



Health and Safety Statement of Intent

Castle Point Borough Council is committed to ensuring the health, safety, and welfare of its employees, visitors, contractors and the public. We recognise the importance of creating a safe working environment and are fully dedicated to promoting a culture of safety across all our services and operations.

This Health and Safety Statement outlines our commitment to achieving the highest standards of safety and compliance with all applicable legislation, codes of practice and guidelines. Castle Point Borough Council will take all necessary steps to eliminate or control risks in the workplace, reduce accidents and protect the health and well-being of all individuals affected by our activities.

In fulfilling our commitment, we will:

1. **Provide a Safe Working Environment:** We will ensure that the premises, equipment and working conditions are safe and secure for all employees and visitors.
2. **Risk Assessment and Management:** We will undertake regular risk assessments to identify hazards and implement measures to control and mitigate any risks. We will ensure that effective systems are in place to prevent accidents, injuries or ill health.
3. **Consult and Involve Employees:** We will actively engage employees in health and safety matters, seeking their input in identifying hazards and implementing safety improvements.
4. **Training and Competence:** We will provide appropriate training, supervision, and resources to ensure that employees have the necessary skills and knowledge to perform their duties safely.
5. **Continuous Improvement:** We are committed to continually improving health and safety standards within the council by regularly reviewing and updating policies, procedures, and practices to reflect the latest safety information and best practices.
6. **Legal Compliance:** We will comply with all relevant health and safety legislation, including the Health and Safety at Work Act 1974 and any associated regulations or guidance.
7. **Monitoring and Reporting:** We will monitor health and safety performance and investigate any accidents, incidents, or near-misses to ensure corrective actions are taken.

The successful implementation of this statement requires the cooperation and commitment of everyone at Castle Point Borough Council. Together, we can ensure a safe and healthy environment for all.

A handwritten signature in black ink, appearing to read 'Angela Hutchings', written in a cursive style.

Angela Hutchings
Chief Executive
7th January 2025



Section 2: Health and Safety Organisation, Roles and Responsibilities

2.1 General

Responsibility for health and safety in the council extends to its role as an employer, service provider and often as major procurer and commissioner of goods and services.

This section of the policy deals with the scheme of delegation to Chief Officers of their functions, powers and duties to ensure so far as is reasonably practicable, the health, safety and welfare at work of all their employees, and others who may be affected by the work activities of the Council.

2.2 Management Structure

The senior leadership team/management structure of the Council comprises of the Chief Officers, who each have responsibilities which may include statutory responsibilities, service areas, corporate strategies and specific projects.

The following posts are designated as Chief Officers:

- (a) Chief Executive
- (b) Director Corporate & Customer
- (c) Director Commercial & Assets
- (d) Director Place & Communities
- (e) Assistant Director Finance & Procurement (S151 Officer)
- (f) Assistant Director Legal & Democratic Services (Monitoring Officer).

These individuals (collectively the “Senior Leadership Team”) have both collective and individual responsibility for achieving the aims and objectives of this policy, as set out in the Chief Executive’s Statement of Intent.

This policy is therefore reliant on the cooperation of the Senior Leadership Team through the provision of adequate resources and effective delegation of duties throughout the decisions they make and management structures they implement to engage the workforce in the promotion and achievement of a safe and healthy work environment.

A copy of the Statement of Intent along with any such departmental policies and procedures must be made available to all employees, via their line managers.

2.3 Chief Executive

As the Head of Paid Service the Chief Executive must act in accordance with the Council's Constitution.

The Constitution sets out, subject to the law, how the Council is to operate, how decisions are to be made and which arrangements are to be followed.

Under section 26 of the Constitution (the Officer Scheme of Delegation) the Head of Paid Service is authorised to delegate duties to the Chief Officers/Directors who are then responsible to take decisions for the effective sub delegation of duties within their areas of responsibility, this to ensure the Council's statutory duties and functions are effectively discharged.

2.4 Senior Leadership Team

The Senior Leadership Team must:

- accept their collective role in providing health and safety leadership to the Council;
- ensure that each member of the Senior Leadership Team accepts individual responsibility and to make sure all decisions reflect the aims and objectives set out in the Chief Executive's Statement of Intent;
- receive details, for deliberation, recommendation and action of health and safety matters that are of serious concern, and which cannot be resolved by the Assistant Directors;
- will receive details of any enforcement action taken against the Council and ensure action is taken to address the stipulations of any such enforcement notice; and
- keep up to date with relevant health and safety risk management issues and review the Council's health and safety performance, at least quarterly; and set health and safety objectives for the forthcoming year.

2.5 Assistant Directors

The Assistant Directors Team comprises of Assistant Directors¹ who must:

- accept their collective role in providing health and safety leadership to their individual departments/services;
- undertake health and safety training at regular intervals to enable them to understand and carry out their health and safety responsibilities;
- keep up to date with relevant health and safety risk management issues and monitor performance of health and safety objectives as set by the

¹ For the purposes of this document, this does not include AD Legal & Democratic Services or AD Finance & Procurement.

Senior Leadership Team for the forthcoming year; whilst ensuring adequate resources are available to ensure these are met;

- ensure monitoring of health and safety departmental performance is undertaken, and are responsible for supporting recommendations and improvements;
- receive details, for deliberation, recommendation and action of health and safety matters that are of serious concern, and which cannot be resolved by departmental management teams, and where necessary escalate these to the Senior Leadership Team;
- ensure oversight and sign off on risk assessments carried out by managers/team leaders and the service area risk register,
- ensure that health and safety is given adequate consideration and resources which are included on the service area service plan. This will include ensuring the training needs of staff are identified and met; and
- ensure that managers/team leaders or such equivalent roles, working within their area of responsibility are aware of their requirement to promote health and safety standards and must ensure that such post holders have the training and competence required to achieve such standards.

2.6 Managers/Team Leaders (or such equivalent roles)

Managers and Team Leaders are responsible for ensuring that such arrangements to ensure the health and safety of employees and others affected by their work activities are adhered to within their areas of responsibility.

More detailed responsibilities include:

- accepting their collective role in providing health and safety leadership to their individual departments/services;
- ensure suitable risk assessments are carried out and ensure any medium and high risks are included on the departmental risk register;
- ensuring that safe systems of work are in operation and that legal requirements affecting health and safety are met;
- undertake health and safety training at regular intervals to enable them to understand and carry out their health and safety responsibilities;
- keep up to date with relevant health and safety risk management issues and implement and monitor health and safety objectives as set by the Senior Leadership Team for the forthcoming year;
- reviewing workplace inspection reports and leading on workplace inspection action plans to ensure all actions are owned, progressed and completed;
- managing hazards and associated risks in their areas of responsibility and escalating risks that cannot be adequately controlled to their immediate Assistant Director;

- ensuring that all staff (and others in their areas affected by the organisation's operations) are made aware of the contents of relevant risk assessments; and that staff receive appropriate information, instruction, training and supervision to enable them to work safely;
- ensuring that all new members of staff working in their area are given a suitable local induction which covers risks within the area and bring to their attention relevant risk assessments, safe working procedures and control measures;
- ensuring the recording and reporting of all incidents, dangerous occurrences, occupational health issues, and near misses that occur, using the on-line Incident Report Form and liaising with the corporate health and safety advisor as appropriate to ensure a suitable investigation is completed;
- ensuring occupational health advice is sought for their staff as and when required e.g. member of staff returning to work after a sickness or injury which may require special arrangements to be in place to support their safe and lasting return to work; and
- ensuring health and safety is an agenda item and discussed at their team meetings.

2.7 Employees

Council employees comprising of officers who are full time, or part time must:

- take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions;
- co-operate with the employer on health and safety matters;
- where an employee feels a health and safety measure needs to be improved, they should raise this with their line manager, Trade Union representative or Corporate Health and Safety Advisor;
- bring to their line manager's attention, any defective equipment or potential hazard they have identified, which might present a risk to the health and safety of themselves and others who may be affected by their work activities;
- use any machinery, workplace equipment, dangerous substances, transport equipment and control measures provided to them, in accordance with the information, instruction and training provided, to ensure the effectiveness of the control measures; and
- report any incidents or near misses or work-related illness to their line manager who must complete an incident report.

2.8 Competent Persons

The Council employs competent persons to assist and advise on matters relating to the management of health and safety and employee wellbeing



within the working environment. The list of duties below is not exhaustive. These competent persons will include:

Corporate Health and Safety Advisor who will:

- provide competent advice to the Council's management teams on health and safety related matters to support effective health and safety arrangements;
- liaise and meet with the Health and Safety Executive regarding health and safety matters affecting the Council;
- maintain an appropriate incident/near miss reporting system whilst ensuring all RIDDOR reportable incidents are investigated and notified to the HSE; and
- maintain and update the corporate health and safety policy and guidance documents and provide competent advice to management of legislative changes and their impact.

External Health and Safety Consultants/Partners:

- undertake health and safety audits of service areas;
- undertake specific risk and fire assessments; and
- provide specialist competent advice.

The People Team is responsible for coordinating with the independent occupational health advisory service, which can advise service area management on the following aspects of employee wellbeing:

- employee rehabilitation and adaptations to work including disability;
- employee counselling and the employee assistance programme;
- pre-employment screening;
- health surveillance programmes i.e. hearing conservation; and
- co-ordination of training provision for First Aiders.

Property holding services including Environment, Assets and Housing, all have designated premises management responsibilities for ensuring statutory obligations are undertaken specifically:

- management and control of property statutory inspections (i.e. asbestos, legionella, fire risk and fire management, gas and electric);
- planned and preventative maintenance services;
- premises security;
- elevator management;
- Construction Design Management (CDM);
- maintenance and servicing of plant and equipment owned by the Council subject to statutory inspections; and
- ensuring other building users (e.g. corporate tenants) understand their responsibilities to maintaining a safe environment.



2.9 Contractors

All contractors employed on behalf of or in partnership with the Council will undertake work in accordance with all relevant statutory provisions.

A detailed method statement and risk assessment will be required from contractors carrying out high risk activities. The risk assessment and safe method of works must be agreed with the Council's supervising officer before works begin.

Contractors whose work package includes a design function will present those designs to the council's supervising officer in sufficient time to allow those designs to be considered and included in the project health and safety file.

Contractor representatives will attend safety meetings as required by the council's supervising officer. These meetings shall be recorded, circulated to interested parties and are the principal point for the transfer of information.

Failures by contractors to comply with Health and Safety provisions set out in contracts will be dealt with robustly by the Council.

2.10 Employee Involvement and Consultation

The Council recognises that workforce involvement with issues that affect health and safety at work is beneficial to both the employer and employee.

The Senior Leadership Team by directly consulting employees and/or by cascading information and consultation through its management structure will bring to the attention of its employees the introduction of any measure at the workplace that may substantially affect employee health and safety, for example, changes in systems of work or the introduction of new technologies or ways of working.

2.11 Health and Safety Board

The Council has established a Health and Safety Board with cross-council representatives, including Trade Unions, that provides a forum for consultation and discussion between management, employees and Trade Union representatives on Health, Safety and Wellbeing matters within the workplace.

2.12 Conclusion

Whilst some of these actions do not have statutory force, failure to implement any or all of them could well be taken into account by prosecutors in deciding whether to bring criminal charges against an individual officer in the event of enforcement action. By contrast, implementation of the recommendations should enable officers to demonstrate that they have complied with the law.

Organisation Chart



Chief Executive
ANGELA HUTCHINGS

Corporate & Customer



Director, Corporate
& Customer
CAROLINE ADLEM



Assistant Director
Finance & Procurement
(S151)
LANCE WOSKO

- S151
- Financial Services
- Revenue & Benefits Services Unit
- General Fund & Housing Revenue Account Financial Management
- Business Continuity
- Procurement
- *Internal Audit (SOS)
- *Counter Fraud services (Thurrock)



Assistant Director
Legal & Democratic
Services (MO)
ANGELA LAW

- Monitoring Officer
- Legal Services
- Civic Governance
- Democratic Services & Member support
- Land Charges
- SIRO
- FOI and GDPR incl DP officer
- RIPA
- LGSCO complaints and Housing Ombudsmen
- Coordination - Corporate Complaints



Assistant Director
People & Engagement
MYKELA SMITH

- People Strategy
- Operational HR Services including payroll & OD
- Resources including strategic workforce management
- Internal and External Comms, incl social media
- Health & Safety incl Emergency Planning



Assistant Director
Policy, Performance
& Customer
BEN BROOK

- First Contact Centre
- Information Technology Unit
- Digital and Web services
- Digital transformation of Council services
- Strategy, Policy & Performance
- Business Support & Applications
- ABS Contract Management

Commercial & Assets



Director, Commercial
& Assets
MATT HARWOOD-WHITE



Assistant Director
Estates
DARREN MCLOUGHLIN

- Estates Management
- Asset Management
- Projects including Knightswick, Paddocks, Kiln Road/White House
- Facilities Management including Caretaking & Cleaning
- CCTV



Assistant Director
Recreation
SHANE WILLIAMS

- Leisure Centres and Leisure Services
- Community Halls
- Events



Assistant Director
Environment
STUART JARVIS

- Street Scene
- Operational flood management
- Parks & Open Spaces
- Highways Rangers
- Car Parks



Assistant Director
Waste & Recycling
TERRY PRINCE

- Waste Management
- Recycling

Place & Communities



Director, Corporate
Director Place
& Communities
IAN BUTT



Assistant Director
Climate & Growth
AMANDA PARROTT

- Climate Action
- Economic Development
- Planning Policy
- Infrastructure Policy
- Strategic flood management
- Castle Point Plan



Assistant Director
Development Services
STEPHEN GARNER

- Development Management
- Building Control



Assistant Director
Housing, Health
& Partnerships
DAMIEN GHELA

- Housing Options & Homelessness
- Housing Services
- Public Health
- Relevant Partnerships
- Community Safety



Assistant Director
Environmental Health,
Licensing & Community
JANETTE PARKER-EAST

- Licensing
- Environmental Health
- Public Health & Safety Agenda
- Compliance with statutory requirements