

CORPORATE HEALTH AND SAFETY POLICY



EAST CAMBRIDGESHIRE DISTRICT COUNCIL

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HEALTH AND SAFETY POLICY STATEMENT

As Chief Executive of East Cambridgeshire District Council (*including East Cambs Trading Company, Palace Green Homes and Ely Markets*) I value the health, safety and welfare of Council employees and recognise that good health, safety and welfare is integral to our organisational and business performance by reducing injuries and ill health, protecting the environment and reducing unnecessary losses and liabilities.

We will adopt and promote safe working practices and high standards. The most effective approach to preventing occupational ill health, injury and loss is by systematic identification and control of risk. We will continue to strive to improve our performance in reducing and controlling the risks we face in the provision of the services to the community.

We have a comprehensive wellbeing offer that includes occupational health, employee assistance, health initiatives and a commitment to preventing violence, assaults and threats in the workplace.

We recognise and will meet both common law and statutory health and safety duties. We will provide, so far as is reasonably practicable, a safe and healthy environment for our staff and all persons affected by our undertaking. This will be based on providing safe places of work, safe environments for leisure, safe systems of work, safe equipment and materials for use at work and competent individuals.

The key resource in our organisation is our workforce and to achieve a successful safety culture we need the active participation of all employees. We recognise that accidents, incidents and occupational ill health result from a variety of circumstances and these are not necessarily the fault of individual employees. Every employee will be given the information, instruction, supervision and training to enable them to safely perform their role.

We will ensure that adequate financial and non-financial resources are provided to support this policy.

We will maintain an appropriate health and safety management system and organisational structure to ensure adequate health and safety for all people affected by its operations. 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.

Managers will ensure health and safety matters are an integral part of all activities and health and safety is given due consideration with other service commitments. Competent persons will be appointed to assist in fully meeting our statutory duties.

We will endeavour to consult on significant health and safety issues with the workforce in good time to enable staff to express their views on health and safety issues.

All staff must actively support the council's efforts by working with due regard to the safety of themselves and others. We expect and encourage similar support from contractors, partners and volunteers and co-operation from clients and other visitors who use its facilities or visit premises.



John Hill
Chief Executive

Dated: June 2019

Organisation of people and responsibilities

The principal responsibilities for health and safety in East Cambridgeshire District Council (ECDC) (*including East Cambs Trading Company, Palace Green Homes and Ely Markets*) are set out below. These responsibilities are determined according to level of accountability and responsibility within the organisation according to the following definitions:

- Policy makers; include Elected Members, Chief Executive and direct reports, including corporate directors;
- Planners; include service leads; and
- Implementers; include line managers and supervisors.

As Members of Committees and other Elected Members:

- We will ensure that suitable resources and strategic direction are available to discharge ECDC's health and safety responsibilities;
- We will monitor, via reports, the overall performance of ECDC health and safety management system; and
- We will promote a positive health and safety culture in ECDC.

As Chief Executive I shall:

- Take overall responsibility for health & safety across the ECDC, and lead in setting corporate policy and direction.

The Corporate Management Team (CMT) shall:

- Provide strategic direction and oversight of corporate health and safety strategies and policies;
- Establish strategies to implement policy and integrate these into the general activities of ECDC;
- Agree plans for improvement and reviewing progress to develop the organisation and the policy;
- Authorise new or revised policies or procedures;
- Ensure that health and safety performance is regularly reviewed; and
- Take responsibility for co-ordinating health and safety arrangements to ensure a one Council approach.

Each Corporate Director shall:

- Be accountable for ensuring that their Departments comply with corporate health and safety policy; and
- Establish any additional local policies, management organisation and procedures necessary to ensure safe service delivery.

Each Service Lead shall:

- Implement the ECDC's health and safety policy within their service;
- Appoint competent staff to lead on health and safety matters within their service;
- Ensure the participation and involvement of all employees working for ECDC;

- Obtaining and co-ordinating specialist advice necessary for the effective planning and implementation of policy;
- Keep up to date with changes in health and safety legislation, standards and good practice relevant to ECDC;
- Establish management arrangements, risk control systems and workplace precautions together with associated procedures;
- Ensure that health and safety objectives are an integral part of ECDC business plan; and
- Ensure the participation of employees in the planning process.

Line Managers and Supervisors shall:

- 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 that all work related hazards are identified and suitable and sufficient risk assessments are undertaken.
- 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; and
- Report and investigate incidents as required through the Accident and Near Miss Reporting code of practice.

Corporate Health and Safety Manager shall:

- 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 promoting a positive health and safety culture to secure the effective implementation of the policy;
- 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;
- Maintain adequate information systems on safety management practice;
- 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 Corporate 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;
- Audit the health and safety management system.

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; taking into account 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 District 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; and
- Provide escalation route from operational teams to relevant specialists.

Employees shall:

- 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;
- Notify their employer of any short comings in protective measures;
- Not misuse or interfere with anything that is provided for health and safety; and
- Use machinery, equipment, substances and any safety device according to their training or instruction and in compliance with the law.

Staff safety representatives

- 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.

Arrangements and documentation of policy and practice

The health and safety documentation 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.

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