

Agenda Item No: 9

Report To: Cabinet

Date of Meeting: 27th January 2022

Report Title: Ashford Borough Council's Health and Safety Policy

Report Author: Natalie Pearce - Community Safety & Wellbeing Manager

Job Title:

Portfolio Holder: Cllr. Alan Pickering and Cllr. Peter Feacey

Portfolio Holder for: Portfolio Holder for HR & Customer Services and Portfolio holder for Portfolio Holder for Community Safety and Wellbeing



Summary:

The Cabinet is asked to agree the revised Health and Safety Policy. This was last issued in 2018 and was due for review in 2021.

The Policy has been revised and updated to provide additional clarity relevant to officer responsibilities and to further strengthen governance of health and safety within the Council. The revised Policy also streamlines arrangements to enable the organisation to respond quickly to anticipate changes to legislation.

Key Decision: NO

Significantly Affected Wards: Not applicable

Recommendations: **The Cabinet is recommended to:-**

- I. Agree the revised Health and Safety Policy.**
- II. Authorise the Solicitor to the Council and Monitoring Officer to negotiate, finalise and complete all necessary legal agreements and other documents to give effect to the above.**

Policy Overview: There is a requirement in Section 2 of the Health & Safety at Work, etc. Act 1974 to have a health and safety policy. This Policy sets out the general approach and commitment regarding how the Council manages health and safety. The Policy must be made available to employees and they will be consulted on any changes to it.

This dialogue via the Joint Consultative Committee (JCC) enables employees, or their representatives, to influence how health and safety arrangements are developed and maintained, and promotes measures to protect health and safety.

Financial Implications:	The Policy itself will not incur any costs. There are no transactional or budgetary costs involved in delivering the Policy other than the agreed internal budgets to relating to existing Corporate Health & Safety (CHS) resources.
Legal Implications: <i>Text agreed by Samantha Clarke, Principal Litigator on 4 January 2022.</i>	The Council is required to comply with the requirements of the Health and Safety at Work, etc. Act 1974 and any other associated health and safety Regulations. The Act requires a written statement of policy and for that statement to be kept under review and updated where necessary.
Equalities Impact Assessment:	The Cabinet is referred to the attached Equalities Impact Assessment. The health and safety process involves the assessment of risk in relation to existing Council policies, plans and activities which are themselves subject to equalities assessments. However, regard is given to young adults (under 18 years), new and expectant mothers and disabled employees who will be considered in separate risk assessments in accordance with Regulations.
Data Protection Impact Assessment:	There are no material changes to processes or systems which hold personal data. The data held is protected by rigorous measures and procedures to make sure it cannot be seen, accessed or disclosed to anyone who shouldn't be allowed to see it.
Risk Assessment (Risk Appetite Statement):	The Council has an established governance framework that is designed to support achievement of risk appetite through the application of and compliance with a range of policies and frameworks including health and safety. As set out in the Risk Management Framework, Ashford Borough Council's risk appetite for compliance is very low as we lead by example and can be trusted.
Other Material Implications:	There are no direct HR implications arising from the report. The changes to the policy are minimal and the revised policy will be available on the Council's Smart Hub (intranet), on the notice board in the Civic Centre and included in the Health and Safety Guidance for Employees Handbook.
Exempt from Publication:	NO
Background Papers:	N/A
Contact:	Natalie Pearce – Community Safety and Wellbeing Manager Natalie.pearce@ashford.gov.uk (01233) 330304

Report Title: Ashford Borough Council's Health and Safety Policy

Introduction and Background

1. Every employer has a legal duty to have a Health and Safety Policy. As the Council employs five or more employees, the law states that the Policy must be written down. This Policy sets out the Council's aims and objectives and the organisational structure and health and safety responsibilities of all employees.
2. The Council has an existing Policy in place, however Health and Safety Executive (HSE) guidance indicates that the policy should be reviewed and updated on a regular basis. This updated Policy further clarifies roles and responsibilities of all those people involved with the Council's activities.
3. The Policy formalises the responsibilities for managers and employees to ensure that health and safety associated with the Council's activities is properly managed. This ensures that all reasonably practicable steps are taken to manage the health, safety and welfare at work of all its employees and that the Council's responsibilities in respect of persons other than its employees are met.
4. The implementation and ongoing application of this policy will be monitored by the Corporate Health & Safety Team (CHS) and will be reviewed in line with changes in legislative requirements.
5. This Policy is supported by health and safety policies, procedures and initiatives aimed at protecting Council employees from harm. These include wellbeing initiatives to promote good mental health and physical activity, and reimbursement for the cost of the flu vaccination.

The Policy

6. The Health and Safety Policy as presented for consideration sets out the Council's general approach to health and safety. It explains how we, as an employer, will manage health and safety in their business. It must clearly state who does what, when and how.
7. The Council must share the Policy, and any changes to it, with their employees. This will allow us to:
8. State the Council's general Policy on health and safety at work, including its commitment to managing health and safety and our aims. As the employer the most senior person in the company, should sign it and review it regularly.
9. List the names, positions and roles of the individuals in the organisation who have specific responsibility for health and safety.

10. Give details of the practical arrangements the Council has in place, showing how we will achieve the health and safety policy aims. This includes, for example, carrying out risk assessments and training employees.
11. Reviewing the Health and Safety Policy will ensure that we are compliant with the requirements of the Health & Safety at Work, etc. Act 1974.
12. As an employer, the Council has a legal responsibility to make sure the workplace is a safe environment. If the Council fails to recognise the importance of health and safety, the business may face a decrease in productivity and an increase in staff turnover as morale falls. This may lead to an increase in ill health and injury which impacts on the individual's quality of life.
13. If responsibilities are neglected, the Council may face high legal costs and hefty fines following criminal investigations. If the Council is found to have caused a person's death, they may face charges of Corporate Manslaughter leading to a prison sentence if senior managers are found to have failed their health and safety responsibilities.

Equalities Impact Assessment

14. Members are referred to the attached Assessment.
15. In summary, the Policy covers all employees across the organisation and aims to treat everyone equitably regardless of protected characteristic. It seeks to ensure that there are no barriers to anyone accessing and making use of the Policy and related procedures.
16. However, regard is given to young adults (under 18 years), new and expectant mothers and disabled employees who will be considered in supporting policies and procedures in accordance with Regulations. This is to ensure that the hazards linked to working conditions and processes are controlled.

Consultation Planned or Undertaken

17. The Joint Consultative Committee (JCC), UNISON representatives, Safety Representatives and Management Team have been invited to provide feedback on this Policy. Some amendments to the format and layout were made following receipt of responses, and the opportunity has been taken to review and adapt the health and safety committee and groups' terms or reference and membership. The proposed changes to the organisational senior structure is currently undergoing consultation. New appointments may result in changes to the membership of committees and groups.

Other Options Considered and Reasons for Supporting Option Recommended

18. The Council as the employer must comply with the legal requirement to provide a written Health and Safety Policy. The review has provided an

opportunity to explore alternative arrangements and the Policy as presented represents reflects the results of the consultation undertaken.

Next Steps in Process

19. Once approved by the Cabinet on 27th January 2022 the Policy will be made available on the Council's SmartHub, on the notice board in the Civic Centre and included in the Health and Safety Guidance for Employees Handbook.

Conclusion

20. The Health and Safety Policy reflects our commitment and approach to managing health and safety at work.
21. The recommendations are contained on the summary page.

Portfolio Holder's Views

22. Cllr Pickering: "Ashford Borough Council recognises our duty to protect employees from the risk of harm in the course of our day-to-day activities. Our aim is to prevent injury and physical or mental ill health through a proactive safety management programme, the maintenance of effective control measures and the promotion of employee wellbeing."

Contact and Email

23. Natalie Pearce Community Safety & Wellbeing Manager
24. Natalie.pearce@ashford.gov.uk (01233) 330304

Lead officer:	Natalie Pearce, Community Safety and Wellbeing Manager
Decision maker:	Joint Consultative Committee (JCC) / Cabinet
Decision: <ul style="list-style-type: none"> • Policy, project, service, contract • Review, change, new, stop 	Approve the revised Health and Safety Policy.
Date of decision: The date when the final decision is made. The EIA must be complete before this point and inform the final decision.	JCC 13 th January 2022 Cabinet 27 th January 2022
Summary of the proposed decision: <ul style="list-style-type: none"> • Aims and objectives • Key actions • Expected outcomes • Who will be affected and how? • How many people will be affected? 	<p>To seek approval from Joint Consultative Committee (JCC) / Cabinet for the revised Health and Safety Policy for Ashford Borough Council. This internal Policy affects the health, safety and welfare of Council employees.</p> <p>The Policy must be made available to employees and they will be consulted on any changes to it. This dialogue via JCC enables employees, or their representatives, to influence how health and safety arrangements are developed and maintained, and promotes measures to protect health and safety.</p> <p>This Policy will be available on the Council's intranet, on the notice board in the Civic Centre and included in the Health and Safety Guidance for Employees Handbook.</p>
Information and research: <ul style="list-style-type: none"> • Outline the information and research that has informed the decision. • Include sources and key findings. 	<p>Research conducted as part of the revision of the policy includes:</p> <ul style="list-style-type: none"> • Considering best practice guidance including from the Health & Safety Executive (HSE) website • Consulting with UNISON, Safety Representatives and Management Team
Consultation: <ul style="list-style-type: none"> • What specific consultation has occurred on this decision? • What were the results of the consultation? • Did the consultation analysis reveal any difference in views across the protected characteristics? • What conclusions can be drawn from the analysis on how the decision will affect people with different protected characteristics? 	<p>UNISON representatives, Safety Representatives and Management Team have been invited to provide feedback on this Policy. Some amendments to the format and layout were made following their responses, and the opportunity has been taken to review and adapt the sub groups terms or reference and membership.</p> <p>It was noted that a Safety Representative found the Policy detailed and that it covers all aspects (of health & safety).</p>

Assess the relevance of the decision to people with different protected characteristics and assess the impact of the decision on people with different protected characteristics.

When assessing relevance and impact, make it clear who the assessment applies to within the protected characteristic category. For example, a decision may have high relevance for young people but low relevance for older people; it may have a positive impact on women but a neutral impact on men.

Protected characteristic	Relevance to Decision High/Medium/Low/None	Impact of Decision Positive (Major/Minor) Negative (Major/Minor) Neutral
<u>AGE</u> Elderly	Low	Neutral
Middle age	Low	Neutral
Young adult	High	Positive
Children	Low	Neutral
<u>DISABILITY</u> Physical	High	Positive
Mental	High	Positive
Sensory	High	Positive
<u>GENDER RE- ASSIGNMENT</u>	Low	Neutral
<u>MARRIAGE/CIVIL PARTNERSHIP</u>	Low	Neutral
<u>PREGNANCY/MATERNITY</u>	High	Positive
<u>RACE</u>	Low	Neutral
<u>RELIGION OR BELIEF</u>	Low	Neutral
<u>SEX</u> Men	Low	Neutral
Women	Low	Neutral
<u>SEXUAL ORIENTATION</u>	Low	Neutral
<u>ARMED FORCES COMMUNITY</u> Regular/Reserve personnel	Low	Neutral
Former service personnel	Low	Neutral
Service families	Low	Neutral

Mitigating negative impact: Where any negative impact has been identified, outline the measures taken to mitigate against it.	N/A
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Is the decision relevant to the aims of the equality duty?	
Guidance on the aims can be found in the EHRC's Essential Guide , alongside fuller PSED Technical Guidance .	
Aim	Yes / No / N/A
1) Eliminate discrimination, harassment and victimisation	Yes
2) Advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it	Yes
3) Foster good relations between persons who share a relevant protected characteristic and persons who do not share it	N/A

<p>Conclusion:</p> <ul style="list-style-type: none"> • Consider how due regard has been had to the equality duty, from start to finish. • There should be no unlawful discrimination arising from the decision (see guidance above). • Advise on whether the proposal meets the aims of the equality duty or whether adjustments have been made or need to be made or whether any residual impacts are justified. • How will monitoring of the policy, procedure or decision and its implementation be undertaken and reported? 	<p>The Policy covers all employees across the organisation and aims to treat everyone equitably regardless of protected characteristic. It seeks to ensure that there are no barriers to anyone accessing and making use of the Policy and related procedures.</p> <p>However, regard is given to young adults (under 18 years), new and expectant mothers and disabled employees who will be considered in separate risk assessments in accordance with Regulations.</p> <p>The policy as a whole seeks to advance equality of opportunity for and between different protected groups.</p> <p>The purpose and intended outcomes of the Policy do not seek to foster good relations between and across protected groups. However, the council has a range of other policies, projects and actions to help bring people together – e.g. Equality Training, Gender Pay Gap reporting, Customer Care Policy and publishing equalities objectives and staff/resident information on the council website.</p> <p>The Corporate Health & Safety Team (CHS) will analyse the accidents and incidents logged in the council's accident book and those reported in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013 to identify any potential equalities issues. This will form part of the 6 monthly report to Management Team.</p>
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	The next review of the Policy is scheduled for 2024, however CHS will review the Policy on an on-going basis e.g. if CHS receive intelligence from HR / feedback from colleagues / particular case / legislation / case law, etc. that would call for an earlier review.
EIA completion date:	20 th December 2021



ASHFORD
BOROUGH COUNCIL

Ashford Borough Council Health and Safety Policy

Dated December 2021

Review Process:

This Health and Safety Policy is subject to approval by the Cabinet. It will be reviewed every two years by the Policy Owner to check efficient and effective operation – reporting any recommendations for change to the Management Team and Cabinet Members prior to agreement of revisions.

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1. Statement of Intent

We aim to set and maintain sensible and proportionate standards of health and safety performance and to have effective management arrangements in place to ensure the wellbeing of our staff and of others who may work at or visit our premises and to minimise the losses (financial and reputational) to our business from ill health and injury. We will search out, adopt and update best practice relevant to and proportionate to the risks, and we will follow our own guidance for relevant activities.

To enable us to achieve this aim, Ashford Borough Council (ABC) has set the following objectives. We will:

- (a) Observe health and safety law,
- (b) Establish and maintain sensible and proportionate health and safety management arrangements throughout our organisation,
- (c) Clearly define health and safety responsibilities,
- (d) Ensure that the risks to the health, safety and wellbeing of our staff are assessed and properly controlled,
- (e) Work to prevent accidents, incidents and cases of work-related ill health,
- (f) Ensure that competent advice and training is available to assist our staff in meeting their responsibilities,
- (g) Maintain effective arrangements for monitoring our health and safety performance,
- (h) Review our health and safety arrangements regularly to ensure their continued effectiveness and suitability,
- (i) Provide and maintain a safe working environment, facilities and equipment,
- (j) Report on our performance annually and at all times seek to involve and consult with our staff and engage their commitment, and
- (k) Expect all our employees, contractors and sub-contractors to assist us in achieving sensible and proportionate standards of health and safety.

This policy sets out how we aim to achieve this standard and will be reviewed at least every two years.

Signature:

Name: Tracey Kerly, Chief Executive, Ashford Borough Council

Date:

The following sections explain in more detail how we will put the commitments expressed in the health and safety policy statement into practice.

2. Scope

This policy applies to all Ashford Borough Council (ABC) employees including apprentices, temporary agency workers, consultants and contractors.

3. Risk Strategy

As part of its overall strategic risk management approach, and in accordance with the Council's Risk Management Framework, the Council will adopt a planned method to managing health and safety that will include the:

- (a) Identification of hazards.
- (b) Assessment of risks from those hazards and the identification of those who may be exposed to the hazards.
- (c) Identification of protective and preventative measures for those risks.
- (d) Introduction of those measures including appropriate training, information, equipment, instruction, supervision of working practices by management and the incorporation of health and safety requirements into contracts.
- (e) Systematic monitoring of the operation of those measures using relevant key performance indicators.
- (f) Periodic reviewing of policies and procedures in the light of information gained through monitoring.

Where appropriate, we will capitalise on the risk management fund provided by our insurers to ensure our strategic approach to managing risks is considered, both insurable and beyond.

4. Health and Safety Law

- (a) We have arrangements in place to ensure compliance with all relevant current and future legislation by the time it comes into force.
- (b) We will implement our own published guidance where it is relevant and suitable.

5. Health and Safety Management

Control

- (a) 'The Council' is the named employer of ABC employees and this extends to apprentices, temporary agency workers, consultants and contractors.
- (b) Members of the Management Team are accountable for health and safety in ABC and will regularly monitor the organisation's performance on health and safety. Management Team will receive a report every six months on health and safety in order to achieve this.
- (c) The Council will appoint a Responsible Person (RP) to manage the Corporate Health & Safety (CHS) function, namely the Food and Health & Safety Team Leader.
- (d) The Head of Community Safety and Wellbeing (CSaW) will be the Management Team Champion for health and safety.
- (e) The day to day responsibility for implementing, managing and monitoring health and safety arrangements in ABC is delegated to line managers, with support provided by CHS.
- (f) ABC will provide access to occupational health (OH) specialists through an external provider.
- (g) ABC will ensure that all health and safety policies and preventative measures are subject to consultation with staff via Staff representatives and Trade Union safety representatives prior to implementation (unless deemed urgent).

Co-operation

- (a) The Health and Safety Advisory Group (HSAG) and Health and Safety Committee (HSC) and are the main forums for joint consultation between ABC management, the employees and Trade Union representatives on health and safety issues.
- (b) Staff Safety Representatives will represent all staff in their workplace.
- (c) The HSAG will agree and set performance standards.
- (d) The Fire Safety Management Group (FSMG) and the Asbestos Management Group (AMG) are sub groups of the HSAG.

Terms of Reference and membership of the following Committees and Groups are appended within Section 8.

- Health and Safety Advisory Group (HSAG)
- Health and Safety Committee (HSC)
- Fire Safety Management Group (FSMG)
- Asbestos Management Group (FSMG)

Communication

- (a) This Health and Safety Policy will be brought to the attention of all staff. It will be available in the Health and Safety Guidance for Employees Handbook, on the Council's SmartHub and a copy placed on the Health and Safety notice board in the Civic Centre.
- (b) Minutes of these Committees and Groups are published on the Council's SmartHub.

Competence

- (a) We will develop and maintain staff competence by providing appropriate health and safety training and Human Resources (HR) will keep a record of the training.
- (b) Where individuals have specific health and safety responsibilities, ABC will assess their performance as part of our appraisal process. If necessary, they will receive specific training to meet the best practice requirements to ensure their health and safety competence.

Assess and control risks

- (a) We will carry out risk assessments following the common format agreed by the HSC and publish the templates and completed risk assessments on the SmartHub.
- (b) The focussed effort is to be directed on significant hazards to which ABC staff and others may be exposed to while undertaking their duties at:
 - ABC buildings,
 - other buildings or sites visited by ABC staff as part of their work, or
 - while travelling on official business.
- (c) The RP, in consultation with the HSC, will identify, prepare and publish on the SmartHub common health and safety documentation to apply across ABC.
- (d) We will make available a service to provide occupational health advice, promotion and surveillance.
- (e) Corporate Health & Safety (CHS) will provide advice with regard to management arrangements for the control of contractors and others who do work on ABC's behalf, or within ABC controlled properties.

Performance measurement

- (a) As part of the six monthly CHS report, the HSAG will set out priorities for the following six months for the Management Team to review and approve.
- (b) The HSC and Management Team will monitor progress against the CHS work plan objectives and any relevant key performance indicators.
- (c) The six monthly CHS report will include details of reported accidents. Work related ill health statistics will be provided by HR as necessary.
- (d) The HSC and Management Team will report on progress to staff as necessary including on the Council's SmartHub.

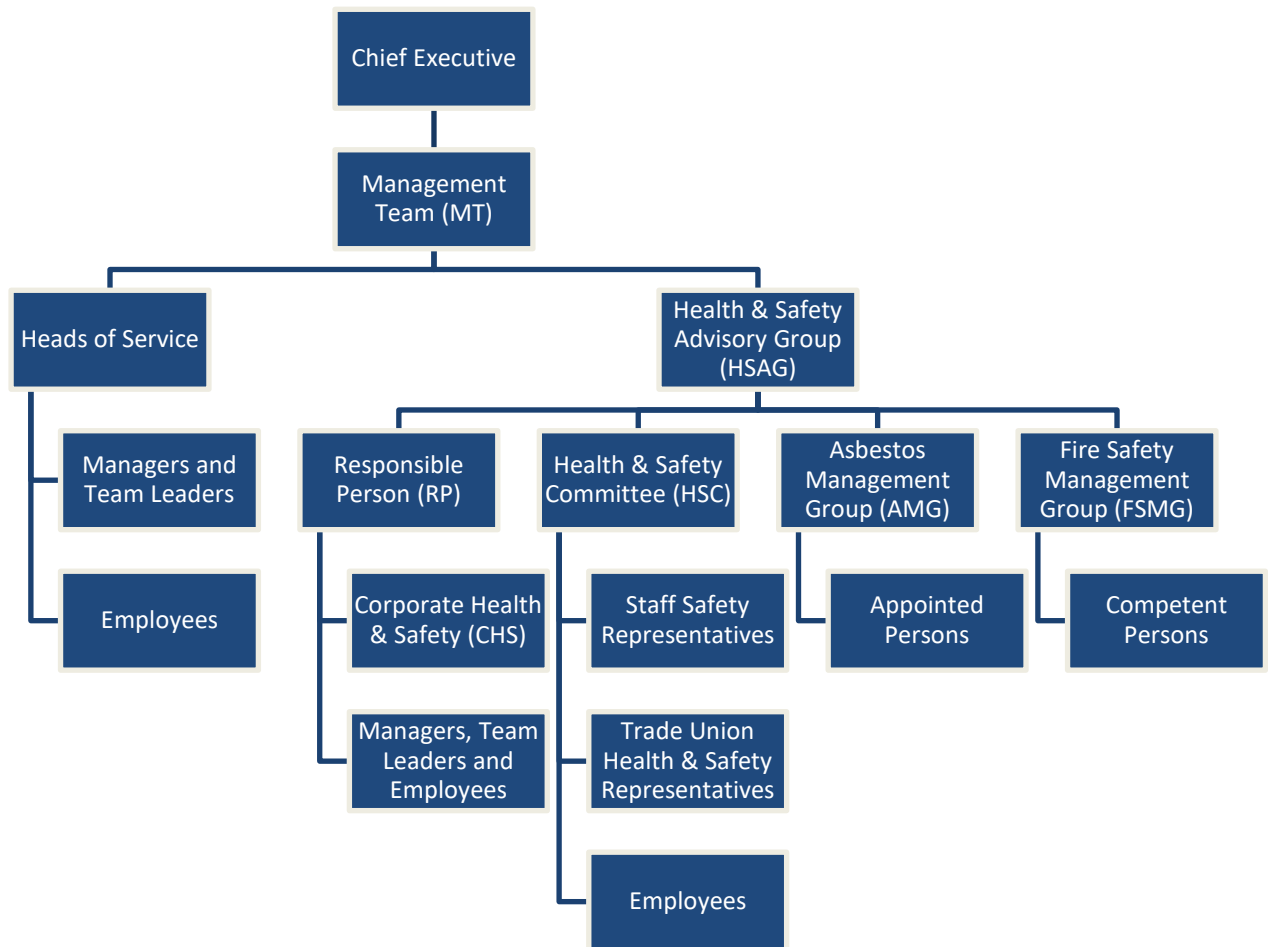
Auditing and reviewing

- (a) CHS will develop a rolling programme and undertake routine audits of the ABC safety management system including its implementation and operation. A summary of the findings will be reported to the HSAG and Management Team.
- (b) Where relevant, and based on risk, internal self-led audits and reviews may be initiated by CHS. A summary of the findings will be reported to the HSC and Management Team.
- (c) The HSC will examine the lessons arising from any audits or self-led reviews or audits to capture any wider lessons and to foster further improvement.
- (d) ABC will arrange periodic independent review of our arrangements, including peer review and Mid Kent Audit.

6. Health and Safety Organisation and Responsibilities

Health and Safety Organisation Chart

The following sets out the reporting and communication structure for the health and safety committees and groups.



7. Health and Safety Responsibilities

Chief Executive

While ABC, as the employer, is ultimately responsible for meeting the obligations under the Health and Safety at Work Act etc. 1974 as it affects Council employees; the Chief Executive will be directly responsible to the elected Members for the correct implementation of the policy and has overall responsibility for the actions of the employees of ABC.

Management Team

Management Team will:

- (a) Ensure that adequate resources are available to implement the Health and Safety Policy.
- (b) Ensure that the health and safety performance of each service is regularly reviewed at Management Team level.
- (c) Monitor the effectiveness of the Health and Safety Policy.
- (d) Set the right example for good health, safety and wellbeing in the Council.

Heads of Service

Each Head of Service is primarily responsible for the effective management of health and safety within their service. In particular, this includes:

- (a) Ensuring they are familiar with the Health and Safety Policy.
- (b) Delegating specific health and safety responsibilities to named individuals.
- (c) Monitoring their effectiveness in carrying out those responsibilities.
- (d) Appointing a Staff Safety Representative for their service and permitting that person sufficient time away from their normal duties to carry out the function effectively.
- (e) Ensuring that risk assessments are prepared for all tasks carried out by their staff and that the appropriate controls are in place.
- (f) Taking immediate steps to investigate and control any unacceptable risks to health or safety arising from work.
- (g) Consulting with staff in their section on any health, safety and wellbeing matters causing them concern and seeking the advice of CHS when necessary.
- (h) Ensuring that adequate health and safety training is provided as an ongoing process.
- (i) Bringing to the attention of Management Team any health and safety issue that requires its attention.
- (j) Actively promoting health, safety and wellbeing within their service and personally setting the right example.

Managers, Team Leaders and Supervisors

Each Manager, Team Leader and Supervisor is responsible for the effective management of health and safety within their specified area or function. In particular, this includes:

- (a) Ensuring the preparation and reviewing risk assessments for the tasks carried out by their staff.
- (b) Ensuring they are familiar with the Health and Safety Policy.
- (c) Ensuring that the controls in place to manage risks (including the use of personal protective equipment) are understood and are complied with.
- (d) Investigating accidents, incidents and near misses and making the necessary report to CHS.
- (e) Ensuring that any specialist training needs are brought to the attention of the Head of Service, and / or HR, and are suitably rectified if requested through appropriate training.
- (f) Ensuring that all equipment and machinery is properly maintained, that defects are promptly reported and rectified and is within age related requirements.
- (g) Giving adequate information and supervision to atypical workers (for example, contractors) on Council premises and carrying out competency checks where necessary.
- (h) Actively promoting health, safety and wellbeing within their group and personally setting the right example.

Employees

All employees have a legal obligation to take reasonable care of their own health and safety and for that of others who may be affected by their actions or inactions. Employees are responsible for:

- (a) Complying with the Council's safety rules and procedures.
- (b) Complying with personal protective equipment requirements.
- (c) Reporting accidents, incidents, near miss occurrences and hazardous situations including violence and aggression to their supervisor.
- (d) Reporting defects and any health and safety concerns.
- (e) Behaving in a responsible manner.

Responsible Person (RP)

The RP is responsible for co-ordinating many health and safety activities delivered by the CHS. These responsibilities specifically include:

- (a) Prepare six monthly reports to MT concerning the work undertaken by CHS.
- (b) Attending and supplying information for health and safety meetings.
- (c) Co-ordinating the activities of the HSC, HSAG, FSMG and AMG.
- (d) Supporting the investigation of accidents, incidents and near misses in conjunction with managers and recommending corrective action as appropriate.
- (e) Ensuring that reports as required by Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013 are reported to the Health and Safety Executive (HSE) and MT.
- (f) Carrying out risk assessments for work activities when required and to support others with risk assessments in their services.
- (g) Ensuring appointed first aiders, fire control officers and fire wardens are scheduled to attend training as necessary and that they carry out drills with the support of the facilities team as required.
- (h) Ensuring officers involved in delivering CHS functions maintain their knowledge, skills and competence including by scheduling any appropriate training.
- (i) Continually improve and update corporate risk management procedures based on current best practice and lessons learned.
- (j) Advising on and assisting in the provision of health and safety training.
- (k) Deliver the CHS work plan endorsed by the HSAG and agreed by MT.

Corporate Health and Safety (CHS)

The CHS function will be led by the RP and delivered by a team of competent officers. These officers are responsible for co-ordinating many health and safety activities delivered by the CHS. These responsibilities specifically include:

- (a) Attending and supplying information for health and safety meetings.
- (b) Supporting the co-ordination of the activities of the HSC, HSAG, FSMG and AMG.
- (c) Supporting the investigation of accidents, incidents and near misses in conjunction with managers and recommending corrective action as appropriate.
- (d) Ensuring that reports as required by Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013 are reported to the Health and Safety Executive (HSE).
- (e) Carrying out risk assessments for work activities when required and to support others with risk assessments in their services.
- (f) Maintain their knowledge, skills and competence including by scheduling any appropriate training.

- (g) Continually improve and update corporate risk management procedures based on current best practice and lessons learned.
- (h) Advising on and assisting in the provision of health and safety training.
- (i) Support the delivery of the CHS work plan endorsed by the HSAG and agreed by MT.

Staff Safety Representatives

- (a) Will be familiar with the Council's Health and Safety Policy.
- (b) Will seek to promote health, safety and wellbeing amongst staff.
- (c) Will undertake some routine health and safety functions i.e. checking first aid kit stock levels, recommend risk assessments within their service are implemented and reviewed as required, and carry out Display Screen Equipment (DSE) assessments as necessary.
- (d) Will undertake basic health and safety at work training to enable them to properly fulfil the functions of their role.
- (e) Will work with other representatives to develop a network of people who can liaise with CHS.
- (f) Will act as the contact between CHS and the service to ensure managers and employees receive appropriate information.
- (g) Will attend Safety Committee meetings, and service management meetings as required.

8. Appendices

Terms of Reference for the Health and Safety Advisory Group (HSAG)

Terms of reference for the Health and Safety Committee (HSC)

Terms of Reference for the Fire Safety Management Group (FSMG)

Terms of Reference for the Asbestos Management Group (AMG)

Terms of Reference for the Health and Safety Advisory Group (HSAG)

The objectives this group will be to monitor the safety performance of ABC as a whole and recommend new health and safety measures, or revise existing ones as appropriate.

It will present original proposals for the improvement of health and safety standards to management. The Advisory Group will initiate action but the responsibility for implementation rests with managers.

More specifically, to achieve its objectives it will:

- (a) Endorse and set health and safety performance standards as set out in the CHS work plan.
- (b) Monitor the arrangements for the planning, organisation and control of the council's health and safety function.
- (c) Facilitate the council's compliance with all relevant health and safety legislation.
- (d) Consider reports that the Safety Committee, Staff Safety Representatives Fire Safety Management Group and Asbestos Management Group wish to submit.
- (e) Consider reports and factual information provided by the HSE and Insurance providers.
- (f) Review the results of significant accident and incident investigations and endorse the corrective action taken.
- (g) Oversee the provision and performance of the Council's emergency procedures, for example bomb threats and evacuation procedures.
- (h) Take other such actions as may be necessary or desirable for maintaining and improving occupational health and safety throughout the Council.

Membership

The RP will be responsible for the co-ordination of the Advisory Group. They will ensure that:

- (a) This Committee will **meet twice a year** prior to the MT reports to make recommendations on corporate health and safety issues, with the proviso that additional meetings may be arranged if the need arises.
- (a) There will be an agenda co-ordinated by the RP for each meeting and minutes taken of the business transacted.
- (b) Copies of the minutes are published and circulated to all Advisory Group members, as well as Management Team, and are published on the Council's SmartHub.
- (c) The membership will consist of the Head of Community Safety and Wellbeing, the Head of HR and Customer Service, Staff Safety Representatives, a union safety representative, a Facilities Supervisor/Officer, the RP and any other members of staff as may be required to attend.
- (d) The Head of Community Safety and Wellbeing will chair the meetings and the Head of HR and Customer Service will deputise.

Terms of reference for the Health and Safety Committee (HSC)

The objective of the Committee will be to promote co-operation between managers and staff in the implementation and development of measures to ensure the health, safety and wellbeing at work of all ABC employees and others who may be affected.

More specifically, to achieve this it will:

- (a) Establish a regular method of consultation between the employer and the employees working within the Service with a view to promoting a co-operative approach to health and safety.
- (b) Promote greater awareness within each Service of current health and safety issues, provide support and clarify if and when necessary.
- (c) Receive and consider reports which Staff Safety Representatives may wish to submit.
- (d) Ensure a consistent approach is applied to the implementation of health and safety policy across the Council.
- (e) Assist in the development of safety guidance and safe methods of work.
- (f) Report matters of a corporate significance to the Health and Safety Advisory Group along with the minutes of the Committee meetings.

Membership

The RP will be responsible for the co-ordination of the Committee. They will ensure that:

- (a) This Committee will meet **quarterly** with the proviso that additional meetings may be arranged if the need arises.
- (b) There will be an agenda co-ordinated by the RP for each meeting and minutes taken of the business transacted.
- (c) Copies of the minutes are circulated to all Committee members, as well as relevant persons, and are published on the Council's SmartHub.
- (d) The membership will consist of one Staff Safety Representative for each service, a Union safety representative, the Specialist Management Support Officer, the RP or nominated person will chair the meetings, and such other members of staff as may be required to attend.
- (e) Staff Safety Representatives shall feedback information to employees in their respective service and consult over issues of particular interest.

Terms of Reference for the Fire Safety Management Group (FSMG)

The objective of the Management Group will be to provide a forum for monitoring the Council's Fire Safety Policy and Management Plans (FSMP).

The Management Group will review the Fire Safety Policy and FSMP annually to ensure they remain fit for purpose.

More specifically, to achieve this it will:

- (a) Prepare, implement and manage an Action Plan as necessary to ensure competent discharge of identified duties.
- (b) Report on a six monthly basis to the Responsible Officer and Management Team.
- (c) The Management Group will review progress against the agreed Action Plan, review any incidents related to the FSMP, review any changes to the management or organisational structure necessitating review or changes to the FSMP, review if Fire Risk Assessments require amendments or actions, and review level of awareness to include employees, Members, contractors and any other relevant stakeholders.

Membership

The RP will be responsible for the co-ordination of the Management Group. They will ensure that:

- (a) This Management Group will meet **quarterly** with the proviso that additional meetings may be arranged if the need arises.
- (b) There will be an agenda co-ordinated by the RP for each meeting and minutes taken of the business transacted.
- (c) Copies of the minutes are circulated to all Management Group members, as well as relevant persons, and are published on the Council's SmartHub.
- (d) The membership will consist of a nominated Head of Service, the Community Safety and Wellbeing Manager, all appointed Fire Safety Competent Persons, Specialist Management Support Officer, the RP and any other members of staff as may be required to attend.
- (e) The nominated Head of Service will chair the meetings and the Community Safety and Wellbeing Manager will deputise.

Terms of Reference for the Asbestos Management Group (AMG)

The objective of the Management Group will be to provide a forum for monitoring and reviewing the Council's strategic approach to managing asbestos.

More specifically, to achieve this it will:

- (a) Prepare, implement and manage an Action Plan as necessary.
- (b) Report on a six monthly basis to the Management Team.
- (c) There will be an agenda co-ordinated by the RP for each meeting and minutes taken of the business transacted.
- (d) The Management Group will review the Asbestos Management Policy at least annually, review progress against the agreed Action Plan, review any incidents related to asbestos, review if Asbestos Risk Assessments require amendments or actions, and review level of awareness to include employees, Members, contractors and any other relevant stakeholders.

Membership

The RP will be responsible for the co-ordination of the Management Group. They will ensure that:

- (a) This Management Group will meet **twice a year** with the proviso that additional meetings may be arranged if the need arises.
- (b) There will be an agenda co-ordinated by the RP for each meeting and minutes taken of the business transacted.
- (c) Copies of the minutes will be circulated to all Group members, as well as relevant persons, and are published on the Council's SmartHub.
- (d) The membership will consist of a nominated Head of Service, the Community Safety and Wellbeing Manager, Specialist Management Support Officer, the RP and any other members of staff as may be required to attend.
- (e) The nominated Head of Service will chair the meetings and the Community Safety and Wellbeing Manager will deputise.