

## Health, Safety and Welfare Policy

Version number 1.0  
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## Tracking

<b>Policy Title</b>	Health, Safety and Welfare Policy		
<b>LT sign off</b>	22 January 2019		
<b>Committee</b>	Strategy & Resources Committee	<b>Date approved</b>	
<b>Review due date</b>	Annually	<b>Review completed</b>	
<b>Service</b>	Policy, Performance & Governance		

## Revision History

Revision Date	Revisor	Previous Version	Description of Revision

## Document Approvals

Each revision requires the following approvals:

Sponsor Approval		Name	Date
Head of Policy, Performance & Governance			

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## 1. Purpose

In accordance with the Health and Safety at Work etc. Act 1974 and the Management of Health and Safety at Work Regulations 1999, this document sets out the Council's Health, Safety and Welfare Policy.

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## 2. General Policy Statement

Epsom and Ewell Borough Council is committed to providing and maintaining a healthy and safe working environment for all its employees, and in ensuring that its work does not adversely impact the health and safety of others affected by its activities such as customers, visitors and contractors.

In order to meet this commitment, the Council has agreed the following objectives:

- To comply, as a minimum, with the requirements of relevant legislation
- To establish, maintain and review health, safety and welfare arrangements to ensure they continue to be effective and appropriate, are compatible with relevant legislation and evolve in response to any incidents arising
- To identify, assess and control risks arising from our work activities
- To provide and maintain safe working environments, facilities and equipment.
- To ensure that employees are competent to do their tasks, providing training where necessary
- To define health and safety responsibilities of all employees
- To ensure competent advice is available to assist employees in meeting their responsibilities
- To keep employees informed of new health and safety legislation, revised policies and accompanying guidance notes
- To ensure that contractors are competent to manage the health and safety aspects of their work
- To investigate accidents, ill health, near misses and incidents, with the aim of preventing further occurrences
- To ensure adequate resources are available to implement this policy.
- To keep the Chief Executive and Lead Members informed on all significant health and safety matters

Signed:

Chief Executive

Signed:

Chairman of Strategy & Resources

### 3. Organisation for Health and Safety

The Council, as employer, has primary responsibility for the health, safety and welfare of the Council's employees and others affected by its work activities.

The Chief Executive, as Head of Paid Service, has responsibility for the implementation of appropriate health, safety and welfare measures at the Council, in accordance with the provisions of this policy. He/she is assisted in this role by the other members of the Leadership Team (Chief Operating Officer and Heads of Service).

Notwithstanding these specific responsibilities, health and safety is the responsibility of everyone within the Council. As such all employees are expected to be aware of their legal obligations. Details on the allocation of specific and support responsibilities across the organisation are set out at **Appendix 1**.

**If any employee has any concerns about unsafe working practices, shortcomings in safety procedures, potential hazards or other health and safety practices he/she should report these to their line manager or supervisor immediately or in their absence the Head of Service.**

### 4. Arrangements for Implementation

The Strategy and Resources Committee is responsible for approving and reviewing the Council's Health, Safety and Welfare Policy and for ensuring adequate resources are available to implement its provisions.

Implementation of the policy across the Council is led by the Leadership Team with support provided by the Corporate Health & Safety Group.

Subordinate health, safety and welfare policies and guidance, listed at **Appendix 2**, have been put in place to inform and guide all members and officers on meeting their health, safety and welfare responsibilities.

### 5. Consultation Arrangements

Employees or their representatives will be consulted regarding the arrangements to control significant risks and the actions required to comply with health and safety legislation.

Such consultation will be undertaken informally by managers and supervisors in the work place and formally via Heads of Service Team meetings (or other appropriate team meetings) where health and safety will be a standing agenda item and through input from the Staff Consultative Group and recognised Trade Union Representative(s).

## 6. Monitoring

An annual report on health, safety and welfare performance will be presented to the Leadership Team by the Corporate Health & Safety Group.

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## Allocation of Specific Responsibilities

<b>Members:</b>	<p>Responsible for:</p> <ul style="list-style-type: none"><li>• Ensuring that the health, safety and welfare implications of decisions are properly considered</li><li>• Ensuring suitable resources are made available to meet health and safety obligations.</li><li>• Monitoring and reviewing the health and safety policy statement, health and safety practices, procedures and performance.</li><li>• Taking reasonable care for their health and safety and that of other persons who may be affected by their acts or omissions.</li></ul>
<b>Chief Executive:</b>	<ul style="list-style-type: none"><li>• Overall responsibility for the implementation of health, safety and welfare arrangements for all employees when at work, together with other persons who may be affected by its activities.</li><li>• Responsible for ensuring that Council is kept informed of its compliance with health &amp; safety and other legislation and the effectiveness of resource provision to achieve compliance.</li></ul>
<b>Leadership Team:</b>	<ul style="list-style-type: none"><li>• Supporting the Chief Executive in meeting his/her health and safety responsibilities for the Council as a whole.</li><li>• Providing strategic direction and endorsing corporate health and safety strategies</li></ul>
<b>Chief Operating Officer:</b>	<ul style="list-style-type: none"><li>• Nominated person responsible for the operational performance of health and safety at the Council.</li><li>• Supported by the Head of Policy, Performance and Governance, the Business Assurance Manager and the Health &amp; Safety Officer.</li></ul>
<b>Heads of Service:</b>	<p>Responsible for:</p> <ul style="list-style-type: none"><li>• Having an understanding of health and safety legislation and its application to services and activities.</li><li>• Providing guidance and support to managers, supervisors and employees, enabling them to fully and properly implement their responsibilities for health and safety.</li><li>• Ensuring adequate resources are included in budgets, business plans and staffing levels to provide safe places of work and safe systems of work.</li><li>• Ensuring effective means of communication are established and that health and safety is included in all relevant meetings.</li></ul>

- Ensuring safety measures including risk assessments, instruction, training and supervision are provided to protect the health, safety and welfare of employees, service users, contractors and members of the public.
- Ensuring regular health and safety inspections are completed in all areas under their control.
- Ensuring any accident or incident involving an employee and/or member of the public is reported to the Health & Safety Officer as soon as possible after the event.
- Ensuring any suspicion of occupational disease or exposure to substances is recorded and fully investigated promptly by a competent person(s) and advice sought on treatment or employment restrictions.
- Actively promoting a positive health and safety culture throughout the Council.

**Managers, Line Managers and Supervisors:**

Managers are responsible for:

- Providing guidance and support to Line Managers, Supervisors and employees enabling them to fully and properly implement their responsibilities.
- Ensuring that effective means of communication relating to health and safety issues are established and that health and safety is included in all relevant meetings.
- Ensuring that effective safety measures including instruction, training and supervision are provided to protect the health, safety and welfare of employees, service users, contractors and members of the public.
- Ensuring that risk assessments are undertaken for all tasks in their business areas including any out of hours' services.
- Ensuring that regular health and safety inspections are completed in all areas under their control.
- Supporting the application of this policy and setting an effective, positive example to others by positive action and compliance with agreed procedures.
- Actively promoting a positive health and safety culture throughout their areas of responsibility.

Line Managers and Supervisors are responsible for:

- Ensuring that health and safety policies are understood and fully implemented within their areas of responsibility.
- Having an understanding of health and safety legislation relevant to their area of responsibility.
- Ensuring all relevant health, safety and welfare information about working safely, new legislation, codes of practice and guidance notes are acted upon.

- Instructing, training, supervising and monitoring employees to ensure they are working safely.
- Ensuring that risk assessments are undertaken and recorded for all tasks and activities in their departments, including out of hours' services and tasks that occur infrequently.
- Reviewing risk assessments when the work activity changes, when new equipment is used, when there are new processes or when work commences at a new location, and updating as appropriate. Risk assessments should be reviewed annually.
- Providing suitable personal protective equipment (PPE) that achieves compliance with Regulations, ensuring that employees know why it is required and how to put it on and take it off. Ensuring it is properly maintained, that there are suitable facilities for storing the PPE when not in use and that replacements are available for damaged or lost items.

#### **Employees:**

##### **Responsible for:**

- Taking reasonable care for their health and safety and that of other persons who may be affected by their acts or omissions.
- Following health and safety policies and guidance and not acting in a way which would endanger others.
- Knowing the evacuation procedures for the location at which they are working.
- Co-operating with the Council to provide and maintain places and systems of work which are, so far as reasonably practicable, safe and without risk to health.
- Familiarising themselves and complying with policies, guidance notes, risk assessments and any other instructions relating to their work.
- Following safe systems of work and control measures identified in risk assessments.
- Reporting unsafe working practices, shortcomings in safety procedures, potential hazards or other health and safety concerns to their line manager or supervisor.
- Using vehicles, equipment, materials or substances in accordance with information, instruction and training provided.
- Carrying out tasks and work in the prescribed manner. Following approved working procedures. Using correct tools and equipment for work, including any safety equipment and protective clothing provided.
- Using protective equipment as instructed, storing it so as to avoid damage, keeping it cleaned and maintained and reporting any loss or damage.

- Reporting accidents, incidents, near misses and occupational ill health to their Line Manager as soon as possible and co-operate with any investigation.
- Not interfering with, or misusing, anything provided to safeguard health and safety, not to remove or destroy it without any good reason.
- Keeping their work area clean and tidy.
- Informing Managers and Supervisors of any changes in work practices or of tasks that have not been assessed.

## Allocation of Support Responsibilities

### **Corporate Health and Safety Group:**

- To review the corporate health and safety risk register.
- To regularly review all Council health and safety policies to ensure they remain fit for purpose.
- To recommend the adoption of new health and safety policies to the Leadership Team.
- To monitor the implementation of all fire risk assessment actions and report progress to the Leadership Team.
- To review corporate health and safety training needs on a regular basis, and consider other safety training needs as appropriate.
- To report any significant health and safety matters to the Leadership Team including those relating to fire safety.
- To support the Leadership Team in meeting its strategic health and safety responsibilities.

### **Projects:**

- Providing advice and guidance across all departments in relation to the development of new works, the refurbishment and maintenance of existing buildings.
- Ensuring that suitable contracts are in place for maintaining buildings, plant, equipment and services.
- Providing specific advice and guidance on the management of asbestos, electrical safety and inspections, water related matters (including Legionella), fire risk assessments and other such areas.
- Ensuring incorporation of health and safety requirements as appropriate in policy and procedures.

### **Responsible Officers**

Legislation relating to management of: fire safety, Legionella, asbestos, electricity, construction, design & management (CDM) and gas safety places a requirement on responsible officers for:

- Ensuring specific risk assessments are completed
- Ensuring statutory testing and maintenance of buildings, plant, equipment and water quality
- Commissioning surveys to identify presence, location and condition of asbestos

**Human Resources:**

- Incorporating health and safety requirements in Human Resources policies and procedures.
- Developing and delivering the corporate training plan.
- Advising on employee fitness for work, adjustments and restrictions for existing and potential employments. Obtaining medical advice to inform individual risk assessments and rehabilitation programmes to assist individuals to return to work.
- Arranging appropriate health surveillance.
- Arranging support via an Employee Assistance Programme (EAP) to all employees.

**Policy, Performance & Governance Team (PPG):**

- Providing advice and information.
- Promoting a positive health and safety culture to secure effective implementation of this policy
- Reporting to the Leadership Team to inform about accidents, incidents and near misses, trends and non-compliance with Regulations.

**Health & Safety Officer**

- To ensure the Health and Safety Policy is updated.
- To formulate and developing health and safety policies
- To ensure information from statutory enforcing bodies, safety organisations and others are forwarded throughout the organisation.
- To assist in the inspection of work areas paying attention to work practices and compliance with relevant health and safety legislation, Codes of Practice and HSE Guidance.
- To maintain records of accidents, incidents and ill health.

**Contractors:**

Contractors are required to:

- Co-operate and communicate with the Council on all relevant health and safety matters.
- Fully comply with all applicable statutory legislation and codes of practice ensuring the health and safety of their own employees as well as others on the site, the general public, tenants and the environment.
- Provide, when necessary, detailed written risk assessments and method statements for work that must include provision for and arrangements relating to health, safety and environmental matters.
- Ensure all plant, tools or equipment brought onto a site is safe, in good working condition, fitted with any necessary guards, safety devices and have certificates available for checking.

### Subsidiary Policies and Guidance

<b>Asbestos:</b>	<ul style="list-style-type: none"><li>• Asbestos management policy</li></ul>
<b>Chemicals:</b>	<ul style="list-style-type: none"><li>• Using Chemicals at Work Guidance Notes</li><li>• Using Chemicals at Work Guidance Policy</li></ul>
<b>Construction:</b>	<ul style="list-style-type: none"><li>• Construction design and management (CDM) safety responsibilities and arrangements</li></ul>
<b>Dealing with animals:</b>	<ul style="list-style-type: none"><li>• Guidance note for dealing with animals</li></ul>
<b>Display screen equipment:</b>	<ul style="list-style-type: none"><li>• Display screen equipment information</li><li>• Display screen equipment policy</li><li>• Display screen equipment guidance</li></ul>
<b>Driving:</b>	<ul style="list-style-type: none"><li>• Work-related Road Safety Policy</li><li>• Using a vehicle for work</li></ul>
<b>Electrical safety:</b>	<ul style="list-style-type: none"><li>• Electrical safety at work policy</li><li>• Guidance notes Electrical safety at work</li></ul>
<b>Fee for Intervention:</b>	<ul style="list-style-type: none"><li>• Fee for Intervention</li></ul>
<b>Fire safety</b>	<ul style="list-style-type: none"><li>• Fire safety policy</li></ul>
<b>First aid:</b>	<ul style="list-style-type: none"><li>• First aid guidance notes</li><li>• First aid policy</li></ul>
<b>Legionella</b>	<ul style="list-style-type: none"><li>• Legionella and water quality policy</li><li>• Legionella and water quality guidance</li></ul>
<b>Lifting equipment (LOLER):</b>	<ul style="list-style-type: none"><li>• Safe use of lifting equipment policy</li><li>• Safe use of lifting equipment guidance notes</li></ul>
<b>Lone working:</b>	<ul style="list-style-type: none"><li>• Lone working policy</li></ul>
<b>Manual handling:</b>	<ul style="list-style-type: none"><li>• Manual Handling policy</li><li>• Manual Handling Guidance Notes</li></ul>

<b>New or expectant mothers:</b>	<ul style="list-style-type: none"> <li>• New or expectant mothers</li> </ul>
<b>Noise:</b>	<ul style="list-style-type: none"> <li>• The control of noise at work policy</li> <li>• Guidance notes The control of noise at work</li> </ul>
<b>Playgrounds:</b>	<ul style="list-style-type: none"> <li>• Playground Risk Management Policy</li> </ul>
<b>Reporting accidents:</b>	<ul style="list-style-type: none"> <li>• Reporting of Injuries, Diseases and Dangerous Occurrences Regulations Policy</li> </ul>
<b>Risk assessment:</b>	<ul style="list-style-type: none"> <li>• Risk assessment policy</li> <li>• Risk assessment guidance notes</li> </ul>
<b>Safety signs:</b>	<ul style="list-style-type: none"> <li>• Safety signs and signals guidance notes</li> </ul>
<b>Sharps:</b>	<ul style="list-style-type: none"> <li>• Needlestick &amp; sharps policy</li> </ul>
<b>Skin:</b>	<ul style="list-style-type: none"> <li>• Guidance notes for protecting &amp; maintaining healthy skin</li> </ul>
<b>Working at height:</b>	<ul style="list-style-type: none"> <li>• Policy Working at Height</li> <li>• Using Leaning Ladders, Stepladders &amp; Kickstools at Work Guidance Notes</li> </ul>
<b>Work equipment:</b>	<ul style="list-style-type: none"> <li>• Safe use of work equipment policy</li> <li>• Safe use of work equipment guidance notes</li> </ul>
<b>Work related stress:</b>	<ul style="list-style-type: none"> <li>• Work related stress management policy 2016</li> <li>• Guide to work related stress risk assessment</li> <li>• Occupational stress risk assessment information</li> </ul>
<b>Personal Protective Equipment:</b>	<ul style="list-style-type: none"> <li>• Personal Protective Equipment Policy</li> <li>• Personal Protective Equipment guidance</li> </ul>
<b>Reporting accidents:</b>	<ul style="list-style-type: none"> <li>• Investigating adverse events occurring at work guidance notes</li> </ul>