

STRATEGY / POLICY FRONT COVER



Name of Strategy / Policy: Health and Safety Policy and Strategy

Date last updated: March 2009

Links to Council Priorities:

Priority	Linked Yes / No?
Environment – Civic Pride	Yes
Regeneration and Homes	Yes
Improving the Council	Yes
Community Safety	Yes

Links to Other Strategies and Policies

Corporate Plan, Whistle Blowing Policy, Money Laundering Policy, Anti Fraud and Corruption Policy, Risk Management Policy

Action Plan in this document?

No. However this is supported by a separate risk management framework which outlines the actions required to demonstrate that the Council meets all the relevant requirements in relation to this.

Is progress on the action plan regularly updated?

Yes. The framework is updated quarterly.

Officer Monitoring

Name of officer responsible for co-ordinating and progressing the action plan:

Linda Everard Head of Internal Audit

Member Monitoring

Name of cabinet portfolio holder responsible for over viewing progress of the Strategy / Policy (if applicable):

No cabinet portfolio holder assigned to this policy

Chair of Audit Committee is nominated as the member risk lead

Progress in implementing the framework is undertaken on a quarterly basis by the Audit Committee

Member forum for agreeing the policy / strategy (if applicable):

Updates are initially presented to the Audit Committee for challenge before being forwarded to Cabinet for approval.

Has it been subject to a Diversity Impact Assessment? No

Has it been subject to an Environmental Sustainability Impact Appraisal? No



HEALTH AND SAFETY

POLICY AND STRATEGY

PRODUCED BY: HEALTH & SAFETY MANAGER

SUBJECT TO ANNUAL REVIEW

APPROVED BY:

- EXECUTIVE MANAGEMENT TEAM: 4 MARCH 2009
- CABINET: 17 MARCH 2009
- AUDIT COMMITTEE: 31 MARCH 2009

HEALTH AND SAFETY POLICY AND STRATEGY

HEALTH & SAFETY POLICY

Castle Point Borough Council recognise the importance of occupational safety, health, and welfare in the successful operation of the Council's activities. This statement is a declaration of its intent to establish a safe and healthy working environment for all of the Council's undertakings.

All levels of employees are expected to share and further develop the Council's attitude towards health and safety which is that:

- All employees have a responsibility to identify and take appropriate steps to rectify unsafe working situations.
- Safe working systems and practices are developed and implemented to prevent accidents and mitigate loss.
- Work activities are to be carried out with proper regard for the relevant statutory provisions.
- Training of employees to enable them to carry out their work safely is considered an essential part of effective safety management.
- All employees are required to work safely as a condition of their employment.

The Council will set objectives and targets that will be regularly reviewed and revise procedures within its risk management regime. The aim is to achieve standards of health and safety which exceed those necessary to meet the requirements of legislation.

The Council is committed to continual improvement of its health and safety performance to ensure that the best practices are implemented. The Strategic Director (Monitoring Officer) is responsible for making sure that health and safety risk issues are properly addressed. The Executive Management Team shall ensure that sufficient resources are provided to enable compliance with this policy.

Every employee is expected to acquaint him/herself with the Council's system on health and safety as detailed in the procedures and support guidance, which support the aims of the policy to be carried out.

The management of health and safety will be deemed to be of equal importance with quality, service and the achievement of targets.

Date:

Signed:

David Marchant: Chief Executive

On behalf of Castle Point Borough Council

HEALTH AND SAFETY POLICY AND STRATEGY

HEALTH & SAFETY STRATEGY

INTRODUCTION

Health, Safety and Welfare is the responsibility of each and every individual employee. Attitudes depend on the examples that everyone sets, especially those in positions of responsibility. ALL management and staff regardless of their status, have a general responsibility to ensure Health and Safety policies, practices and procedures are adhered to at all times.

HEALTH AND SAFETY REGULATIONS

Regulations make more explicit what employers are required to do to meet general requirements. What the law requires is usually to undertake a risk assessment and is no more than competent management and common sense.

DUTIES ON INDIVIDUAL EMPLOYEES

- o “It shall be the duty of every employee while at work to take reasonable care for the health and safety of himself and of other persons who may be affected by his acts or omissions at work; and as regards any duty or requirement imposed on his employer or any other person by or under any of the relevant statutory provisions, to cooperate with him so far as is necessary to enable that duty or requirement to be performed or complied with.”

OFFENCES BY THE INDIVIDUAL

- o The Act places responsibilities mainly on the Council (as the employer). If however an offence were due to the actions of an individual employee, that individual could be prosecuted instead of (or in addition to) the Council.
- o Where an offence under any of the relevant statutory provisions is due to the act or default of some other person, that other person will be guilty of the offence, and may be charged with and convicted of the offence.

OFFENCES OF THE CORPORATE BODY.

- o Where an offence is committed by the body corporate due to the consent, connivance, or neglect on the part of, any Director, Manager, Secretary or other similar officer they as well as the body corporate, will be guilty of that offence and will be liable to be prosecuted.
- o Corporate Manslaughter and Corporate Homicide Act 2007 sets out a new offence for convicting an organisation where a gross failure in the way activities were managed or organised results in a person's death. The new offence will be called corporate manslaughter where courts will look at management systems and practices across the organisation, providing a more effective means for prosecuting the worst corporate failures to manage health and safety properly.

HEALTH AND SAFETY POLICY AND STRATEGY

FINANCIAL IMPLICATIONS

- o Fines have been raised in magistrates' courts from £5,000 to £20,000 for each breach and the range of offences for which an individual can be imprisoned has been broadened.

We have mentioned areas where we require the FULL co-operation of staff. Managers must ensure that members of staff are fully aware that disciplinary action, which may include dismissal, will be taken against any employee who fails to comply with the Health and Safety Policy.

It is important to note that a breach of Health and Safety Regulations may bring about criminal prosecution, which could result in fines and a term of imprisonment of up to two years.

WHAT IS RISK MANAGEMENT?

Sensible risk management IS about:

- o Ensuring that staff and the public are properly protected.
- o Providing overall benefit to the council by balancing benefits and risks, with a focus on reducing real risks, both those which arise more often and those with serious consequences.
- o Enabling innovation and learning not stifling it.
- o Ensuring that those who create risks manage them responsibly and understand that failure to manage real risks responsibly is likely to lead to robust action by senior management.
- o Enabling individuals to understand that as well as the right to protection, they also have to accept and exercise responsibility.

Sensible risk management IS NOT about:

- o Creating a totally risk free workplace.
- o Generating useless paperwork mountains.
- o Scaring staff or colleagues by exaggerating or publicising trivial risks
- o Stopping important recreational and learning activities for individuals where the risks are managed.
- o Reducing protection of staff from risks that cause real harm and suffering.

AIMS AND OBJECTIVES

The Council believes that all employees, including those of contractors, have the responsibility to work safely, minimise risk, and draw to their supervisors' attention any unsafe condition that may lead to a loss of service or failure in Health & Safety arrangements.

HEALTH AND SAFETY POLICY AND STRATEGY

Therefore the Council's health and safety aims and objectives are as follows:

- To embed health and safety into the culture of the Council;
- To proactively identify and manage these opportunities and risks in accordance with best practice;
- To take actions to maximize opportunities and to minimise the likelihood of these risks occurring and/or reducing the impact of consequences should risks occur; and
- To provide information as to the effectiveness of the health and safety arrangements as a contribution towards the annual governance assurance statement.

This will be achieved by:

- Line Managers and supervisors at all levels taking responsibility for minimising potential injuries and damage to both people the environment and property;
- developing safety and other risk management programmes in each department to ensure that activities under its control are carried out in compliance with the policies, standards and other legislative requirements.
- consulting with all employees to identify deficiencies that threaten services through loss by injury or property damage and contribute to practicable solutions to a problem.
- providing employees with appropriate information regarding health & safety, and that safe systems of work are enforced for all work being carried out.
- undertaking safety tours and inspections by H&S Representatives and/or nominated officers at agreed intervals to ensure compliance with these safe systems of work and CPBC Policy.
- setting minimum training standards for all personnel to allow them to work safely, minimise loss, meet legislative duties, and with consideration for others. Please refer to the framework document "Health and Safety Training Competence". Further detailed development will be undertaken in liaison with departments and incorporated in PPDP's for 2009 reviews.
- ensuring that all personnel, permanent, temporary, and contractors employees, are adequately qualified and experienced to allow them to carry out their work safely and without risk.
- developing emergency and contingency plans for the council. All personnel with specific duties to undertake in an emergency will receive regular training in accordance with the training policy. Periodic drills or exercises will be carried out to test the effectiveness of the emergency plan.
- the Council will investigate, evaluate and monitor suppliers' policies and practices in respect to health and safety. These arrangements are based upon good practice and will ensure that the Council fulfils its obligation under the relevant legislation.

HEALTH AND SAFETY POLICY AND STRATEGY

HEALTH & SAFETY POLICY AND STRATEGY REVIEW

The Council's healthy and safety management arrangements consists of a policy statement, a strategy, organisation, and policy/guidance documents.

In conducting the Policy Reviews the Council will give due regard to: -

- o **Planning** - The highlighting of safety risks at work by careful design of facilities, selection of equipment and services, in conjunction with effective control measures.
- o **Organisation** - Carrying out a review covering organisational changes that ensure that responsibilities for Health & Safety are clearly defined at all times to all employees.
- o **Control** - Ensuring that safety requirements are being implemented throughout CPBC and that key performance standards are identified and training is conducted in support of those key performance criteria.
- o Where issues are identified as a potential risk to individuals, property, equipment, or services, then the Department/Unit Risk Management Register **MUST** be updated accordingly. Appropriate assessments must then be revised or undertaken with particular attention to how the potential loss is to be mitigated in a timely manner.
- o **Monitoring & Review** - Carrying out safety inspections and audits to monitor all safety requirements and maintain risk assessments, so that a creditable standard of Health & Safety is achieved in accordance with the policy requirements.

This will include the performance of CPBC Health & Safety Consultation Group.

The Council will regularly revise this policy at annual intervals, or where significant changes require an interim review.

BRINGING THE POLICY AND STRATEGY TO THE ATTENTION OF ALL

- o A copy of the Health and Safety Manual and other information will be available to all employees within their Departments. Any updates or changes will be notified to all staff.

All Health & Safety arrangements will specifically consider the position of non-permanent and other peripheral employees (e.g. agency employees, casual staff, part-time or temporary staff). In particular, these staff should receive information and training in the safe practices of the authority.

RISK ASSESSMENT AND MANAGEMENT

The Council believes that all employees, including those of contractors, have the responsibility to work safely, minimise risk, and draw to their supervisors' attention any unsafe condition that may lead to a loss of service or failure in Health & Safety arrangements.

CPBC will develop Safety and other Risk Management programmes in each of its departments to ensure that activities under its control are carried out in compliance with the policies, standards and other legislative requirements.

The Council will also ensure the following: -

HEALTH AND SAFETY POLICY AND STRATEGY

- o Consultation with all employees to identify deficiencies that threaten services through loss by injury or property damage and contribute to practicable solutions to a problem through a risk assessment management programme.
- o That employees are provided with appropriate information on hazards emanating from those risk assessments regarding health & safety, and that safe systems of work are enforced for all work being carried out.
- o Regular reviews of the workplace or specific assessments are to be carried out third quarter of each year and submitted by 1st October to the Health and Safety Manager. Every 3 years a full re-assessment should be undertaken.
- o Audits are undertaken by Appointed Staff Representatives (Refer to appendix 2) within the second quarter of each year and submitted by 1st July to the Health and Safety Manager, to ensure compliance with these safe systems of work.
- o That all Appointed Staff Representatives are trained thoroughly to contribute effectively.
- o Emergency and contingency plans will be developed for the council. All personnel with specific duties to undertake in an emergency will receive regular training in those emergency plans, in accordance with the training policy. Periodic drills or exercises will be carried out to test the effectiveness of the emergency plan.

ROLES AND RESPONSIBILITIES

CPBC is required to identify its organisation structure, management arrangements and the responsibilities of Senior Executives, Directors and Managers for Health & Safety.

The Chief Executive, Directors, and Heads of Departments will be required to detail and identify those positions and individuals with responsibility for ensuring the management of health and safety within their Departments.

Therefore in order to ensure the successful implementation of the strategy clear roles and responsibilities for the health and safety arrangements have been established and are detailed in ***Appendix 1***.

The specific role of the Health and Safety Representative is outlined in Appendix 2.

EFFECTIVENESS OF HEALTH AND SAFETY ARRANGEMENTS

MONITORING ARRANGEMENTS

The Health and Safety Consultation Group will report quarterly on risk issues which may include such matters as:

- progress against the implementation of the risk management framework;
- significant changes to the risk profile; and
- progress in dealing with actions required to mitigate risk to an acceptable level.

Independent validation of the overall corporate risk management arrangements will be obtained from:

HEALTH AND SAFETY POLICY AND STRATEGY

- the Health and Safety Executive;
- The work of Internal Audit; and
- External Audit and Inspection undertaken by “competent” persons.

OFFICER REVIEW OF STRATEGY

This strategy seeks to assist the process of achieving ‘excellence’ and continuous improvement therefore it must be subject to regular review and be assessed on its contribution to the improvement process. The annual review of the mechanisms and their effectiveness in practice will also consider whether or not the strategy still meets best practice and will recommend amendments as required.

APPENDIX 1: ROLES AND RESPONSIBILITIES

CHIEF EXECUTIVE

- o To ensure, so far as is reasonably practicable, that an effective organisation exists for the implementation of CPBC Health, Safety and Risk Management Policies inclusive of devised arrangements and necessary resources to ensure compliance with the Councils statutory obligation to it's employees and third party persons.

COUNCIL MEMBERS

- o To ensure, so far as is reasonably practicable, that effective management systems exists for the implementation of CPBC Health and Safety Policies and that where necessary sufficient resources are provided to ensure compliance with the Councils statutory obligation to it employees and third party persons.
- o A Council Member will be nominated to act in the capacity of "Champion" supporting Health and Safety and Risk Management of the council. That Member will liase with the Head of Internal Audit and the Health and Safety Manager post RM and HSCG meetings for debriefing. Issues of Corporate concern will be reported through the Oversee and Scrutiny Committee.

STRATEGIC DIRECTOR (MONITORING OFFICER)

- o Responsible to the Chief Executive for matters of Health and Safety bring matters of corporate concern to the attention of the Chief Executive, the Executive Management Team, and Senior Managers where necessary.
- o To ensure that the undertakings of the Council comply with legislative standards and good practice. Procedures will be modified to comply with current legislative standards and good practice, as far as is reasonably practicable.
- o In addition to the responsibilities of a Director, so far as is reasonably practical, ensure that CPBC Health and Safety policy and its procedures are effectively implemented within Departments.

HEAD OF INTERNAL AUDIT

- o Responsible to the Assistant Chief Executive for matters of Risk Management, bring matters of corporate concern to the attention of the Executive Management Team, Operational Management Team and Senior Managers where necessary.
- o Responsible, so far as is reasonably practical, for ensuring that all matters of Risk Management within the Departments, are effectively organised, controlled, monitored and reviewed with appropriate planning to ensure priorities and set objectives are met and that adequate resources are provided to enable compliance.
- o In addition, shall be responsible for bringing to the attention to the Chief Executive, or Senior Management (as appropriate), any aspects of professional practice that occasions concern over matters of risk management.

APPENDIX 1: ROLES AND RESPONSIBILITIES

HEALTH & SAFETY MANAGER

- o Responsible to the Head of Resources for matters of Health and Safety to bring matters of corporate concern to the attention of the Executive Management Team, and Senior Managers where necessary.
- o To provide comprehensive advice and assistance to management to meet Health and Safety standards effectively.
- o To keep abreast of health and safety legislation and its consequences, and advise in good time any changes that are required to working practices.
- o To advise on effective measures to improve standards of Health and Safety.
- o To assist with effective communication to employees on matters of Health and Safety.
- o To attend meetings of the Health and Safety Consultation Group and other external Health and Safety groups as applicable.
- o To collate and report on incident statistics and to make recommendations as appropriate.
- o To undertake investigations and prepare a written report for advice and assistance to management to meet standards of Health and Safety effectively.
- o To maintain detailed records of incidents and produce statistics and other information to assist management in its performance. To report incidents that conforms to the requirements of RIDDOR.
- o To advise on reports, made by the enforcing authorities (HSE) and advise management accordingly.
- o To update and maintain the Health and Safety Policy manual.

DIRECTORS / LINE MANAGERS

- o Responsible, so far as is reasonably practical, for ensuring that the Health and Safety policy and procedures are effectively communicated, implemented and monitored.

The following sets out the minimum standards required:

- o To promote actively the importance of achieving a safe and healthy working environment.
- o To inform all direct subordinates of their responsibilities and ensure they receive the necessary training.
- o To review all safety reports and ensure that any necessary follow up action is taken within their area of responsibility.
- o To seek the help of any specialist departments where this is likely to minimise the risks of incidents and accidents and improve safe systems of work.

APPENDIX 1: ROLES AND RESPONSIBILITIES

- o To consider carefully health safety and environmental aspects in developing new practices. Where serious hazards may be involved, to examine alternative solutions. Where considered of benefit to other areas of CPBC the findings are to be communicated to the Chair of the Risk Management Group.
- o To sustain good practice and to monitor safety performance in their areas, taking action to prevent any adverse trends.

To ensure:

- Accidents are investigated by Line Managers and corrective action is taken or advice sought.
- Safe systems of work are followed and where necessary revised and placed under review.
- Safety inspections/compliance audits are carried by Appointed Staff Representatives (Refer to appendix 2) or nominated officers at predetermined frequencies.
- That the CPBC statutory duties and health and safety procedures are complied with, taking any disciplinary measures in circumstances where safety policies and procedures are not observed.
- To ensure that requests for maintenance work is regularly reviewed. In circumstances of delay, to ensure that where items require maintenance, and are required to remain in operation, are regularly monitored.
- To liaise with Appointed Staff Representatives and seriously consider any representation made about health and safety.
- To set minimum training standards for all personnel to allow them to work safely, minimise loss, meet legislative duties, and with consideration for others.

SUPERVISORS / FOREMEN

- o Responsible, so far as is reasonably practical, for ensuring that the Health and Safety policy and procedures are adhered to and monitored effectively.

The following sets out the minimum standards required:

- o To ensure completion of accident/incident reports within the defined timescale, investigate accidents/incidents to determine cause and take necessary corrective action and inform relevant departments.
- o To promote actively the importance of achieving a safe and healthy working environment.
- o To inform all subordinates of their responsibilities and ensure they receive the necessary training.
- o To ensure that safety devices are always fitted, properly adjusted and maintained.

APPENDIX 1: ROLES AND RESPONSIBILITIES

- o To ensure all subordinates are aware of safety rules and procedures and to take appropriate disciplinary action when these are not observed.
- o To carry out safety inspections and ensure appropriate action is taken.
- o To report defects and inform the Senior Manager if they are not rectified promptly.
- o To maintain and promote good housekeeping.
- o To review continually safe working practices and ensure they are implemented, within their area of responsibility.
- o To liaise with appropriate specialist Departments where it is likely to reduce the risk of incidents/accidents and improve safe systems of work.
- o To provide adequate instruction and supervision for all subordinates, paying particular attention to the special needs of the young and/or inexperienced employee.
- o To inform all new employees of their responsibilities and make them aware of hazards and general procedures at commencement of employment.
- o To ensure all appropriate safety records and registers are kept up to date.
- o To liaise with Appointed Staff Representatives and seriously consider any representation made about health and safety.
- o To identify and control hazards and bring them to the attention of all those entering their area as necessary.

EMPLOYEES

- o Staff have particular responsibilities and they should be made aware of the importance of a safe working environment and of the penalties that can be imposed.

The following sets out the minimum standards required:

- o To observe safety rules at all times.
- o To wear appropriate safety protection and use equipment for their health and safety.
- o To conform to all instructions in respect of health and safety within CPBC premises.
- o To report accidents, incidents and damage (whether persons are injured or not) to their Line Manager/Supervisor and complete an incident form as soon as practical. Where an injury has occurred, that it is reported to their supervisor/manager within the timescale of RIDDOR. Reportable incidents i.e. absence for 3 days, are notifiable to the HSE within ten days from there occurrence.

APPENDIX 1: ROLES AND RESPONSIBILITIES

- o To report promptly any defects or hazards to their Line Manager/Supervisor and complete an incident form.
- o To maintain high standards of housekeeping to ensure the minimum risk to colleagues and others.
- o To assist with regular inspections and be aware of any potential risks.
- o Not to interfere with any health and safety item which is provided for the protection of themselves, colleagues or others?
- o To inform their Line Manager/Supervisor when they are not aware of procedures or how to perform a task safely and to ensure they receive adequate instruction.

SUB-CONTRACTORS

- o Sub-contractors are to comply with all the requirements of this Safety Policy and are to complete appropriate health and safety procurement vetting forms with any supporting documentation appertaining to health and safety, which may be requested by the Council. Failure to do so will render the sub-contractor liable to suspension from the site and any financial penalties will be charged to that sub-contractor.
- o Labour only sub-contractors shall, for the purposes of health and safety only, be considered as employees of the Council.
- o All work must be carried out in accordance with the relevant statutory provisions, taking into account the safety of others on the site and the general public.
- o Temporary structures used by sub-contractors' employees (even when erected for other contractors) must be inspected by their employer or a competent person appointed by their employer to ensure that it is erected and maintained in accordance with the regulations and codes of practice.
- o Sub-contractors' employees are not permitted to alter any temporary structure provided for their use, or use or interfere with any plant or equipment on the site unless authorised.
- o All plant or equipment brought on to site by sub-contractors must be safe and in good working condition, fitted with any necessary guards and safety devices and with any necessary certificates available for checking. Information and assessment on noise levels of plant, equipment, or operations to be carried out by the sub-contractor must be provided on request to the Councils Supervising Officer.
- o No power tools or electrical equipment of greater voltage than 110 volts may be brought on to site. All transformers, generators, extension leads, plugs and sockets must be to latest industrial safety standard, and in good condition.
- o Any injury sustained or damage caused by sub-contractors' employees must be reported immediately to the Councils Supervising Officer.

APPENDIX 1: ROLES AND RESPONSIBILITIES

- o Sub-contractors' employees must comply with any safety instructions given by the Councils Supervising Officer
- o Any materials or substance brought on site which has health, fire or explosion risks must be used and stored in accordance with Regulations and current recommendations, and that information must be provided to any other person who may be affected on site. Assessment of risk associated with any substance or process hazardous to health, which will be used on the site, must be provided to the Councils Supervising Officer before work commences.
- o Sub-contractors are particularly asked to note that workplaces must be kept tidy and all debris, waste materials, etc. cleared as work proceeds.
- o A detailed method statement will be required from sub-contractors carrying out high risk activities, e.g. asbestos removal, steel erection, demolition, roofing, entry into confined spaces, etc. The method statement must be agreed with the Councils Supervising Officer before work begins and copies made available on site so that compliance with the agreed method statement can be maintained.
- o Sub-contractors whose works package includes a design function will present those designs to the principal contractor for onward transmission to the Councils nominated Planning Co-ordinator in sufficient time to allow those designs to be considered by the design team prior to work commencing. Any such design work shall be included in the information passed to the Planning Co-ordinator as part of the health and safety file.
- o The sub-contractors' senior site representatives shall attend safety meetings, as they required by the Principal Contractor, Planning Co-ordinator, or the Councils Supervising Officer. These meetings shall be the principal point for the transfer of information.

APPENDIX 2: FUNCTIONS OF HEALTH & SAFETY REPRESENTATIVES

INTRODUCTION

- o CPBC is committed to the implementation of the Safety Representatives and Safety Committees Regulations 1977 and the Health and Safety (Consultation with Employees) Regulations 1996 in assisting to minimise risks. As part of this commitment the Council will encourage the co-operation and support of staff.
- o Under those regulations the Council recognises that it has obligations to consult with employees on matters of health and safety.
- o The functions of an Appointed Staff Representatives (union appointed or employee nominated) do not confer legal duties upon them.

APPOINTMENT OF SAFETY REPRESENTATIVES

- o An Appointed Staff Representatives will be appointed by the Trade Union, where applicable to the divisional discipline, to represent the workforce in consultations with Management on all matters concerning Health and Safety.
- o Where a workforce is not unionised or union members do not wish to stand as an Appointed Staff Representatives, the Council will encourage the selection by the workforce of employees to represent them and to carry out the functions of an Appointed Staff Representatives.
- o Appointed Staff Representatives are not required to have formal qualifications but should have at least two years experience in employment or by a “similar employment” and to undertake basic health and safety training.
- o All employees will be allowed the same rights to be consulted on Health & Safety matters as Trade Union appointed Safety Representatives.

CONSULTATION

- o The Council will consult with Appointed Staff Representatives concerning:
 - o Introduction of any new measures in the workplace, which may substantially affect health and safety.
 - o Identify, as necessary, “competent persons” as required under The Management of Health and Safety at Work Regulations.
 - o Provision of health and safety information to staff, which is required and deemed necessary to control hazards and minimise risk.
 - o The provision of health and safety information relating to notifiable incidents, as applicable to the workplace.
 - o Health, Safety, and issues of potential loss, raised on the introduction of new technologies into the workplace.

APPENDIX 2: FUNCTIONS OF HEALTH & SAFETY REPRESENTATIVES

FUNCTIONS

- o Where applicable, investigate dangerous occurrences and causes of significant incidents in the workplace submitting a report to the responsible Line Manager.
- o Investigate complaints by staff on health, safety, and welfare issues.
- o Make representation to Management on matters arising from staff. Refer to "Local District procedure for settling health and safety issues".
- o As necessary, carry out inspections of the workplace at regular intervals. Refer to document "Safety Inspections" and "Safety tour Form".
- o Where necessary, represent staff in workplace consultation with inspectors of enforcing authority.
- o As applicable, receive information from those inspectors.
- o Attend Health and Safety Consultation Group meetings, where required, in the capacity of an Appointed Staff Representatives.
- o NB: To assist in the carrying out of the functions CPBC will provide facilities and assistance as may be reasonably required.

ROUTINE INSPECTIONS

- o Regular routine inspections of the workplace are to be carried out second quarter of each year and submitted by 1st July to the Health and Safety Manager. Impending inspections must be agreed with the department manager, which, should take into account the demands placed on the department.
- o If there is a need to report on no action being taken regarding local defects/hazards it should be raised under the existing reporting procedure "Local District Procedure for Settling Health and Safety Issues".

DUTIES

- o Although a wide range of functions are required they DO NOT impose additional legal duties on Appointed Staff Representatives.

SAFETY COMMITTEES

- o The Health and Safety Committee structure can be found in document title "Health and Safety Consultation Group – Terms of Reference".