

# Health and Safety Policy for 'Colchester Borough Council'

1. Health and Safety (H&S) is an important part of the efficient and effective running of Colchester Borough Council (CBC).
2. This policy sets out the way CBC will discharge its duties under relevant Health and Safety legislation.
3. We aim to stop our staff, customers, visitors and other groups we work with in or around our premises getting injured, ill or at worst killed through our work activities.
4. We will achieve this by assessing significant risks and putting in place adequate and appropriate control measures.
5. The Chief Executive carries ultimate responsibility for matters related to H&S; however one of the Executive Directors (Pamella Donnelly) has special responsibilities for H&S, these include; governance, strategy and tactical H&S matters. Although the above person has been named as the H&S champion, the whole of the Senior Management Team (SMT) have agreed and accepted their H&S roles and responsibilities and accept the principle that Managers manage Health and Safety as part of their duties. CBC also employs a competent person to advise on H&S matters.
6. SMT considers an H&S report at least annually (on or before 1<sup>st</sup> April each year) and/or if a major incident occurs. At the time of this report a list of H&S priorities is agreed by SMT for the coming year.
7. CBC recognises that effective H&S and risk management requires the active participation of all our workers. To this end we ensure that we consult with union appointed Safety Representatives and other staff H&S representatives. We encourage and promote H&S committees as appropriate throughout CBC. CBC expect all staff to take responsibility for their actions (personal responsibility), look after themselves and those who may be affected by what they do or don't do (collective/interdependent safety culture), and, in general cooperate with CBC in complying with H&S regulations which cover their activities.
8. CBC will ensure that all new materials, equipment, plant and buildings are procured to the appropriate legislative and commercial standards and with specific and general H&S standards in mind.
9. CBC provides appropriate H&S training, instruction and supervision, which is appropriately funded, and provides a training matrix which indicates the level of H&S training required for each level of staff.
10. CBC ensures that there is an adequate system for reporting and recording incidents at work and, as required, reporting to the Health and Safety Executive. Together with an investigation process, which will help us learn from incidents and prevent reoccurrences.
11. This policy and its subsidiary documents will be reviewed and if required rewritten as appropriate at or before the 1<sup>st</sup> April each year.

Signed



Date 01/04/10

Adrian Pritchard  
Chief Executive  
Colchester Borough Council

# **Principle but not exclusive Health and Safety Roles and Responsibilities within CBC**

**The Chief Executive** has overall responsibility for Health and Safety throughout CBC.

**The Chief Executives' principal but not exclusive Health and Safety Roles and Responsibilities are;**

1. To ensure that an effective and up-to-date Health and Safety policy is in place, reviewed and agree any rewritten as required, on an annual basis on or before the 1<sup>st</sup> April each year.
2. To ensure that a comprehensive Health and Safety (H&S) report is produced and delivered on an annual basis, on or before the 1<sup>st</sup> April each year.
3. To ensure that the above report is discussed at the SMT meeting held on or before 1<sup>st</sup> April each year.
4. To ensure that an action plan relating to items highlighted in the above report is produced and delivered within two weeks of the above (SMT) meeting with responsibilities, resources and time limits set within that action plan.
5. To ensure that the above action plan is reviewed in line with the time limits set out within it.
6. To ensure that a set of H&S priorities for the following year are set within two weeks of the above meeting.
7. To support Health and Safety compliance by promoting and leading the SMT on this issue.
8. To support the provision of a comprehensive system that assesses the significant risks within CBC and ensures that there are appropriate and adequate controls in place.
9. To support the provision and use of a system that ensures that the contactors we employ are competent to undertaken the work they are employed to do.
10. To empower the H&S champion by giving support and encouragement on H&S issues.
11. To support the use of a system that ensures materials (including substances), equipment, plant and buildings are procured to comply with legislative, specific and general commercial H&S standards.
12. To support the provision and maintenance of a system that captures and enables the use of incidents recording and the ability to manipulate the data for use in report compilation for CBC.

13. To support H&S compliance by promoting H&S training, initiatives, standards and promotions Council wide and throughout the workforce.
14. To ensure that H&S training is resourced, funded and available, and related to the H&S new or up-dated legislation.
15. To ensure that priorities for H&S audits are set and that an H&S audit programme is set for each year.
16. To set a personal example on all matters relating to H&S.

**The Executive Director with special responsibilities for H&S has Roles and Responsibilities which are principally but not exclusively;**

1. To support the Chief Executive in the responsibilities set out above.
2. To ensure that an annual H&S report is produced on or before 1<sup>st</sup> April each year.
3. To ensure that the annual H&S report is an agenda item at the first SMT meeting after that date and that there is an adequate time allocation to discuss that item is included.
4. To record any items which emanate from that meeting which need to be included on an action plan.
5. To ensure that an action plan is developed, agreed and recorded to address any items which arise from that report, together with responsibilities and time scales for completion.
6. To ensure that a strategic plan is developed and delivered on or before the 1<sup>st</sup> April each year and that any items from the discussion required in 4 and 5 above.
7. To support the provision and functioning of Safety Committees, together with the election of union appointed Safety Representative and staff representatives (co-ordinators).
8. To support members of the Senior Management Team (SMT) in carrying forward items on the action plan.
9. To Support Health and Safety compliance by promoting training, initiatives, standards and other H&S promotions within the whole workforce.
10. To ensure that H&S training is resourced, funded and available, and related to the H&S new or up-dated legislation.
11. To ensure that competent staff and contractors are employed.
12. To ensure the provision of an H&S audit programme on or before 1<sup>st</sup> April of each year and the delivery of that programme during that year.
13. To set a personal example on all matters relating to H&S.

## **Executive Directors, principal but not exclusive Roles and Responsibilities are;**

1. To support the Chief Executive in the responsibilities set out above.
2. To support the Executive Director with special responsibilities for H&S with the responsibilities set out above.
3. To ensure that the agreed action plan is communicated to their managers and management structure and is completed on time.
4. To ensure the communication of the action plan to their managers and management structure is in good time and relevant to the time scales set in it.
5. To ensure that all contractors are checked as to their H&S competence for the work required of them and that contractually they are required to work to the same high H&S standards that we require from our own staff.
6. To support the provision and functioning of Safety Committees, together with support for the election of union appointed Safety representatives and staff representatives
7. To support Health and Safety compliance by promoting initiatives, training, standards and promotions throughout CBC and within the whole workforce.
8. To ensure that competent staff and contractors are employed.
9. To ensure that H&S training is resourced, funded and available, and related to the H&S new or up-dated legislation.
10. To ensure that any and all materials, plant and equipment procured for use within CBC complies with legislation, commercial standards and any other specific standards which ensures that it is safe and without risk to health when used correctly.
11. To set a personal example on all matters relating to H&S.

**Heads of Service, principal but not exclusive Roles and Responsibilities are;**

1. To support the Chief Executive in the responsibilities set out above.
2. To support the Executive Director with special responsibilities for H&S with the responsibilities set out above.
3. To support the development, modification and delivery of a Safety Management System (SMS) for CBC.
4. To support Health and Safety compliance by promoting initiatives, standards and promotions within the whole workforce.
5. To ensure that H&S training is resourced, funded and available, and related to the H&S new or up-dated legislation.
6. To ensure that all works which have significant risk are assessed and adequate and proportionate controls are devised and used in relation to our staff and others who may be affected by what we do or do not do.
7. To ensure that competent staff and contractors are employed.
8. To ensure that any and all materials, plant and equipment procured for use within CBC complies with legislation, commercial standards and any other specific standards which ensures that it is safe and without risk to health when used correctly.
9. To support the carrying out of agreed H&S audits throughout the year and ensure the outcome of H&S audits are completed within an agreed time scale.
10. To ensure that a programme for quarterly inspections is set out on or before 1st April each year, for all areas of CBC's concerns.
11. To set a personal example on all matters relating to H&S.

**Manager/Supervisors', principal but not exclusive Roles and Responsibilities are;**

1. To support the Chief Executive in the responsibilities set out above.
2. To support the Executive Director with special responsibilities for H&S with the responsibilities set out above.
3. To support their Heads of Service in performing their H&S roles and responsibilities
4. To ensure that H&S standards are adhered to.
5. To ensure that all incidents which occur at work to staff of CBC and to customers, visitors to our premises are reported on the incident report system on the HUB and are reported within five days of the incident so that the H&S Adviser can complete the relevant HSE form.
6. To support Health and Safety compliance by promoting initiatives, standards and promotions within the whole workforce.
7. To ensure that competent staff and contractors are employed.
8. To ensure that H&S training is resourced, funded and available, and related to the H&S new or up-dated legislation.
9. To ensure that all works carried out by CBC are assessed as to their risk in relation to the staff and others who may be affected by what we do or do not do.
10. To ensure that the programme for quarterly inspections are carried out within their areas of responsibilities.
11. To ensure the carrying out of agreed H&S audits throughout the year and ensure the outcome of H&S audits are completed within an agreed time scale.
12. To ensure the provision and use of any Personal Protective Equipment (PPE) required by staff in their area of responsibility
13. To ensure that the inspections agreed by Heads of Service are carried out, reported on and an action plan developed to address any and all issues raised during the inspection.
14. To set a personal example on all matters relating to H&S.

**Health and Safety Coordinators/Union Appoint Safety Representatives principal but not exclusive Roles and Responsibilities are;**

1. To support the managers/supervisors in completing the programme of quarterly inspections that need to be carried out within their areas of responsibilities.
2. To support the Chief Executive in the responsibilities set out above.
3. To support the Executive Director with special responsibilities for H&S with the responsibilities set out above.
4. To ensure that all SMS elements are carried out and that H&S standards are adhered to.
5. To ensure that all incidents which occur at work to staff of CBC are reported on the incident report sheet and returned to the H&S adviser as soon as possible after the incident, but not later than five days after the incident happened.
6. To ensure Health and Safety compliance by promoting initiatives, standards and promotions within the whole workforce.
7. To ensure that H&S training is resourced, funded and available, and related to the H&S training matrix.
8. To ensure that all works carried out by CBC are assessed as to their risks in relation to the staff and others who may be affected by what we do or do not do.
9. To ensure the carrying out of agreed H&S audits throughout the year and ensure the outcome of H&S audits are completed within an agreed time scale.
10. To co-operate with and support H&S programmed audits and assist with the implementation of recommendations.
11. To ensure that the inspections agreed by Heads of Service are carried out, reported on and an action plan developed to address any and all issues raised during the inspection.
12. To set a personal example on all matters relating to H&S.

## **Staffs principal but not exclusive Roles and Responsibilities are;**

1. To look after themselves and others and take responsibility for the things they do and those left undone.
2. To cooperate with CBC in the preparation and use of control measures that Risk Assessments indicate are reasonable for the task in hand and which will aid your own and others Health and Safety.
3. To undertake and subsequently use H&S training relevant to their tasks.
4. To cooperate with CBC in attending and using H&S training designed and provided by CBC as part of control measures for the work they undertake.
5. To use, take care of, not misuse and report if ineffective, any and all Personal Protective Equipment (PPE) issued to them or in general use as a control measure during their work activities within CBC.
6. To co-operate with the programme for quarterly inspections that are carried out within their areas.
7. To co-operate with H&S programmed audits and to assist with the implementation of recommendations.
8. To cooperate with all other inspections and audits.

## **Health and Safety Advisers' principal but not exclusive Roles and Responsibilities are;**

1. To provide competent advice in relation to all Health and Safety matters pertaining to CBC.
2. To ensure that their own competence is maintained through Continual Professional Development (CPD) thereby retaining Chartership status of the Institution of Occupational Safety and Health.
3. To provide a (reactive) resource for the reporting and recording of incidents that complies with the current and relevant regulations together with an incident investigation resource for reportable incidents.
4. To provide a (proactive) resource for the development and delivery of H&S audits on an agreed and programmed basis.
5. To ensure that CBC is kept up-to-date on any and all H&S issues which may affect their organisation, duties, working practices and/or services.
6. To liaise with external organisation which are related to H&S, particularly The Health and Safety Executive inspectorate, local IOSH Branch activities, H&S seminars and other training interventions.
7. To support and attend H&S committee meetings and other H&S groups relevant to CBC business (but not as Chair or note taker).
8. To provide a draft annual report for use by the Executive Director with special responsibilities for H&S, for deliver on or before 1<sup>st</sup> April each year.
9. To draft a report which covers progress on action points that emanate from the over report on a time per action basis, for use by the Executive Director with special responsibilities for H&S to deliver at action plan related to time periods.
10. To provide up-to-date, accurate and user friendly statistics to inform SMT on trends and highlight anomalies, from data gathered on incidents within CBC.
11. To provide and deliver information, related to H&S, for inclusion on the 'HUB'.
12. To set a personal example on all matters relating to H&S.