

PORTFOLIO AREA: CORPORATE RESOURCES

Date of Meeting: 19th July 2004

Public

Key Decision: No

Recorded in Forward Plan:

Yes

Inside Policy Framework

Title: HEALTH AND SAFETY POLICY

Report of: Head of Member Support and Employee Services

Report reference: ME 15/04

Summary:

This report contains an updated Corporate Health and Safety Policy, reflecting the Councils re-organised structure.

Recommendations:

- a. The Executive is requested to approve the draft Health and Safety Policy for the basis of consultation with the Overview and Scrutiny Committee and other Stakeholders.
- b. To consider the outcome of the consultation on the Health and Safety Policy and make recommendations to The City Council to approve it.

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1. BACKGROUND INFORMATION AND OPTIONS

The authority has a statutory duty to produce a Health and Safety Policy.
(Section 2(3) of the Health and Safety at Work etc Act 1974)

This Health and Safety Policy has been revised as a result of the Councils re-organisation in December 2002.

The Health and Safety Policy contains three elements:

(i) The Statement of Intent

This sets out the Council's commitment to ensuring the health, safety, and welfare of all its employees as well as those who may be affected by their acts or omissions. This is signed and dated by the most senior members of the management team.

(ii) The Organisational Responsibilities

Responsibilities of management and supervisors at all levels amount to the details of the "Organisational Responsibilities" for health and safety required by the Health and Safety at Work etc Act 1974.

(iii) Arrangements

The arrangements contain numerous and detailed operational safe ways of working used by employees to ensure their safety whilst undertaking their normal everyday duties commensurate with their employment.

Attached to this report is a unified draft Corporate Health and Safety Policy Statement together with the Organisational Responsibilities.

The Executive are requested to approve the draft Health and Safety Policy for the basis of consultation with the Overview and Scrutiny Committee and other Stakeholders and following this consultation make recommendations to The City Council to approve it.

2. CONSULTATION

2.1 Consultation to Date.

Business Unit Heads have been involved in the preparation of the policy and agreed it.

2.2 Consultation proposed.

It is proposed to consult with Overview and Scrutiny.

3. RECOMMENDATIONS

- a. The Executive is requested to approve the draft Health and Safety Policy for the basis of consultation with the Overview and Scrutiny Committee and other stakeholders.
- b. To consider the outcome of the consultation on the Health and Safety Policy and make recommendations to The City Council to approve it.

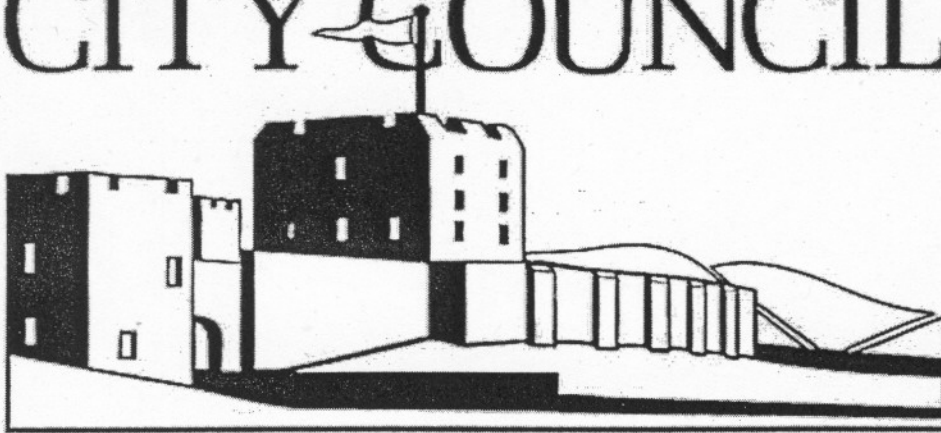
4. REASONS FOR RECOMMENDATIONS

To comply with statutory requirements

5. IMPLICATIONS

- Staffing/Resources – No additional
- Financial – No additional
- Legal – This policy is intended to fulfil our legal obligations
- Corporate – CMT has agreed this Policy
- Risk Management – This Policy contains arrangements to address Health and Safety risks
- Equality Issues – Not Applicable
- Environmental – No additional
- Crime and Disorder – Not Applicable
- Impact on Customers – This policy includes provision in relation to a safer working environment including those, which may be visited by customers.

CARLISLE CITY COUNCIL



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Health & Safety Policy

(Statement of Intent, Organisation & Responsibilities)

STATEMENT OF INTENT

1. General Statement of Policy

- 1.1 Carlisle City Council recognises and accepts its responsibility for providing, so far as is reasonably practicable, a place of work and conditions that will ensure the health, safety and welfare of all employees whilst at work.
- 1.2 All levels of management are required to ensure safety is the first responsibility for management, which is to be given constant consideration along with professional responsibilities and other management functions.

To this end the Council will, so far as is reasonably practicable;

- (a) Provide and maintain premises, plant, equipment and systems of work that are safe and without risk to health or safety.
 - (b) Ensure safe arrangements in connection with the use, handling, storage and transport of articles and substances.
 - (c) Provide information, instruction, training and supervision as is necessary, which is designed to enable all employees to avoid hazards and contribute positively to their own safety and health at work.
 - (d) Create and maintain a working environment, which has adequate facilities and arrangements for the health, safety, and welfare of employees, customers and contractors on the Council premises.
 - (e) Encourage and promote co-operation between management and employees on all matters relating to health and safety at work, and implementing this policy.
 - (f) Ensure that employees are fit for the work they are required to do, that accidents are prevented and loss of working time due to a workplace injury or illness is minimised.
 - (g) Provide such facilities, equipment and staff as may be necessary to deal with accidents and emergencies.
- 1.3 Equally it is the statutory responsibility of every employee to take reasonable care for the health and safety of him/herself and any other person who may be affected by his/her acts or omissions at work.
- 1.4 All employees must co-operate with The Council to enable statutory duties and the aims of this policy to be carried out.

- 1.5 The aim of this policy and the councils procedures and priorities is to minimise unsafe, and unhealthy conditions, this can only be achieved by co-operation and positive attitudes from all involved.
- 1.6 The operation and effectiveness of this policy will be monitored and regularly reviewed, (by way of a corporate group chaired by an Executive Director) taking into account any changes that may occur in plant, systems or environment.
- 1.7 This policy will be brought to the attention of all employees and may be supplemented in particular departments by further statements, codes of practice and policies relating to specific groups of employees and their activities.

ORGANISATION

2. Organisation and Responsibilities

2.1 The Town Clerk and Chief Executive

- (a) Will co-ordinate and monitor Health and Safety matters with the aid of an Executive Director, who will be nominated to Champion Health & Safety within the council.
- (b) A corporate safety-working group consisting of a representative from each Business Unit will assist the Executive Director to co-ordinate and monitor health & safety within the council.
- (c) The corporate group will be advised and supported by the Council's Safety Manager ensuring the pro-active safety performance throughout the Council.

2.2 Executive Directors

- (a) Will show a positive commitment to health & safety as part of their pursuit of excellence in the design and implementation of all operational aspects of the Council's health & safety activities.
- (b) He/she will ensure that Business Unit Heads are fulfilling their health & safety responsibilities.
- (c) He/she will liaise with the Council's Safety Manager in monitoring the overall safety performance of the Council.

2.3 Business Unit Heads

- (a) The Business Unit Heads will take overall responsibility for health and safety standards in their own Business Unit.
- (b) Will ensure all necessary Health and Safety training is provided and attended by all staff.
- (c) Will ensure all Risk Assessments are in place and reviewed as necessary with an annual review and re-issue.
- (d) Business Unit Heads will, when necessary, consult and seek advice from the Health and Safety Manager.

2.4 Managers and Team Leaders

- (a) Managers and Team Leaders will take responsibility for monitoring health and safety standards in their services.

- (b) They will co-ordinate safety management and ensure compliance on matters of health and safety.
- (c) They will liaise with Trades Union Safety Representatives.
- (d) They will attend the formal Health and Safety meetings as required.
- (e) They will participate in the operation and updating of the Councils Health and Safety Policy.
- (f) They will monitor the formulation, operation and updating of departmental safety policies and risk assessments.
- (g) They will act as channels of communication in conjunction with the corporate safety person from their Business Unit in order to disseminate information on health and safety to employees and Safety Representatives.
- (h) They will monitor management's involvement in safety inspections by safety representatives.
- (i) Managers and Team Leaders will, as appropriate, take part in training in health and safety within their Unit and support their business unit safety person to maintain records of:
 - (i) Accidents, incidents and dangerous occurrences in their Unit.
 - (ii) Health and Safety Executive reports.
 - (iii) Safety representatives' reports.
 - (iv) Matters arising from management health and safety inspection and checks
- (j) Managers and team leaders when necessary, consult and seek advice from the Health and Safety Manager.

Heads of Business Units, Managers and Team Leaders must all have the following additional objectives:

- (a) That persons within their control are adequately instructed to carry out their duties and are fully aware of any working hazards and risks.
- (b) That all persons within their control know what to do in the case of fire and know the location of fire equipment & assembly points and receive instructions on how to use fire fighting equipment where appropriate.
- (c) That adequate supervision is provided at all times particularly where young or inexperienced persons or pregnant workers are concerned with potentially dangerous equipment, materials or substances.
- (d) That appropriate safety devices are always fitted to equipment and are correctly adjusted and maintained.

- (e) That all safety rules are observed and that protective clothing is issued, worn and used where appropriate in accordance with the Personal Protective Equipment at Work Regulations.
- (f) That all machinery and equipment is maintained effectively and safely used as required by the Provision and Use of Work Equipment Regulations.

Additionally they will:

- (g) Continually develop safe practices to ensure maximum safety for all persons employed.
- (h) Maintain good housekeeping within their Business Units or section at all times.
- (i) Ensure, so far as is reasonably practicable, that whilst on Council property, members of the public, visitors and contractors are not exposed to risks to their health and safety and to give any information to such people as is necessary to ensure their safety and health.

2.6 All employees must:

- (a) Take reasonable care of their own health as well as that of others who may be affected by what they do or do not do.
- (b) Co-operate with their employer (Carlisle City Council) on health & safety.
- (c) Become familiar with and conform to the current Health and Safety Policies within the Council.
- (d) Observe all relevant safety procedures and practices.
- (e) Correctly use work items provided, including personal protective equipment, in accordance with training or instructions.
- (f) Not interfere with or misuse anything provided for their health, safety or welfare.
- (g) Conform to instructions with regard to health & safety given by persons responsible for health and safety.
- (h) Report all accident/incidents and near misses or hazards to their supervisor, and fill in the appropriate accident / incident forms.
- (i) Be encouraged to make suggestions to improve health and safety standards within the Council.

2.7 Members

- (a) All Members acknowledge the Councils Policies and Procedures with regard to Health and Safety.
- (b) Decisions made by Members, either collectively e.g. Executive or individually e.g. Portfolio Holders will be consistent with Council Health and Safety Policies and Procedures.
- (c) All Members will recognise their personal responsibilities for their own health and safety as well as others who may be affected by their acts or omissions.
- (d) The Portfolio Holder with responsibility for corporate resources will keep members of the Executive informed as to developments in relation to sections 2.7 (a),(b),(c) above.

2.8 Business Unit Safety Persons

- (e) Will provide a means of communication to all employees through managers with regard to the content of and findings from safety policy, risk assessment, and safe working practices as contained within the business unit safety files.
- (f) Will provide safety assistance in conjunction with their Business Unit Head and under the guidance of the safety manager to all employees within their business unit.
- (g) Be a member of the corporate safety-working group. The function of this group will not be that of strategic decision making. It will however discuss any health and safety issues and bring to the attention of the Council via the Safety Manager any areas of safety, which may require reviewing or risk assessing.
- (h) Will receive adequate information instruction, training and allocated time to allow them to perform their function as business unit safety person.
- (i) He / She will liaise with the Councils Safety Manager in monitoring the overall safety performance of the Council.

2.9 Health & Safety Manager

- (a) The Safety Manager is responsible, through the Head of Member Support and Employee Services, to the Chief Executive.
- (b) He will provide specialist advice and assistance to:
The Council, its Committees, The Town Clerk and Chief Executive, Executive Directors, Business Unit Managers, Supervisors and all

employees on all aspects of health & safety issues which may arise as a result of their work activities.

- (c) Will advise on and monitor the implementation of the Council's Health and Safety Policy, and assist the Executive Directors and Business Unit Managers to fulfil their responsibilities under the Health and Safety at Work Act 1974 and associated legislation.
- (d) Will advise on the provision of appropriate training to underpin the Council's Health and Safety Policy.

2.10 Health & Safety Union Representatives

- (a) Specific Union Health & Safety Representatives are available to employees, affiliated to specific unions for further information and advice.
- (b) Regular meetings are held between Union Safety Representatives and management. Relevant health & safety issues brought to the attention of the Unions are addressed.

PETER STYBELSKI
TOWN CLERK AND CHIEF EXECUTIVE