identify hazards, assess risks and identify suitable means of control.
- Liaise with managers on all aspects of health and safety.
- Ensure effective communications across their service on health and safety issues.
- Assist in develop of service level policy and procedures as applicable.
- Monitor incidents to promote prevention measures.
- Provide escalation route from operational teams to relevant specialists.

3.0 Consultative Procedures

ECDC encourages full and effective joint consultation with trades unions on all matters of Health and Safety. Unions are encouraged to appoint safety representatives in workplaces and will support them in carrying out their duties within the framework of the Safety Representatives’ and Safety Committees’ Regulations 1977.

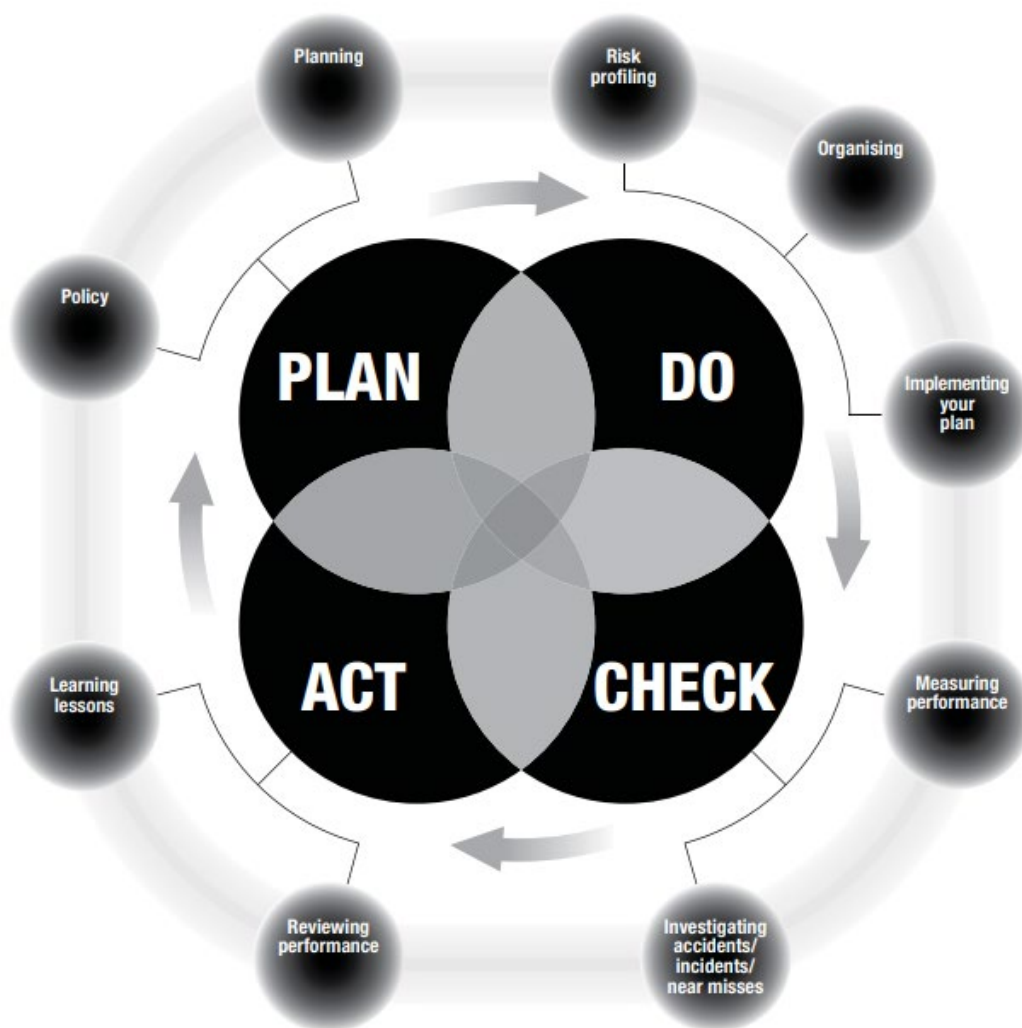
Managers will be available to any Trades Union appointed Safety Representative and will co-operate with them so far as is reasonable in their efforts to carry out their function. They will also receive written reports from any such Safety Representatives and respond in writing within a reasonable

time. The Council welcomes the appointment of Safety Representatives including having representation on the Council's Health and Safety Working Group.

4.0 Arrangements for implementing the Health and Safety Policy

The arrangements for implementing health and safety will be applied in all services and activities across the Council. The key elements of the Council's health and safety management system are detailed below and follow the HSE guidance document (HSG 65) and the *Plan, Do, Check, Act* approach.

Separate to this Policy, there are more detailed and specific guidance and procedures relating to individual risk areas such as fire safety, hazardous substance, manual handling, working at height etc.



5.0 Training

Adequate training and instruction are essential to ensure safe methods of working, and this must be provided. Priorities and needs for training must be monitored by all managers.

New staff will receive relevant instruction on safety matters by their supervisor or manager as part of their induction to the service. In particular, staff will be shown safe methods of working.

Training will be provided by a competent supervisor or trainer, and external resources will be used where appropriate.

5.0 Core Elements for Managing Health and Safety

Organisations have a legal duty to put in place suitable arrangements to manage for health and safety. As this can be viewed as a wide-ranging, general requirement HSE encourages a common-sense and practical approach. It should be part of the everyday process of running an organisation and an integral part of workplace behaviours and attitudes.



6.0 Documentation of Policy and Practice

The health and safety documentation within East Cambridgeshire District Council is structured on three basic levels:

1. Corporate
2. Service
3. Local.

Level 1 - Corporate

The Corporate documentation is in the form of [Codes of Practice](#) (COPs). The COPs specify the overall position the Council takes on issues covered and sets out what must be done to meet the COPs. In addition, there are Corporate Guidance documents where cross-service systems and documentation are needed e.g. accident reporting and fire safety.

The supporting COPs aim to ensure that, as a minimum, the requirements of health and safety legislation are met.

Services and Teams shall meet the requirements of COPs as mandatory.

Level 2 - Service

Services documentation meets as a minimum the standards and requirements set out in the corporate documentation, and takes the form of procedures and guidance for managers and staff working in the service.

Level 3 - Local

Local documentation covers any health and safety procedures and requirements unique to a site or team, e.g. fire evacuation procedures for a building.

Consultation

All corporate health and safety policy is determined via formal consultation procedures to agree standards of health and safety acceptable to those at risk. These procedures are co-ordinated by the Health and Safety Working Group as detailed within this policy.

Monitoring and review

An annual report will be produced by the Corporate Health and Safety Manager. This will include a review of the accident/injury/incidents reported and recommend any actions for improving performance.

Supporting Codes of Practice

The supporting Health and Safety Codes of Practice are available on the Intranet, under the Health and Safety section. They are listed below:

- Accident and Near Miss Reporting
- Asbestos Management

- Management of Contractors
- Control of Substances Hazardous to Health (COSHH)
- Display Screen Equipment
- Driving at Work
- Electrical Safety
- Fire Safety
- First Aid at Work
- Hand Arm Vibration (HAVs)
- Health Surveillance
- Legionella Management
- Lifting Operations and Lifting Equipment (LOLER)
- Lone Working
- Manual Handling
- Misuse of Alcohol and Drugs at Work
- Noise at Work
- Personal Protective Equipment
- Risk Assessment
- Security Threats
- Sharps
- Smoke-Free Workplace
- Violence and Aggression

Review and Revision

This Policy will be reviewed at least every two years or in response to significant organisational or regulatory changes.

