

Health and Safety - Policy Statement

Derby City Council is committed to protecting the health, safety and welfare of our employees, customers and contractors. We set high standards and as an employer, 'safety beyond compliance', we aim to go above and beyond minimum legal requirements set by health and safety legislation. We believe that colleague health, safety and welfare are at the heart of what we do.

We want all our colleagues to feel that their physical and psychological wellbeing is equally important and that colleagues will be supported and valued at work.

Everyone who works for the Council is expected to take both collective and personal responsibility to help us fulfil our vision for health, safety and welfare. We expect our councillors, partners, contractors and suppliers to help us meet this commitment.

The Council Leader and the Chief Executive (CEO) are committed in leading the Council to achieve high standards in health, safety and welfare at Cabinet and Corporate Leadership Team (CLT) level. They both recognise that strong, visible leadership for health and safety is essential in order to achieve the wider council's vision, culture, aspirations and outcomes for our city.

This policy acts as an umbrella document for other, more specific, corporate and directorate health and safety policies and procedures. These include:

- Risk Assessment Policy.
- Corporate Health and Safety (H&S) Training Policy.
- H&S Representatives' Charter.
- Accidents, Diseases and Dangerous Occurrences Policy and Reporting Procedure.
- Work at Height Policy
- Lone working

1. Policy application

This policy applies to **all** colleagues. It also applies to councillors, volunteers, agency workers and contractors. It will be reviewed every-two years or sooner if there is a significant change or circumstances require it.

2. Principles

The Council is committed to:

- Meeting its legal obligations under the Health and Safety at Work etc. Act 1974 and the Management of Health and Safety at Work Regulations 1999.
- Following the best practice guidance outlined in the Health and Safety Executive's publications 'Managing for Health and Safety', HSG65, and 'Leading Health and Safety at work', INDG417(rev).



To achieve this, all reasonable steps will be taken to make sure:

- Activities, premises and equipment meet current legal requirements, standards and best practice.
- Adequate resources are made available for Health, Safety and Welfare (HSW).
- The Council's organisational culture is a healthy one that's open, empathetic, supportive and consultative.
- Managing and promoting HSW is accepted as a core management activity and is given equal priority with other service objectives.
- Competent advisers are employed within the workforce to give guidance and assistance on HSW issues.
- Specialist advice, such as technical or medical matters, is available when needed.
- Adequate, clear information on HSW is effectively communicated to all colleagues, including contractors, agency workers, volunteers and to those who use our services and facilities.
- All employees and contractors are competent to carry out their work safely and with minimal risk to themselves or others.
- Employees receive the instruction, training and supervision they need to work safely and without risk to their physical and psychological health.
- Employees and their H&S representatives are encouraged to be actively involved in health, safety and welfare in the workplace.

To promote HSW at the highest level the Council has two H&S Champions: The Leader of the Council and the CEO.

3. Roles and responsibilities

Everyone shares a responsibility for their own health, safety and welfare at work and for that of their colleagues, customers and citizens. See **Roles and Responsibilities document** for more details.

4. Actions

Managers at all levels must:

- Implement HSW policies and procedures fully and promptly within their service areas.
- fulfil relevant leadership accountabilities and expectations in relation to statutory health and safety duties
- Include appropriate HSW objectives in business plans, Great Performance Conversations (GPC) and development plans (both team and personal).
- Take action to develop and maintain their own and their employees' HSW knowledge, competence and skills.
- Set up effective ways to communicate HSW issues, policies and procedures to their staff. This is especially important where employees cannot access electronic resources on MiDerby or the Schools' Information Portal. A key



task is making copies of this document available to all colleagues, including new starters, and to volunteers and agency workers working within their services.

- Carry out risk assessments with their employees, then work with them to develop protective measures and safe working procedures.
- Set up ways to monitor and review HSW processes and performance so action can be taken quickly when improvements are needed.
- Get guidance and advice from the Corporate H&S Team and the Occupational Health Service.
- Report concerns about HSW to senior managers for action.

Support and information

The [Corporate Health and Safety](#) provide H&S advice and training. Copies of H&S policies and guidance documents are on the Corporate Health and Safety pages on [MiDerby](#) and the [Schools' Information Portal](#).

[Occupational Health and Wellbeing](#) gives advice and support to managers and employees on health and wellbeing issues. They will also advise on treatment and rehabilitation for individuals who have suffered physical or psychological ill health.

Signed



Cllr Nadine Peatfield
Leader of the Council



Samantha Dennis
Chief Executive



Health and Safety Policy Organisational Roles and Responsibilities matrix

Everyone shares a responsibility for Health, Safety and Welfare (HSW) at work. This RACI matrix lists identifies key H&S activities and decisions undertaken set against roles.

ACTIVITY	H&S Leadership, Commitment, Visibility, Assurance, and Ultimate Responsibility	H&S Building, Specialist Risks, CDM Building Operations Manuals	Policy Development, Implementation, and Review	Compliance – Active and Reactive Monitoring	Consultation (CHSC & JCC) and Communication Processes	Procedures – Service Specific SSOW / RAMS	Training / competence – Development and Delivery
CEO & Strategic Directors	A	I	I	I	A	I	I
Service Directors / Heads of Service	R	I	I	R	R	A	A
Managers	R	I	R	R	R	R	R
Premises Managers	R	R	R	R	I	R	R
Corporate Health and Safety	R	C & I	A	A	R	R	R
Property Services	R	A	C	R	C & I	R	R
Compliance/ Assurance Managers	R	C	C	R	R	R	R
Employees	R	I	I	R	I	R	R
Trade Unions	C & I	I	C	I	R	C & I	C & I

Key: R= Responsible A= Accountable C=Consulted I=Informed

1. Council Cabinet/Councillors

The Council is the employer and as such it carries the ultimate responsibility for ensuring health and safety at work. These duties relate to the Council as a corporate body.

The Council Cabinet and councillors collectively as members of a corporate body are legally responsible for ensuring that health and safety is effectively managed throughout the organisation. To fulfil this duty, councillors, have delegated authority to deal with health and safety issues to the CEO and Strategic Directors demonstrating their commitment by:

- Providing active leadership and direction for HSW.
- Securing adequate resources for HSW management.
- Monitoring of HSW performance through the Corporate Health and Safety Committee.
- Promoting a healthy organisational culture.

It is important that all councillors are aware of the importance of health and safety, the systems which exist to ensure it is maintained and their role within the system. All newly elected councillors should receive information about their responsibilities and the established policies and procedures.

Councillors as individuals can be liable to prosecution for breaches of legal duties under Section 36 (Offences due to fault of other person) where their act or default results in another person, for instance a manager, committing an offence under the Act.

Under Section 37 of the Health and Safety at Work etc. Act 1974 an individual senior officer and/or manager can be held individually responsible and prosecuted for acts and omissions along with the corporate body.

2. Chief Executive

Is responsible for making sure that:

- effective arrangements, structures and resources are in place to manage HSW.
- effective HSW policies are developed and implemented consistently across the Council.
- A comprehensive programme of monitoring, such as through audits and inspections, is implemented to check HSW performance.
- positive action is taken to improve HSW performance where problems are identified.
- senior managers attend tailored HSW awareness training.
- senior management teams adopt and promote a supportive leadership style to build a psychologically healthy organisational culture.



3. Strategic Directors

Each Strategic Director is responsible for taking all reasonable steps to make sure HSW is effectively managed within their directorate. This includes:

- making adequate resources available for managing HSW.
- making sure HSW is given equal priority with other management functions and is included in directorate business planning.
- complying with leadership accountabilities and expectations in relation to risk management
- supporting continuous improvement by demonstrating a proactive, positive attitude to HSW matters.
- making sure corporate HSW policies are implemented promptly and fully.
- making sure managers and supervisors attend mandatory training to develop their HSW knowledge and competence.
- making sure directorate HSW procedures and arrangements are developed, implemented and publicised.
- providing strategic leadership, overview and monitoring during and after major incidents within their service areas. Key tasks will include making sure:
 - Appropriate investigations take place.
 - Recommendations are made and implemented to prevent recurrences.
 - Learning points are identified and publicised across services and the wider organisation.
- monitoring the effectiveness of directorate HSW arrangements and making sure action is taken to deal with any problems.
- promoting employee participation in HSW by supporting consultative arrangements, such as working groups.

4. Service Directors and Heads of Service

Each Service Director and Head of Service is responsible for taking all reasonable steps to make sure HSW is effectively managed within their service, this includes:

- promoting a positive and proactive approach to HSW.
- Attending training to develop their own HSW knowledge and competence.
- ensuring their managers have access to appropriate training and development.
- completing a Service Risk Assessments for their service area.
- ensuring the implementation of Corporate and Directorate HSW policies and procedures.
- checking compliance by monitoring HSW performance by carrying out regular workplace inspections, spot checks and audits.
- take part in a service health and safety inspections
- using Great Performance Conversation meetings to agree employees' specific HSW training needs and personal development plans.
- supporting consultative arrangements by attending working groups.



- ensuring that investigations into near misses, accidents and incidents of abuse aggression and violence are undertaken.
- responding to internal and external enforcement notices with appropriate action and within timescales.
- complying with the Council's Serious Incident policy.
- complying with leadership accountabilities and expectations in relation to risk management

5. Managers

The Council believes that HSW is a fundamental management function. This means **anyone** who has responsibility for managing employees, from directors to first-line supervisors and including school-based staff, has HSW duties. All managers are responsible for:

- promoting a positive and proactive approach to HSW.
- attending training to develop their HSW knowledge and competence.
- communicating their personal commitment to HSW by setting a good example and developing a supportive, open and consultative management and leadership style.
- implementing and communicating HSW policies, standards and procedures.
- carrying out risk assessments for the work activities they control, in consultation with their employees and health and safety representatives.
- devising, implementing and reviewing safe working procedures for all work activities under their control.
- ensuring compliance by monitoring HSW performance by carrying out regular workplace inspections, spot checks and audits.
- identifying their employees' HSW training needs through risk assessment and task monitoring.
- using Great Performance Conversation meetings to agree employees' specific HSW training needs and personal development plans.
- making sure all employees are adequately supervised while at work.
- encouraging their employees to participate actively in HSW.
- co-operating and communicating with other employees in shared workplaces to allow a coordinated approach to HSW arrangements.
- making sure all work-related accidents, incidents, dangerous occurrences and occupational ill health are investigated, reported and managed by taking any necessary remedial action and ongoing monitoring.
- complying with leadership accountabilities and expectations in relation to risk management

6. Employees – what we would like in return

All employees are required to be continuously aware of their own safety and the safety of other colleagues and others who may be affected by what they do or fail to do. They must:



- take reasonable care of their own health, safety and welfare.
- make sure others are not put at risk by what they do or fail to do.
- tell their manager or the Corporate H&S Team immediately about any equipment, situation or working practice that might cause serious and imminent danger.
- work with managers and colleagues to develop effective risk assessments and protective measures.
- complete agreed HSW training.
- follow all HSW policies, instructions and procedures, such as reporting work-related accidents, near misses, ill health and aggressive incidents.
- comply with all occupational health requirements, for example, attending appointments, completing health questionnaires and following recommendations.
- use any equipment provided properly, as trained and instructed.
- report any problems or shortcomings they identify with the Council's HSW arrangements.

7. Corporate Health and Safety Team (CHST)

The team fulfil the statutory role of nominated competent H&S persons for the Council as required under the Management of Health and Safety at Work Regulations 1999 enabling services to meet their statutory health and safety obligations. The CHST will:

- provide competent technical and advisory assistance to all managers and staff, to promote and maintain effective safety, health and welfare services.
- develop, promote, review and consult on H&S policies and procedures.
- foster and promote a culture whereby health and safety is viewed as inclusive to the normal management functions.
- be consulted on the production of Directorate health, safety and welfare policy and codes of practice.
- carry out audits and inspections to monitor H&S compliance, performance and advise on improvements.
- help managers to develop their H&S management systems.
- advise on risk management for H&S.
- deliver internal training on key issues and help managers to find specialist H&S training where this is needed.
- advise on H&S competence and training requirements.
- develop and maintain H&S information systems, such as our pages on MiDerby and the Schools' Information Portal.
- work in partnership with linked professionals, such as Occupational Health, Property Services, Compliance Managers, HR and Equality, to provide joined-up services where this is appropriate.
- promote increased awareness of H&S issues.



- promote active employee involvement in H&S by working in partnership with our trade union H&S representatives.
- lead health and safety consultation, by providing advice and guidance to the Corporate Health and Safety Committee and Workplace Health and Safety Development Group by identifying any trends or problems.
- advise and support line management in the development of risk assessments and implementing resulting actions/safe systems of work;
- receive record and analyse incidents and violence reports to reveal incident trends.
- attend SLT with H&S updates.
- fulfil the City Council's statutory accident reporting responsibility under the Reporting of Injuries, Diseases and Dangerous Occurrence Regulations
- investigate or assist in the investigation of accidents or instances of ill health at work.
- liaise with the enforcement and regulatory authorities, for example Health and Safety Executive (HSE), Derbyshire Fire and Rescue Service (DFRS) Care Quality Commission (CQC).

The CHST will act as the Council's internal health and safety role for enforcement and are able to:

- stop any unsafe system of work or poor working practice.
- issue services with internal safety notices.
- any notices issued will be served on either the Service Director or Head of Service in charge of a particular work area/process with a copy of the notice forwarded to the Strategic Director.
- copies of the safety notice will be sent to the relevant Strategic Director and Chair of the Corporate Health and Safety Committee.
- to protect against unreasonable requirements from the notices there is a right of appeal. This appeal must be made to the CEO within 7 working days. The CEO will then arbitrate.

8. Estates and Property Review and Property and Consultancy Services

Are responsible for ensuring that the building stock is fit for purpose and safe to use. They will do this by:

- ensuring the following building related policies are fit for purpose actively adopted and implemented:
 - Fire Policy.
 - Asbestos Policy.
 - Water Hygiene Policy.
 - Gas Policy.
 - Electricity Policy.
- carrying out compliance audits and reporting findings to CHST.
- issuing enforcement notices where serious compliance issues are identified.



- providing professional competent advice and training on building related matters and policies.
- providing and communicating information to all responsible persons.
- producing and overseeing safe systems of work when construction and maintenance work is undertaken.
- ensuring that our buildings remain safe and compliant by delivering a targeted programme of Planned Preventative Maintenance.
- approving, prior to work commencing, any alterations, installations, construction and temporary works to council buildings.
- report immediate/urgent health and safety issues identified to CHST.

9. Compliance Managers – within services

Where dedicated Compliance Managers are employed within services their primary role is to assure the respective Service Heads and Directors that service specific systems of work and procedures comply with corporate health and safety policies and procedures, and that they are being followed and remain effective. They do this by:

- developing and implementing specific procedures to meet Directorate requirements.
- reporting and informing CHST of compliance outcomes and findings
- liaising with CHST on Directorate / service developments including training.
- carrying out specific service compliance audits and inspections informing CHST of outcomes.
- consulting with Directorate Trade Union Health and Safety Representatives.
- investigating accident, Incident, and near misses within their specific service area.

10. Premises Managers/Responsible Persons

Designated premises managers shall have the additional duty of overseeing safety issues relating to the premises they occupy/manage. Some examples of these duties include:

- completing building compliance checks, specifically inspections and checks related to the management of fire, asbestos and water hygiene.
- ensuring on site first aid provision.
- security and the management of access and egress.
- developing and implementing emergency procedures, including fire evacuation plans and undertaking fire drills.
- ensuring safety checks are undertaken on plant, equipment, structures, fences and boundaries.
- informing Property Services of any alteration, installation, construction or temporary works for prior authorisation of the work commencing.



11. Occupational Health

Occupational Health is responsible for:

- conducting pre-placement health assessments to make sure potential employees:
 - Are fit and able to do the job they're applying for safely.
 - Get any essential adjustments and support they need because of existing conditions.
- providing impartial medical assessments for existing employees to check they are fit to remain at work or return safely after illness or injury.
- giving ergonomic advice after evaluating workplaces, tasks and equipment to promote healthy work practices and environments.
- carrying out health surveillance to monitor health risks associated with work.
- delivering health-related training and health promotion.

12. Trade Union Health and Safety Representatives (HSRs)

HSRs are nominated and trained by the trade unions. HSRs have legal rights in the workplace under the Safety Representatives and Safety Committees Regulations 1977. These include the right to:

- carry out Inspections and take copies of any documents linked to HSW in the workplace.
- be consulted about any planned changes that could affect their members' HSW.
- monitor and review policies, procedures and directorate arrangements.
- investigate hazards, accidents and their members' complaints.
- represent, by agreement, all/any employee in a workplace, whether they are trade union members or not.

Consultation arrangements:

The Council recognises that joint consultation on health, safety and welfare matters is a legal obligation and of prime importance. A structure of consultative committees and working groups has been established.

Corporate Health and Safety Committee (CHSC):

Is the Council's principal consultative body for health and safety matters. It is chaired by a councillor and is represented by lead officers, CHST Manager and trade union safety representatives (HSRs). It is a forum for safety representatives to consult with the employer on corporate health and safety matters, policies, procedures and practices.

CHST issued enforcement notices will be sent to the chair of this Committee.



Reports and questions are presented to the committee by either the employers or employee's side. Meetings are held quarterly.

Health and Safety Development Group (HSDG):

This is chaired by the CHST Manager. The purpose of this group is to work in conjunction with HSRs on the development of corporate policies, procedures and guidance.

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