

1. INTRODUCTION

1.1 Aims of the Policy

This Policy sets out the strategic health and safety vision and objectives of the Council.

Our aim is to have the best health and safety culture. Creating a compassionate council means we acknowledge the moral, as well as the legal and economic reasons, for good health and safety management.

Not only do we recognise the duty to our employees, but also to our residents. We aim to do things with residents safely and not to harm them with the workplace activities we carry out.

By creating a safe working environment for all employees, visitors, contractors and members of the public, and by the reduction of workplace accidents and incidents, we will build a shared prosperity for us all and take pride in Hammersmith and Fulham.

1.2 Scope of the Policy

Our Corporate Health and Safety Policy applies across the entirety of our undertaking as an employer and service provider.

Our responsibilities and arrangements in relation to health and safety will cover our role as:

- ☐ A major employer based within the borough
- ☐ A major purchaser of services and goods from other organisations
- ☐ Landlord and service provider
- ☐ Setting an example of good health and safety practice to other workplaces within the borough, taking pride in Hammersmith and Fulham.

1.3. Our Health and Safety Culture

To be the best in health and safety we are seeking to maintain and advance our positive health and safety culture by creating an environment with fairness and clear lines of responsibility at its core.

This policy reflects our commitment to ensuring that health and safety at work is paramount to us and that effective health and safety actively contributes to our ongoing success. The successful implementation of this policy requires total commitment from all members of staff and councillors.

Paying attention to meeting our duties to **safe places of work and a safe working environment** within the borough, so far as is reasonably practicable.

Effective **reporting of all accidents, incidents and near misses** is critical to ensure the health and safety of all persons affected by our activities. We will promote an open working environment where employees are not afraid of blame but encouraged to report accidents, incidents and near misses to prevent serious incidents in future.

We will actively **consult** with our workforce and nurture an open attitude to prevent health and safety issues, encouraging staff to identify and report hazards and suggest innovative solutions, so that we can all contribute to creating and maintaining a safe working environment.

We will carry out and **regularly review risk assessments** to identify hazards and risk control measures; to prioritise, plan and complete any corrective actions required to eliminate risk, or reduce risk to the lowest level reasonably practicable.

Information, instruction, training and supervision to ensure the health and safety of employees, and to enable employees to make a positive contribution to the safety culture of the organisation will be carried out at all levels commensurate with accountability and responsibility outlined in the arrangements that follow.

We recognise that **provision and maintenance of safe equipment, plant, systems and procedures** alone is not enough if the culture doesn't encourage healthy and safe working. Therefore, pro-active management of, and involvement in, health and safety by all staff at each level of the organisation is fundamental to ensuring a successful health and safety culture.

Arrangements will be made for ensuring safety and the absence of avoidable risks to health in connection with the **use, handling, storage and transportation of articles and substances**

We will provide adequate arrangements and facilities for **welfare**.

Collaboration and cooperation between employees, unions, councillors, contractors and the public are key factors in management of health and safety and will be promoted at every level to ensure successful operation of our organisation. Our health and safety culture is based on '**Plan, Do, Check, Act**':

- Planning the direction for health and safety management (Plan)
- Profiling the health and safety risks to organise and implement controls (Do)
- Checking that health and safety management is working (Check)
- Acting on improving health and safety management (Act)

We will maintain a system to properly select and manage **contractors** that work for us in order to achieve a safe working environment.

The health and safety policy is unlikely to be successful unless it actively involves everybody at work. We all have an individual responsibility to ensure our own safety and to avoid doing anything that will put others at risk. An annual report detailing our health and safety performance during the period will be submitted to the Audit, Pensions and Standards Committee.

2. ARRANGEMENTS TO DELIVER THIS POLICY

2.1 General

The law requires that ultimate responsibility for health and safety rests with the highest level of management. We must comply with the Health and Safety at Work etc Act 1974. In practice the Chief Executive is responsible to the Council for ensuring successful management of the Council's health and safety policy and compliance with the Council's legal duties. Responsibilities are set out in this policy. A lead director for health and safety has been appointed.

2.2 Audit, Pensions and Standards Committee

A biannual performance report is submitted to the committee, one of which contains the annual health and safety report of the Council.

2.3 Strategic Leadership Team (SLT) Assurance

SLT Assurance scrutinises and oversees the Health and Safety Board. It sets a health and safety agenda twice a year.

2.4 Health and Safety Board

The Board is chaired by the Strategic Director Finance and Governance, who is the lead director for health and safety as delegated by the Chief Executive. It is a decision-making board that meets quarterly. It receives reports from employee representatives (one from each directorate) and the Trades Unions Forum. The group meets the Council's obligations to consult with employees under The Health and Safety (Consultation with Employees) Regulations 1996 (as amended) and under The Safety Representatives and Safety Committees Regulations 1977 (as amended). Terms of reference and an example agenda for the Health and Safety are given at appendix A

2.5 Assurance Risk Operations Group (AROG)

AROG monitors the operational health and safety risk register on a monthly basis. The register, giving recommended actions and mitigations, is made available to Tier 2 and Tier 3 managers via this group.

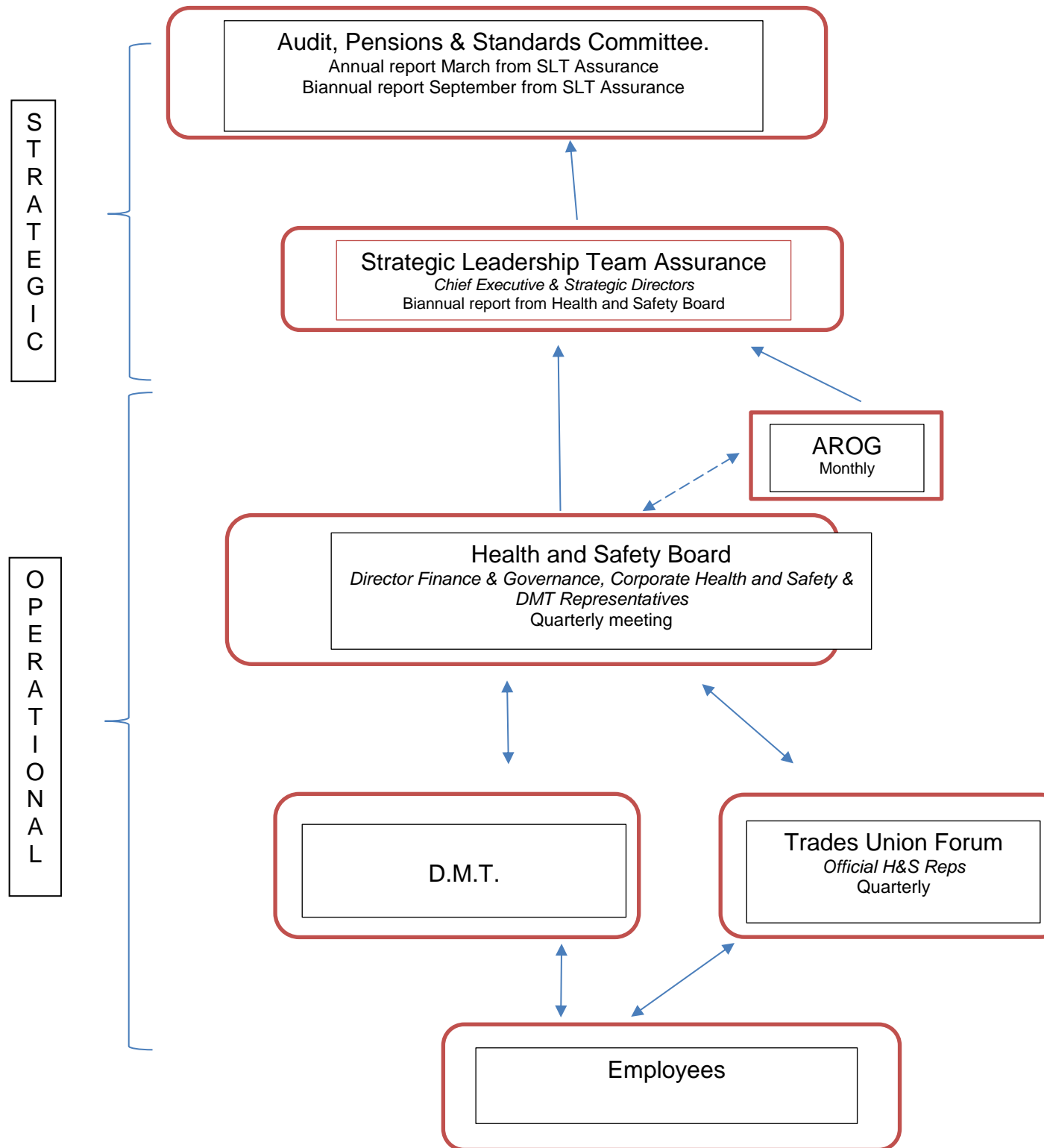
2.6 Trades Union Forum

Trades Union Forum has a standing item on health and safety. The Forum includes Branch Officers for Health and Safety from UNISON, GMB and the National Education Union. It convenes quarterly. The Forum meets the Council's obligation to consult with employees under the Safety Representatives and Safety Committees Regulations 1977 (as amended).

2.7 Directorate Management Teams (DMT)

DMTs meet monthly, where health and safety is an agenda item. DMTs are required to nominate a representative to attend the Health and Safety Board quarterly.

3. HEALTH AND SAFETY GOVERNANCE AND CONSULTATION STRUCTURE



4 ROLES AND RESPONSIBILITIES

4.1 General

Every member of the organisation must accept and ensure that they understand their personal responsibilities for health and safety and achieve and maintain these to the appropriate standard.

Although some duties and responsibilities may be delegated, accountability for health, safety and welfare at work is not transferable and cannot be evaded.

We recognise that the key to further improvements in health and safety lie in securing a systematic approach to health and safety management throughout the organisation so that health and safety becomes fully integrated with all other aspects of business management. This requires strategic leadership, supported by specialist professional input.

4.2 All Employees

- All employees, whether permanent, part-time or temporary, are required to:
- Take reasonable care of their own health and safety and the health and safety of any other person who may be affected by their actions;
 - Co-operate with their managers and other staff so that safety requirements and standards may be met;
 - Undertake any mandatory training that is provided (including fire evacuation drills) relevant to their job roles and as guided by the health and safety training matrix;
 - Not interfere with, or misuse, anything provided by the Council in the interests of health, safety and welfare.

In order to carry out the above, all employees must familiarise themselves with the 'all staff checklist for health and safety' at appendix D:

Where an employee does not have regard to the points set out in 4.2.1, disciplinary action may be considered.

In cases of imminent danger employees are required to report to their line manager as quickly as possible, and to request work activities to be halted until safe working practices can be established.

4.3 Elected Members (Council)

The Council's Elected Members have a responsibility to conduct their business and make decisions in conformity with health and safety legislation and the Council's own policies.

Members must ensure that the decisions they make take account of health and safety and that resources are allocated for this purpose. By virtue of the power invested in individual Members there is a possibility that they could be held liable for the consequences of their decisions in health and safety terms.

Council is responsible for ensuring there is an effective overall policy for the health, safety and welfare of employees and the health and safety of others (i.e. this policy) and for ensuring that the policy is reviewed every three years, or sooner if there is a need due to changes of law, guidance or activity.

Council will ensure appropriate health and safety information is included in the annual published report on the Council's activities and performance, which will be provided to the Audit, Pensions and Standards Committee. Performance is assessed by a programme of audit, monitoring and review.

4.4 Leader and Portfolio Holders (Cabinet)

Cabinet is responsible for carrying out specific functions both individually and collectively. The Leader is the lead councillor for health and safety matters and overall governance arrangements for health and safety.

Cabinet has responsibility for ensuring that suitable resources and strategic direction are available to discharge the Council's health and safety responsibilities.

Cabinet is responsible for ensuring that where the Council exercises control over any non-domestic premises, made available to anyone else as a place of work, that premises is safe and without risks to safety and health, so far as is reasonably practicable, but only as far as this applies to the Council in terms of rental or lease agreements. This may include access and exit pathways and any plant or substances supplied for use as stipulated in the terms of lease.

Cabinet is responsible for ensuring that where the Council exercises certain controls over any domestic premises, made available to anyone else as a place of work, they are safe and without risks to safety and health, so far as is reasonably practicable, but only as far as this applies to the Council in terms of rental or lease agreements.

4.5 Chief Executive (Tier 1, Head of paid services)

The Chief Executive has overall responsibility and accountability for all aspects of operational management.

The Chief Executive is accountable for promoting a positive health and safety culture for an organisation that also regulates legal compliance with health

and safety in the commercial sector of the borough, as well as ensuring all relevant and appropriate matters come to the attention of Elected Members.

The Chief Executive will ensure that the responsibilities for health, safety and welfare are properly allocated and accepted at all levels. Strategic lead is delegated to the Strategic Director Finance and Governance (lead director for health and safety).

The Chief Executive will ensure health and safety is reported at SLT Assurance at least twice a year or when necessary.

The Chief Executive is responsible for proposing adequate staffing, finance and resources to Cabinet and Council that meet the key responsibilities of SLT to manage health and safety through delegation to the Strategic Director Finance and Governance (lead director for health and safety).

The Insurance Officer will ensure that appropriate employer's liability insurance is put in place for the authority through delegation to the Director of Audit, Fraud, Risk and Insurance.

4.6. Strategic Directors and Directors (Tier 2)

Strategic Director Finance and Governance (Lead director for health and safety)

The Strategic Director Finance and Governance is the lead director for health and safety. This director has specific responsibility for championing health and safety throughout the organisation. This director will act as the health and safety champion for the Strategic Leadership Team (SLT) and, through appropriate delegation from the Chief Executive, will chair the Health and Safety Board. Strategic Director Finance and Governance (lead director for health and safety) will provide direction for the Corporate Health and Safety Team.

Directors

Directors are ultimately responsible for ensuring the implementation of corporate health and safety policies across their services. Directors will ensure that their Tier 3 managers have a clear understanding of their individual roles and fulfil their responsibilities regarding health and safety. Moreover, that they receive relevant information and training to enable competency to carry out the health and safety tasks assigned to them. Directors will nominate a safety representative from the directorate to attend the Health and Safety Board (see 5.3 and appendix A)

Strategic Leadership Team (SLT)

SLT will routinely monitor health and safety standards and provide direction and instruction on strategic health and safety management. This will be achieved through SLT Assurance. All members of SLT will ensure the provision of adequate resources in relation to health and safety

SLT will examine whether the health and safety policy reflects the organisation's current priorities, plans and targets;

An SLT checklist and a breakdown of individual SLT roles is at appendix E.

4.7 Assistant Directors, Chief Officers, Head Teachers (Tier 3)

Tier 3 managers actively promote a positive health and safety culture by setting an example to employees in all health and safety matters, to be the best and deliver public service health and safety excellence to the borough so far as is reasonably practicable.

They will require Tier 4 managers to provide a copy of their service risk assessments annually to corporate health and safety.

Tier 3 managers examine reported incidents, hazard reports and reports of ill health, arising from the work activities of the Council, where they involve injury, health risks, loss or damage to property, and risks to the public; ensuring that the findings are effectively communicated and that proposals to improve risk control measures are made where necessary.

They will ensure that Heads of Service and other Tier 4 officers receive adequate information, instruction and training, relevant to their job roles and as guided by the health and safety training matrix, enabling them to carry out their job without risks to their own and others health and safety, so far as is reasonably practicable.

Tier 3 managers will take positive action when it can be demonstrated that health and safety rules have been broken. Disciplinary procedures should be considered where appropriate.

Tier 3 managers take part in the review of the Council's health and safety policy, as required, as it affects the operations carried out within, or under the control of, their areas of responsibility.

They consult and negotiate with representatives of the employees and their conditions of employment in matters of health and safety.

Tier 3 managers contribute to statistical data collected from their services as requested by the Health and Safety Board. This will include, for instance, total employee days lost due to causes of workplace injury, physical and

mental illness or other health problems, to assist data for total calculation of overall cost to the Council.

In cases of imminent danger and/or perceived breaches of health and safety, Tier 3 managers are authorised to cause work activities to be halted until safe working practices can be established.

A manager's checklist is provided at appendix E

4.8 Heads of Service (Tier 4)

Tier 4 managers actively promote a positive 'health and safety culture', by setting an example to employees in all health and safety matters, to be the best and deliver public service health and safety excellence to the borough.

They ensure employees complete suitable training in health and safety relevant to their job roles and as guided by the health and safety training matrix.

Tier 4 managers are responsible for ensuring risk assessments for operational and other workplace hazards are carried out, with the inclusion and consultation of team health and safety representatives, using, where necessary, advice from Corporate Health and Safety. This includes a 'needs assessment' for provision of first aid. Tier 4 managers must submit a copy of the service risk assessments to corporate health and safety annually.'

They carry out initial accident, incident and near miss investigation within their field of operations and service delivery, engaging with Safety Representatives from the outset.

Tier 4 managers will ensure that contractors work safely and comply with health and safety legislation, policies and procedure, so far as is reasonably practicable, through periodic compliance inspections during work in progress, where this is not delegated to a Tier 5 manager.

They will take positive action when it can be demonstrated that health and safety rules have been broken. Disciplinary procedures should be considered where appropriate.

Tier 4 managers check compliance with this health and safety policy within their teams, both frontline and support, at all buildings, sites, open-spaces, and in all workplace activities for which they are responsible.

They make sure safety incidents (e.g. accidents and near misses) are entered onto the health and safety management software tool (AIRS or Schools AIRS) accurately and in a timely manner.

Tier 4 managers ensure persons that pose a risk to employees are entered onto the Violent Incident and Assault (VI&A) software system.

In cases of imminent danger, and/or breaches of health and safety law, Tier 4 managers are authorised to request and/or cause work activities to be halted until safe working practices can be established.

A manager's checklist is provided at appendix E.

4.9 Operations Managers and Team Leaders (Tier 5)

Tier 5 managers are those managers at the frontline of day-to-day services in all operational and support services. They will actively promote a positive 'health and safety culture', by setting an example to employees in all health and safety matters, to be the best and deliver public service health and safety excellence to the borough.

Tier 5 managers ensure risk assessments for their operational and other workplace hazards are carried out, with the inclusion and consultation of their team's health and safety representatives, using, where necessary, advice from Corporate Health and Safety. This includes a 'needs assessment' for provision of first aid. Tier 5 managers must submit a copy of your service risk assessments to corporate health and safety annually.

Under Tier 4 management instruction, Tier 5 managers examine all reported incidents and hazards and reports of ill health arising in their field of operations and service delivery, where they involve injury, health risks, loss or damage to property, and risks to the public; ensuring that the findings are effectively communicated to the Tier 4 manager for ongoing analysis by the Health and Safety Board and that proposals to improve risk control measures are made where necessary.

Tier 5 managers are responsible for compiling Personal Emergency Evacuation Plans (PEEPs) for certain employees in their team – for example, disabled employees. Details of these specific arrangements must be shared in confidence with Fire Evacuation Officers covering employee's workplace area or zone.

Tier 5 managers ensure safety incidents (e.g. accidents and near misses) are entered onto the health and safety management software tool (AIRS or Schools AIRS) accurately and in a timely manner.

Likewise, Tier 5 managers ensure persons that pose a risk to employees are entered onto the Violent Incident and Assault (VI&A) software system.

In cases of imminent danger and/or statutory breaches, they are authorised to request and/or cause work activities to be halted until safe working practices can be established.

Tier 5 management carry out initial accident, incident and near miss investigation within their field of operations and service delivery, engaging with safety representatives from the outset

They make sure that contractors work safely and comply with health and safety legislation, policies and procedure, so far as is reasonably practicable, through periodic compliance inspections during work in progress.

A manager's checklist is provided at appendix E.

4.10 Non-Employee Responsibilities

Volunteers

Volunteers will be afforded the same conditions in terms of equipment (including personal protective equipment), safety information, safety instruction, supervision and safety training, where relevant to their role, while they carry out tasks on the Council's behalf and as guided by the health and safety training matrix.

They will have responsibility for following all safety arrangements and procedures to minimise risk of harm to themselves and others who may be affected by their acts or omissions.

Those on Work Experience

Those on work experience or placement have the same responsibilities as employees. Tier 4 and Tier 5 managers will ensure that risk assessment arrangements and control measures take account of the relative lack of experience or immaturity of young people and others unfamiliar with the workplace and work tasks.

4.11 Contractors and Agency Workers

Contractors, agency workers or employees of other employers working within or on behalf of the Council have similar responsibilities as Council employees. They shall be required to co-operate with the Council to ensure that risks associated with their activities are effectively managed.

Contractors, agency workers or employees of other employers (sub-contractors) working for the Council have legal duties placed on them under the Health and Safety at Work etc. Act 1974 and subordinate legislation to safeguard the health and safety of their own employees and anyone who may be affected by their business activities.

Therefore, when working for the Council, contractors must conduct their activities in such a way that they do not endanger Council employees or anyone for whom the Council has a duty of care.

Contractors will be selected according to the Council's specifications and approval procedures. All contractors will be required to meet relevant legal duties and Council policies.

The Council's procurement arrangements when establishing a contract will include systems and protocols that will ensure adequate public and professional liability cover.

The Council shall co-operate fully with other employers to ensure that respective roles and responsibilities are clear and all relevant information is effectively shared. Contractors or agency workers shall comply with the Council's health and safety management arrangements, including those relating to the reporting and investigation of accidents and incidents.

It will be established at contract inception which party will be responsible for reporting under RIDDOR, i.e. as the injured party's employer or the person in control of the premises. In most cases it will be the former.

4.12 Corporate Health and Safety

The Council will appoint competent health and safety advisors to provide and advise management and employees in fulfilling their health and safety responsibilities. Corporate Health and Safety comprise the Head of Corporate Safety, four Health and Safety Advisors and an Administrative Support Officer.

Corporate Health and Safety will provide professional specialist advice on health and safety matters to the whole organisation.

Corporate Health and Safety will maintain a positive health and safety culture and maintain close contact with other Council specialists and safety representatives.

Corporate Health and Safety will:

- Develop and advise on corporate health and safety policy, procedures and topic-specific guidance;
- Where required, make recommendations to achieve health, safety and welfare improvements in proportion with the directive to be ruthlessly financially efficient;
- Monitor health and safety performance across all service areas and conduct audits;

- Report to The Health and Safety Board (quarterly), SLT Assurance (twice a year); Assurance Risk Officers Group (AROG) (monthly); Audit, Pensions and Standards Committee (twice a year, one of which will be the annual report) and the Trades Union Forum (quarterly);
- Work with HR on maintaining the well-being strategy and provide advice to the relevant operational working groups.
- Together with the Learning and Careers Team, ensure the provision of health and safety training that supports skills and knowledge transfer and keep the training matrix up to date;
- Through exception reporting, recommend further independent competent advice in matters of health and safety, where deemed necessary
- Investigate all RIDDOR incidents and produce an internal report examining immediate cause, underlying cause and root cause analyses.
- Maintain the operational risk register and the register of safety responders.
- Provide health and safety services to academy schools in the borough under service level agreement.

Corporate Health and Safety is authorised to enter all workplace premises and sites owned, leased, operated, rented, or in the control of the Council to inspect activities and any documentation required for health and safety purposes and all parts of the premises or site to check conformity with health and safety regulations of all activities and processes carried out within.

In cases of imminent danger and/or breaches of health and safety law, Corporate Health and Safety is authorised to cause work activities to be halted until safe working practices can be established.

The team are responsible for contributing information to an annual report on the Council's activities and performance in health and safety.

4.13 Other Designated Health and Safety Roles

Occupational health practitioners are permanently assigned to the Wellness Centre (People and Talent). The Wellness Centre works in conjunction with Corporate Health and Safety, being part of the advice and support service to employees in matters such as return to work assessment, workplace assessment for reasonable adjustment in disability, following up workplace health related matters through workplace and work task assessment - for example, physical agents monitoring (noise and vibration), musculoskeletal disorders, ergonomics assessment and display screen equipment assessment referral.

The Economy Directorate has assigned a permanent Head of Health and Safety. In the unlikely absence of Corporate Health and Safety this officer will provide general advice across the authority and Corporate Health and Safety vice versa to the Economy Directorate in the absence of their officer.

4.14 Premises Managers

All Council workplace premises will have an appointed member of staff with responsibility for ensuring premises are maintained in a safe and secure condition for staff and visitors.

It is recognised that the management of premises will be influenced by size, workplace activity, tenancy arrangements and ownership. This is reflected in building categories.

In some Council buildings the Premises Manager will be achieved through an in-house service, provided by the Corporate Property and Facilities Management Service, which will include an on-call out of hours service. In these 'category 1' buildings the overall Premises Manager is the Assistant Director Corporate Property and Facilities Management, with day to day control of the service delegated through a management structure of Hard FM, Soft FM, Statutory Compliance (FPS 'blue book'), periodic planned maintenance programmes and capital projects.

In other Council buildings the Premises Manager will be an officer, or deputy, at Tier 3 or Tier 4, on site during normal working hours – for example, a care home or a school. The Premises Manager in this instance will nonetheless have access to the repairs and maintenance services required under health and safety management through the Corporate Property and Facilities Management Service, including the on-call out of hours service, where their service is within a Council building or as a condition of lease or formal agreement (category 2 and 3 buildings).

A list of the role and responsibilities for Premises Managers is given at appendix B

4.15 Contract Managers and Commissioning Officers

Contract Managers and Commissioning Officers have responsibility for ensuring that contracts awarded meet the requirements of this policy.

Before a major contract is awarded documented evidence must be obtained to satisfy the health and safety requirements of the person authorising the contract. Corporate Health and Safety may advise on the type of documented evidence that is suited to the size and hazard profile of the contract.

These documents must be brought to the attention of Corporate Health and Safety in a timely manner to establish a clear understanding of what risks are involved.

Where appropriate, advice received from Corporate Health and Safety must be incorporated into procurement documentation, e.g. with the advert, contract specification and pre-qualification questionnaire.

During the contract evaluation process, satisfactory control of inherent risks identified are to be evidenced by the contractor/supplier in their safety documentation.

Health and safety performance must be appropriately monitored based on the risk e.g. by evaluating application of the contractor's / supplier's management system and accident / lost time injury statistics, etc.

Contract Managers and Commissioning Officers must follow section 10 of the LBHF Business Continuity Strategy, 'supply chain resilience', where this may impact on health and safety.

Contract Managers and Commissioning Officers must be trained in health and safety management to level commensurate and relevant to their duties. For example, in construction related works, Construction Design and Management Regulations training.

5. SAFETY RESPONDERS

5.1 First aid trained personnel (First Aiders)

There is no statutory requirement to provide first aid under the First Aid Regulations other than for people at work. However, in full, HSE strongly recommend the public are considered when conducting first aid assessments and providing first aid. The Council is a public serving organisation and members of the public must therefore be considered in the assessment of first aid needs in all relevant areas of our business.

The Council will provide adequate and appropriate equipment, facilities and personnel to enable first aid to be given to employees if they are injured or become ill at work. What is adequate will depend on a specific risk assessment of the work and workplace in question. This will help decide how many trained first aiders or appointed persons are needed and what should be included in first aid boxes.

The assessment of first aid needs will be undertaken by Tier 4 Heads of Service. First Aiders will be nominated and appointed by Tier 4 Heads of Service or Premises Managers to HR and Corporate Health and Safety. The HSE approved code of practice on first aid at work and the Corporate Health and Safety Team can provide advice on the assessment of first aid needs.

A four-layer framework is used to help managers identify the right levels of provision for the service needs. The framework consists of Appointed Persons (AP), First Aid at Work qualified persons (FAW), Emergency First Aid

at Work qualified persons (EFAW) and persons receiving Additional Training that covers aspects of first aid – for example, paediatric first aid in a nursery school. The framework is designed for all employees in all Council workplaces, indoors or outdoors. The HSE approved code of practice for First Aid at Work and Corporate Health and Safety can provide advice on assessment of first aid needs.

First aid training and refresher training is organised and coordinated by Corporate Health and Safety in all services except for schools, where first aid training is organised through the Macbeth Centre. Learning and Careers will provide a reminder around three months before qualifications need to be renewed and advise Corporate Health and Safety whether new or refresher training is needed. The first contact for training information is CorporateHealthandSafety@lbhf.gov.uk or, for schools, the Macbeth Centre.

Annual familiarisation training, which is less formal than the qualification training, is recommended best practice. Annual familiarisation training will be made available to all Council First Aiders. First Aiders will receive an email from Corporate Health and Safety advising where and when the sessions take place. A reasonable amount of sessions will be run across the borough every year and First Aiders should try to attend these.

Where emergency evacuation chairs are provided within Council buildings, first aid trained personnel are required to undergo training in use of emergency evacuation chairs, unless there is a valid reason why they cannot.

First aiders receive a monthly honorarium in recognition of their role, unless the requirement is identified in their job description (for example, first aid within the role of lifeguard for NPLQ as a prerequisite).

5.2 Fire Evacuation Officers (Fire Wardens)

Fire Evacuation Officers (FEOs) are appointed by Premises Managers or Heads of Service either through fire risk assessment review ('prepare an emergency plan'), or as a recommendation from a health and safety audit or external enforcing authority recommendation.

FEOs assist with the safe coordination of building evacuation in an emergency and ensure on a day to day basis that good fire risk management is maintained – for example, through observation of general housekeeping and storage practices. In certain buildings FEOs may assist the Premises Manager with upkeep of the fire log book and undertaking the weekly alarm test.

FEOs receive training to enable them to perform their duties. This may include practical use of fire extinguishers, where it is deemed safe for them to undertake this duty without risk to themselves or risk to others.

Where emergency evacuation chairs are provided with Council buildings, FEOs are required to undergo training in use of emergency evacuation chairs, unless there is a valid reason why they cannot.

5.3 Safety Representatives

Workplace health and safety representatives (Safety Representatives) are nominated by Directors through DMT or through the unions as official trade union safety representatives (1977).

Safety Representatives undergo suitable training for the role and attend the Health and Safety Board, which is the Council's health and safety committee.

For Unison, GMB, Unite and NEU representatives, training consists of a minimum of TUC stage 1 Health and Safety. For non-union representatives training consists of a RoSPA two-day course. The terms of reference for the Health and Safety Board at Appendix A details duties that are expected of the role.

Safety Representatives must liaise with Corporate Health and Safety as necessary.

Safety Representatives will follow the format of corporate health and safety management software, or trade union official safety inspection forms, to achieve suitable workplace inspection regimes.

Where emergency evacuation chairs are provided within Council buildings, Safety Representatives are expected to undergo training in use of these chairs, unless there is a valid reason why they cannot.

6. VERSION CONTROL

6.1 Table of amendments

DATE	REFERENCE	AMENDMENT

Appendix A Health and Safety Board (Health and Safety Committee)

Terms of Reference

The Health and Safety Board (the Board) is chaired by the Strategic Director Finance and Governance in the role of lead director for health and safety.

The Board meets quarterly on matters of health and safety, or more frequently by exception in response to a local internal event or a national event that affects the health and safety of Council staff and customers.

Purpose

The Board is responsible for providing corporate direction and instruction on matters of health and safety. This includes, but is not limited to:

- Establishing an effective downward communication system and management structure for health and safety across the Council;
- Engaging the workforce in the promotion and achievement of safe and healthy workplace conditions through staff representatives;
- Establishing an effective upward communication to SLT Assurance;
- Identifying and managing health and safety risks at corporate level, through engagement with staff representatives;
- Monitoring, reviewing and reporting on performance (including safety incident trend analysis and sickness absence analysis);
- Ensuring that periodic audits of the effectiveness of management structures and risk controls for health and safety are being carried out;
- Assessing the impact that changes might have on health and safety, such as the introduction of new procedures, work processes or products;
- Implementing procedures to adopt and incorporate new and changed legal requirements and to consider other external developments and events that might affect LBHF health and safety;
- Receiving reports on the health and safety performance and actions of contractors;
- Examining whether risk management and other health and safety systems have been effectively reporting to the board;
- Reporting health and safety shortcomings, and the effect of all relevant board and management decisions;
- Deciding actions to address any weaknesses and a system to monitor their implementation and consider immediate reviews in the light of major shortcomings or events.

An Assurance Risk Officers Group reviews and monitors assurance and may escalate matters to the Board on an exception basis key issues for action and decision.

SLT assurance will oversee the Board to ensure key issues are being addressed.

Operational accountabilities

The Board and individual SLT Directors:

- Have ownership and oversight of H&Fs health and safety assurance framework
- Set the standards and expectations for health and safety assurance at a corporate level
- Ensure the council has the right policies, practices and behaviours in place for effective health and safety assurance
- Based on management and performance information received, ensure the health and safety assurance evidence base is comprehensive, sufficient, reliable and relevant
- Identify where there are gaps or overlaps in health and safety assurance and where action or decisions are needed
- Ensure high standards of governance, including effective reporting to SLT Assurance for Audit, Pensions and Standards Committee
- Consider the health and safety aspects of the Annual Governance Statement, which will be agreed through SLT Assurance
- Identify and learn from best practice in health and safety assurance, including from external organisations
- Horizon scan legislative, policy and other changes and influences on health and safety assurance and identify the best ways for the Council to respond.

It does this by:

- Providing leadership, accountability and challenge
- Obtaining evidence of health and safety assurance and ensuring risks of failing to achieve objectives are identified and effectively mitigated
- Commissioning projects and deep dive reviews in response to discharging its operational accountabilities
- Agreeing actions where improvements are needed
- Ensuring risks are appropriately identified, mitigated, managed and monitored
- Providing a forum for standard and by exception reporting
- Reporting to SLT Assurance on its work and making recommendations for change and improvement where appropriate.

Reporting accountabilities

The Board reports to SLT Assurance and the Chief Executive.

Information sources

- H&F Assurance Framework
- Corporate and operational risk registers

- Internal audit health and safety assurance reports
- External inspection regime
- H&F policy framework
- Government policy, legislation and frameworks

Membership

- Strategic Director Finance and Governance (Chair)
- **Safety Representatives:** Finance & Governance, Economy, Environment, Social Care, Children's Services, Public Services Reform, Unison Branch, GMB Branch, Unite Branch, NEU.
- Head of Corporate Safety (Advisor to the Board)

A minimum of seven members will be required to make the Board quorate.

Agenda standing items

1. Accident, incident and near miss report: examining this period's trends and patterns, noting actions to prevent recurrence of accidents from local and corporate investigations. (all)
2. Audit and inspection update. An update with a progress report on actions that appear on the operation (health and safety) risk register (Head of Corporate Safety).
3. Corporate risk register latest.
4. Quarterly safety theme (e.g. prevention of slips, trips and falls) (all)
5. Reports from Safety Representatives (all)
6. Update from the TU Forum on relevant matters
7. Looking around: Horizon scan for legislative and other changes that may affect LBHF health and safety. Examine health and safety cases brought against local authorities in the news (all).

Appendix B

Premises Managers. Role and Responsibilities

It will be the Premises Manager's responsibility to:

Ensure that premises related risk assessments are undertaken and regularly reviewed, including fire risk assessment, asbestos, water hygiene, gas safety, electricity at work, and general building (including safe access and egress);

Arrange for the fire risk assessment to be updated, where alterations to site activities, or to the layout of the premises, are proposed;

Ensure risk assessments of harmful substances used in the maintenance of the premises are implemented and available to occupying managers and other occupiers as necessary;

Arrange the necessary resources be always available to make safe any spillage or breakage that could lead to exposure of persons to hazardous substances or materials;

Make waste management arrangements covering the premises' activities, including clinical waste;

Maintain, and make available for inspection, records of premises related safety systems, where installed, and evidence the arrangements effectively established and regularly reviewed for appliances and plant servicing to the required standard and within the required timeframes;

Maintain and make available for general use and under emergency arrangements site schematics that have been established to the Council standard.

Appoint Fire Evacuation Officers and First Aiders and provide information on a buildings' emergency arrangements to employees and visitors as required to ensure they know how to respond in an emergency.

Ensure that, where installed, fire detection, warning systems and emergency lighting systems are regularly serviced and tested, and that safety signage is appropriate and displayed.

Conduct emergency building evacuation exercises (fire drills). At least two per annum for all Council buildings.

Ensure escape routes and passageways are without obstruction and free from trip or slip hazards, especially cabling and other service supply lines.

Ensure all building and services contractors are employed in accordance with the Council's procurement policy.

Liaise with the Corporate Property and Facilities Management Service where a requirement arises for contractor work regarding:

- Alteration to a buildings structure or its grounds;
- Substantial change to a buildings use (whether partially or wholly);
- Significant prolonged change to a building's water or energy supply or environmental control system.

Ensure that contractors hired direct to undertake repairs, maintenance, construction related works and other minor works are compliant with the relevant health and safety criteria for the scope of the contract.

Ensure an 'asbestos management pack' is on site, comprising details of location and condition of any asbestos that may be present, and is available for inspection. The asbestos management pack must be signed in the relevant section by contractors prior to works, after they have read the registers and survey and all RAMS have been received.

Maintain logbooks, comprising updated records of maintenance and inspections for fire safety, water hygiene and asbestos. A logbook (electronic or paper) for general periodic safety inspections of the building (visual) should also be kept. In tenanted properties ensure common areas are safety inspected regularly using the authorised forms or health and safety compliance software templates.

Maintain high standards of housekeeping and tidiness. Inform cleaning employees, contractors and other 'out of normal hours' workers about local fire arrangements and the required health and safety standards.

Ensure systems for environmental control are regularly serviced and are without risk to health, so far as is reasonably practicable.

Instruct work activities to be halted until safe working practices can be established in cases of imminent danger and/or statutory breaches.

Appendix C

Health & Safety: All-Staff checklist

Your role

All employees should take reasonable care for their own health and safety, and for that of others who may be affected by their actions.

Staff should speak out where they see a health or safety hazard that may put someone at risk. Corporate Health and Safety can be contacted in confidence; see the intranet page for detail.

Within your role you should...

- ☐ Complete any mandatory and service-specific health and safety training, and complete refresher training as required in the corporate training matrix.
- ☐ Follow the corporate procedures and any service-specific safe working practices.
- ☐ Immediately report any health and safety concerns to your line manager for action.
- ☐ Report accidents, incidents, and near misses online via the TRI-B AIRS system.
- ☐ Use first aid equipment or supplies only if specifically trained to do so.
- ☐ Know the escape routes (including alternatives if the nearest route is inaccessible) for the buildings from which you work in the event of an emergency, and
- ☐ request a personal emergency evacuation plan (PEEP) from your manager if you need additional help.

You might also consider...

- ☐ Training as a fire evacuation officer or first aider. Please discuss with your manager.

More information on your responsibilities towards corporate health and safety can be found on the intranet.

Appendix D

SLT checklist

Corporate Health Safety Policy

SLT should be familiar with the corporate H&S policy. It was last updated in month / year and can be found here [LINK](#).

Your role

The Strategic Leadership Team's (SLT) H&S responsibility is to provide leadership and management, a trained and skilled workforce, and an environment where people are safe.

SLT have responsibilities in common, as well as specific responsibilities as directors of directorates (see 4.6 in policy).

Within your directorate you should ensure that...

- ☐ You understand your responsibilities under safety legislation and relevant service-specific standards.
- ☐ New starters and existing staff have completed all required health and safety training, and follow local procedures and safe working practices.
- ☐ Sufficient staff are trained as fire evacuation officers and first aiders.
- ☐ Responsibilities are clearly identified, including where multiple teams or organisations occupy a site.
- ☐ Health and safety issues are well communicated.
- ☐ Procedures, management structures and resources are in place to deliver activities safely and learn from incidents.
- ☐ Your services comply with controls set out in risk assessments.
- ☐ Commissioned services and contracts have health and safety arrangements in place and are managed by trained staff.
- ☐ Category 2 and 3 buildings managed by third parties are compliant and controls in place to monitor them.
- ☐ Additional control measures are in place for vulnerable people at increased risk.

...and remember to:

- ☐ Carry out regular inspections/audits on risk control measures.
- ☐ Provide an annual statement of assurance for health and safety in your services.
- ☐ Provide a departmental risk assessment to Corporate Health & Safety.
- ☐ Consider health and safety when procuring/commissioning services.

Together SLT will:

- ☐ Lead by example and attend SLT Assurance health and safety meetings.
- ☐ Agree the annual risk-based audit programme.
- ☐ Routinely review corporate health and safety.
- ☐ Review the corporate risk register quarterly.
- ☐ Review exception reports as necessary.
- ☐ Report health and safety measures through the Annual Governance Statement.

Individual SLT responsibilities

In addition to the responsibilities above, specific further responsibilities are attached to various SLT roles:

Strategic Director of Finance and Governance

This director is accountable for corporate health and safety oversight for the organisation and reporting health and safety performance to the Chief Executive and SLT, Cabinet Member and Audit, Pensions, and Standards Committee (APSC). She/He chairs SLT Assurance in the absence of the Chief Executive. They will ensure governance arrangements including:

- ☐ Corporate procedures
- ☐ Regular performance monitoring
- ☐ Reporting to SLT and Members through APSC.

This director has overall responsibility for the safety of the Council's corporate buildings and assets and overseeing the management of these through the Assistant Director of Facilities Management. The Assistant Director will ensure:

- ☐ adequate staff with the relevant skills and training are in place to manage and oversee compliance work to buildings and facilities management.
- ☐ adequate, processes and procedures are in place to manage health and safety compliance.
- ☐ health and safety compliance standards are set, and performance is suitably monitored and reported to senior management and the Corporate Health and Safety Team
- ☐ contracts that deliver services on the Council's behalf do so safely and in compliance with health and safety regulations
- ☐ suitable follow up action is taken to rectify any non-compliance found during the above testing / maintenance; and
- ☐ any significant compliance failures are highlighted with the Corporate Health and Safety lead manager.

Strategic Director for the Economy

This director has overall responsibility for building safety of the Council's social housing, and associated community centres and tenants and residents' halls, and ensuring that any accommodation in which Council's tenants are placed has appropriate safeguards in place.

This includes overseeing the day to day management of the housing stock through the Chief Housing Officer. The Chief Housing Officer will ensure:

- ☐ adequate staff with the relevant skills and training are in place to manage and oversee compliance, works to buildings and facilities management.
- ☐ adequate, processes and procedures are in place to manage health and safety compliance in accordance with health and safety legislations, approved codes of practice, relevant guidance, and the Council's premise manager procedure.

- ☐ health and safety compliance standards are set, and performance is suitably monitored and reported to senior management and the Head of Corporate Safety.
- ☐ contracts that deliver services on the Council's behalf do so safely and in compliance with health and safety regulations.
- ☐ works to our housing properties and services are undertaken safely and do not create hazards.
- ☐ members of the public, staff and contractors are not unnecessarily exposed to risk.
- ☐ tenants are communicated with about health and safety hazards, controls to mitigate risk and works on their homes; and it is easy for them to raise concerns.
- ☐ any significant compliance failures are highlighted to Strategic Director for the Economy.

Director of Children's Services

This director has overall responsibility for ensuring the Council's community schools, nurseries and children's centres are safe for staff and pupils, and that any accommodation or centres in which the Council places children have appropriate health and safety safeguards in place.

Strategic Director for Environment

This director has over responsibility for ensuring the Council's resident services, public realm, safer neighbourhood and regulatory services, leisure sport and culture services all have appropriate health and safety control measures in place that are aligned to this policy. This includes the health and safety elements of contract management in higher hazard third party contracts for Waste and Recycling Operations, Parks and Open Spaces, Highways.

Strategic Director of Social Care

This director has overall responsibility for ensuring that any accommodation or centres in which the Council places adults have appropriate health and safety safeguards in place.

Assistant Director People and Talent

This director has overall responsibility for promoting positive well-being and promulgation of the management standards to reduce work-related stress at corporate level.

Appendix E

Tier 3 and Tier 4: Managers' checklist

Your role

Managers provide active leadership to maintain effective safety arrangements within their service areas. You will make sure the right resources are available for your teams and services to comply with the relevant health and safety requirements.

Within your teams and services, you should ensure that...

- ☐ You understand your responsibilities under safety legislation and relevant service-specific standards.
- ☐ New starters and existing staff have completed all required health and safety training and follow local procedures and safe working practices.
- ☐ Your services comply with controls set out in risk assessments for all areas of work.
- ☐ Commissioned services and contracts have health and safety arrangements in place and are managed by trained staff.
- ☐ Procedures are in place to meet the requirements of the corporate health and safety policy, and to manage any emergency situations arising from health and safety incidents.
- ☐ Responsibilities are clearly identified, including where multiple teams or organisations occupy a site.
- ☐ Additional control measures are in place for vulnerable people at increased risk.

...and remember to:

- ☐ Carry out regular inspections/audits on risk control measures.
- ☐ Carry out risk assessments for your service areas.
- ☐ Review risk assessments at least annually, or when an incident has occurred or changes to service delivery are made.
- ☐ Arrange for your staff to undertake health and safety training relevant to the role and arrange health and safety inductions for new starters.
- ☐ Complete health and safety training for managers.
- ☐ Communicate health and safety routinely, including at team meetings and one to ones.
- ☐ Consider health and safety when procuring/commissioning services.
- ☐ Investigate any accident or incident involving your staff and others you are responsible for and update the online TRI-B AIRS system (where incidents and accidents should be reported) on your findings and actions.
- ☐ Encourage enough staff to train as fire evacuation officers and first aiders.

More guidance on your responsibilities and templates for corporate health and safety can be found on the intranet.