



HEALTH AND SAFETY

POLICY AND STRATEGY

PRODUCED BY: HEALTH & SAFETY MANAGER

SUBJECT TO ANNUAL REVIEW

APPROVED BY:

- EXECUTIVE MANAGEMENT TEAM: MARCH - 2012
- AUDIT COMMITTEE: JUNE 2012

Castle Point Borough Council recognises 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: March 2012

David Marchant

Electronic Signature

Chief Executive

On behalf of Castle Point Borough Council

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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

- “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

- 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.
- 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.

- 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.
- Corporate Manslaughter and Corporate Homicide Act 2007 sets out 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.

FINANCIAL IMPLICATIONS

- Fines in magistrates' courts are up to £20,000 for each individual breach and the range of offences for which an individual can be imprisoned has been broadened under the Health and Safety Offences Act 2008.

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 Corporate Health and Safety Policy, local guidance, methods of work, or misuses or interferes with risk reducing controls put into place.

It is important to note that a breach of Health and Safety Regulations may bring about personal 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:

- Ensuring that staff and the public are properly protected.
- 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.
- Enabling innovation and learning not stifling it.
- 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.
- 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:

- Creating a totally risk free workplace.
- Generating useless paperwork mountains.
- Scaring staff or colleagues by exaggerating or publicising trivial risks
- Stopping important recreational and learning activities for individuals where the risks are managed.
- 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 and volunteers, have the responsibility to work safely, minimise significant risks, and draw to their line manager/supervisors' attention any unsafe condition that may lead to a loss of service or failure in health & safety arrangements.

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 maximise 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 and service area to ensure that activities under its control are carried out in compliance with the policies, standards and other legislative requirements;
- consulting with **ALL** employees through Team Meetings 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 **risk assessments and reviews**, which will require the identification of hazards by nominated officers to mitigate risks **annually** and to ensure compliance with CPBC Policy;
- setting minimum training standards for all personnel to allow them to work safely, with minimise loss (physical or property), meet legislative duties, and with consideration for all others that may be effected. Please refer to the framework document "Health and Safety Training Competence". Further detailed development will be undertaken in liaison with service areas and incorporated in PPDP's for reviews;
- ensuring that all personnel, permanent, temporary, and contractors/contracted employees, are adequately qualified and experienced to allow them to carry out their work safely and with minimum risk to themselves or others;
- developing emergency and contingency plans for the council. All personnel with specific duties to undertake in an emergency will receive training in accordance with the training policy. Periodic drills or exercises will be carried out to test the effectiveness of the emergency plan;

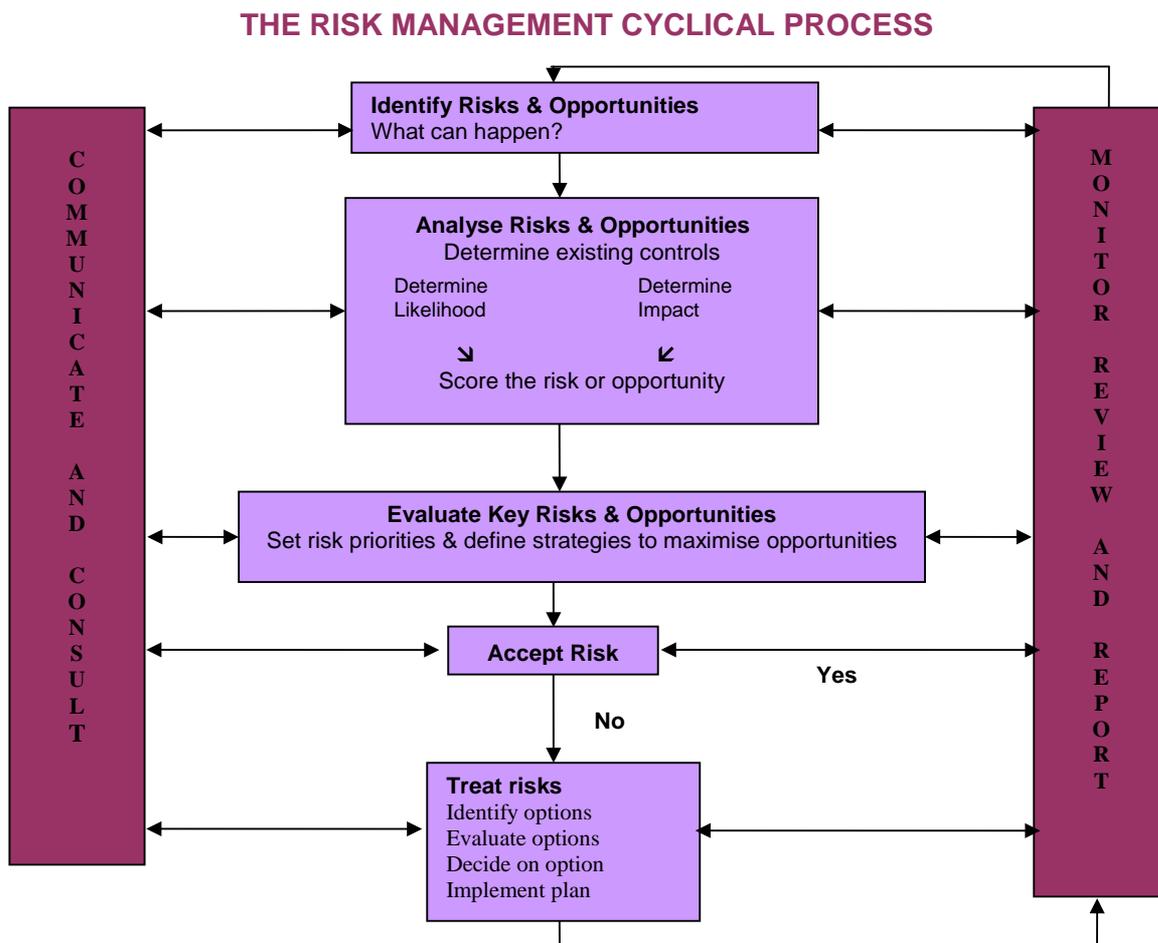
- the Council will investigate, evaluate and monitor suppliers' policies and practices in respect to health and safety. These arrangements are based upon good practice and will ensure that the Council fulfils its obligation under the relevant legislation.

DELIVERING THE STRATEGY

RISK MANAGEMENT PROCESS

CPBC Line Managers and supervisors at all levels are responsible for minimising potential injuries and damage to both people the environment and property.

The Council will adopt the following Risk Management process of key critical steps in order to identify and manage hazards in all Council activities:



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. Policy documents are located at S:\Corporate\Health and Safety.

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

- **PLANNING** - The highlighting of safety risks at work by careful design of facilities, selection of equipment and services, in conjunction with effective control measures.
- **ORGANISATION** - Carrying out a review covering organisational changes that ensure that responsibilities for health & safety are clearly defined at all times to all employees.
- **CONTROL** – (REFER APPENDIX 3) Ensuring that safety requirements are being implemented throughout CPBC and that key performance standards are identified and training is conducted in support of key performance criteria.
- Where issues are identified as a significant risk to individuals, property, equipment, or services, then the Department/Unit Risk Management Register (Covalent) **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.
- **MONITORING & REVIEW** - Carrying out adhoc safety inspections and/or annual compliance audits to monitor all safety requirements so that a creditable standard of health & safety is achieved in accordance with CPBC policy.

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

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

BRINGING THE POLICY AND STRATEGY TO THE ATTENTION OF ALL

- A copy of the Health and Safety Manual and other information will be available to all employees through the corporate "S" drive (S:\Corporate\Health and Safety). Staff can request hard copies of the documents where computer access is limited. Any updates or changes will be notified to all Service Managers through the Health and Safety monthly synopsis report.

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.

HEALTH AND SAFETY COMPLIANCE

The Council believes that all employees, including those of contractors, have the responsibility to work safely, minimise risk, and draw to their managements 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: -

- 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.
- 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.
- That where specific skills are required that designated employees are trained thoroughly to contribute effectively.
- Emergency and contingency plans will be developed for the council through the Contingency Planning Officer. All personnel with allocated duties during 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.

TIMETABLE

- Regular reviews of the workplace or **specific assessments** are to be carried out **annually** cycle ending **1st March**. Every 3 years a full re-assessment should be undertaken.
- **Compliance audits** are attended by a delegated officer or Safety Representative (Refer to appendix 2) each year with the **annual cycle** ending **1st March**. Compliance audits will test the robustness of statutory inspections and examinations in addition to general maintenance of premises and equipment.

APPENDIX 1:

ROLES AND RESPONSIBILITIES

The following identifies CPBC 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.

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

OFFICER ROLE AND RESPONSIBILITY REVIEW

This strategy seeks to assist the process of achieving 'excellence' and continuous improvement therefore it is subject to regular review and 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 duties and responsibilities still meet best practice and will recommend amendments as required.

CHIEF EXECUTIVE

- 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

- 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.
- A Council Member will be nominated to act in the capacity of "Council Risk Champion" supporting Health and Safety and Risk Management of the council.

STRATEGIC DIRECTOR (MONITORING OFFICER)

- 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.
- 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.
- 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

- Responsible to the Head of Performance and Service Support 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.
- 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.
- 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.

HEALTH & SAFETY MANAGER

- Reporting to the Facilities Manager 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.
- To provide comprehensive advice and assistance to management to meet Health and Safety standards effectively.
- To keep abreast of health and safety legislation and its consequences, and advise in good time any changes that are required to working practices.
- To advise on effective measures to improve standards of Health and Safety.
- To assist with effective communication to employees on matters of Health and Safety.
- To attend meetings in regard to Health and Safety Consultation and other external Health and Safety groups as applicable.
- To collate and report on incident statistics and to make recommendations as appropriate.
- To undertake investigations and prepare a written report for advice and assistance to management to meet standards of Health and Safety effectively.
- 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.
- To advise on reports, made by the enforcing authorities (HSE) and advise management accordingly.
- To update and maintain the Health and Safety Policy manual.

HEADS OF SERVICES / LINE MANAGERS

- 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:

- To promote actively the importance of achieving a safe and healthy working environment.
- To inform all direct subordinates of their responsibilities and ensure they receive the necessary training.
- To review all safety reports and ensure that any necessary follow up action is taken within their area of responsibility.
- 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.
- 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 Operational Management Team.
- 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 risk assessments are undertaken/reviewed by nominated officers at periods contained in this strategy (**Refer page 9**).
- Safety inspections/compliance audits are carried in liaison nominated service officers at periods contained in this strategy (**Refer page 9**).
- 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 as required with technical officers where serious representation is 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

- 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:

- 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.
- To promote actively the importance of achieving a safe and healthy working environment.
- To inform all subordinates of their responsibilities and ensure they receive the necessary training.
- To ensure that safety devices are always fitted, properly adjusted and maintained.
- To ensure all subordinates are aware of safety rules and procedures and to take appropriate disciplinary action when these are not observed.
- To carry out safety inspections and ensure appropriate action is taken.
- To report defects and inform the Service Manager if they are not rectified promptly.
- To maintain and promote good housekeeping.
- To review continually safe working practices and ensure they are implemented, within their area of responsibility.
- To liaise with appropriate specialist Departments where it is likely to reduce the risk of incidents/accidents and improve safe systems of work.
- To provide adequate instruction and supervision for all subordinates, paying particular attention to the special needs of the young and/or inexperienced employee.
- To inform all new employees of their responsibilities and make them aware of hazards and general procedures at commencement of employment.
- To ensure all appropriate safety records and registers are kept up to date.
- To liaise as required with Service Manager/technical officers where serious representation is made about health and safety.
- To identify and control hazards and bring them to the attention of all those entering their area as necessary.

EMPLOYEES

- 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:

- To observe safety rules at all times.
- To wear appropriate safety protection and use equipment for their health and safety.
- To conform to all instructions in respect of health and safety within CPBC premises.
- 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 their occurrence.
- To report promptly any defects or hazards to their Line Manager/Supervisor and complete an incident form.
- To maintain high standards of housekeeping to ensure the minimum risk to colleagues and others.
- To assist with regular inspections and be aware of any potential risks.
- Not to interfere with any health and safety item which is provided for the protection of themselves, colleagues or others that may be affected.
- 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

- Sub-contractors are to comply with all statutory requirements and this Safety Policy and where necessary 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.
- Labour only sub-contractors/agency staff shall, for the purposes of health and safety only, be considered as employees of the Council.
- 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.
- 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.
- 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.
- 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.
- 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.
- Where 240v equipment is to be used this must be authorised by the Councils Supervising Officer together with the use of an RCD.
- Any injury sustained or damage caused by sub-contractors' employees must be reported immediately to the Councils Supervising Officer.
- Sub-contractors' employees must comply with any safety instructions given by the Councils Supervising Officer.
- Any materials or substance brought on site which has health, fire or explosion risks must be used and stored in accordance with the appropriate regulation(s) and current recommendations, and that information must be provided to any other person who may be affected on site. Assessment of risks 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.
- Sub-contractors are particularly asked to note that workplaces must be kept tidy and all debris, waste materials, etc. cleared as work proceeds.
- 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.

- 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.
- The sub-contractors' senior site representatives shall attend safety meetings, as required by the Principal Contractor, Planning Co-ordinator, or the Councils Supervising Officer. These meetings shall be recorded, circulated to interested parties and are the principal point for the transfer of information.

APPENDIX 2:

FUNCTIONS OF SAFETY REPRESENTATIVES

INTRODUCTION

- 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.
- Under those regulations the Council recognises that it has obligations to consult with Safety Representatives on matters of health and safety.

APPOINTMENT OF SAFETY REPRESENTATIVES

- A Safety representative can 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.
- Where a workforce is not unionised or union members do not wish to stand as a Safety Representative, the selection will be by the workforce of that service to represent them.
- Safety 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 service based health and safety training.
- All employees will be allowed the same rights to be consulted on Health & Safety matters as Trade Union appointed Health and Safety Representatives.

CONSULTATION

The Council will consult with Safety Representatives concerning:

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

FUNCTIONS

- Where applicable, investigate dangerous occurrences and causes of significant incidents in the workplace submitting a report to the responsible Line Manager.
- Investigate complaints by staff on health, safety, and welfare issues.
- Make representation to Management on matters arising from staff.
- As necessary, assist in compliance audits of their workplace.
- Where necessary, represent staff in workplace consultation with inspectors of enforcing authority.
- As applicable, receive information from those inspectors.
- Provide health and safety information at Team meetings, in the capacity of a Safety Representative.
- NB: To assist in the carrying out of the functions CPBC will provide facilities and assistance as may be reasonably required.

ROUTINE INSPECTIONS

- Regular routine compliance audits and risk assessments of the workplace will be completed and reviewed annually (**Refer page 9**) and held by the Health and Safety Manager. Impending inspections must be agreed with the service manager, which, should take into account the demands placed on that service.

SAFETY CONSULTATION

- The Health and Safety Consultation structure can be found in document title "Risk Management - Consultation Policy and guidance".

APPENDIX 3:

CONTROL PROCESS

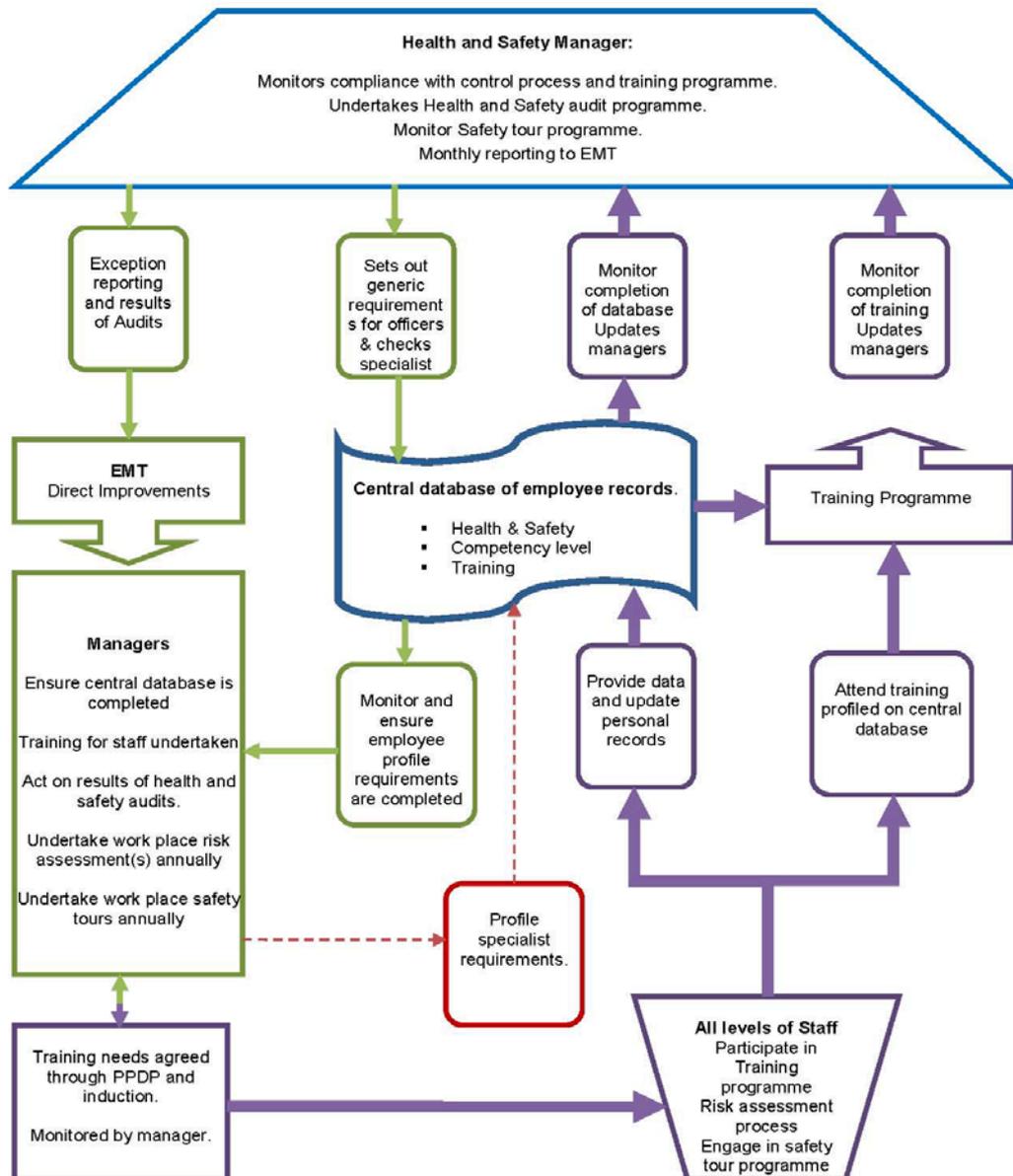
KEY ELEMENTS OF THE HEALTH AND SAFETY CONTROL PROCESS

There are three key interrelated elements:

- A Central Electronic Database of Incidents to Employees (investigations undertaken as appropriate).
- A Centrally co-ordinated training programme and register
- A programme of health and safety compliance audits as part of the safety review and monitoring programme.

THE CONTROL PROCESS

The flow chart below summarises the control process and the relationship between key elements:



KEY RESPONSIBILITIES AND FUNCTIONS

FUNCTIONS

(A) ELECTRONIC DATABASE OF ELEARNING

The database contains:

- Employee profile
- Generic Health and Safety Skills and Training requirements by Groups
- Specialist Health and Safety and Skills register by Groups
- Indication of whether trained and dates.

The database allows for a quick evaluation of whether staff are trained to a “competent” level and skill requirements in place.

ACCESS TO THE DATABASE:

HEALTH AND SAFETY MANAGER: Has access to all the details of individual staff, including health and safety skill requirements and whether trained for their service

HEADS OF SERVICE: Has access to all the details of individual staff, including health and safety skill requirements and whether trained for their directorate.

MANAGERS: Has access to all the details of individual staff, including health and safety skill requirements and whether trained for their service.

STAFF: Have access to their own individual records on CPBC intranet and are able to update as appropriate.

(B) TRAINING PROGRAMME

The training programme is derived from service skill/competency requirements and is annually refreshed after PPDP's and the development of service plans in January each year. The training programme identifies:

- Details of staff to be trained
- Training to be received.
- When training is planned and funded
- Whether attended.

ACCESS TO THE TRAINING PROGRAMME

HEALTH AND SAFETY MANAGER:	Has access to all the details of individual staff.
HEADS OF SERVICE:	Has access to all the details of individual staff.
MANAGERS:	Has access to all the details of their individual staff. Are able to update intranet system as appropriate.
STAFF:	Have access to their own individual records and are able to update as appropriate (intranet and ELearning).

(C1) HEALTH AND SAFETY COMPLIANCE AUDIT PROCESS

Health and Safety Compliance Audits are undertaken in liaison with nominated service officers based on a physical inspection of working area(s) and statutory requirements. The risk framework is based on:

- Risks to the public and staff
- Risks by facility condition
- Generic risks by each hazard
- Work based risk assessment by managers using the CPBC tool: Occupational Risk Assessment Guidance document.
- Perceived risks through lack of procedural requirements
- Perceived risks through lack of procedural knowledge
- Compliance with statutory tests and examinations

The outcome examines if the Council's Health and Safety policies and general condition of each work area are being met. Each audit will consider the hazards set out in **(C1)** above and will set out findings and conclusions with recommendations for action.

The Health and Safety Compliance Audit programme is refreshed every year to meet the requirements of the Health and Safety Strategy. The Health and Safety Manager uses the information together with risk assessments, PPDP training requirements to inform and update the Health and Safety Work Programme and Audit Plan.

KEY RESPONSIBILITIES

HEALTH AND SAFETY MANAGER

The health and Safety Manager has the following responsibilities:

- Devising and undertaking the health and Safety Compliance Audit programme
- Monitoring the staff database and ensuring key health and safety training requirements are set out.
- Ensuring generic health and safety competencies are set out in the database.
- Monitoring the training programme
- Liaising with managers to request and clarify compliance with completion of the staff database, the training programme and the results of health and safety audits.
- Produce exception reports to CMT.

CMT

- Receive exception reports.
- Decide on any remedial action
- Instruct the Health and Safety Manager and Managers as appropriate.

HEADS OF SERVICE

- Ensure managers complete the work based risk assessment, workplace H&S compliance audit recommendations, staff database and training programme for their staff.
- Ensure compliance, as far as is practicable, with the recommendations of any health and safety audit or tour.

MANAGERS

- Ensure that a work based risk assessment is undertaken annually.
- Ensure PPDP's are undertaken and staff training requirements for health and safety are identified annually.
- Ensure work procedures consider health and safety requirements and the results of any work based risk assessment.
- Ensure the staff database is up to date and includes relevant health and safety information for staff.
- Ensure the training programme for health and safety meets the identified needs for staff.
- Ensure the results of any health and safety audit are implemented.

HEALTH AND SAFETY – NOMINATED OFFICER(S)

- Liaise in the undertaking of health and safety compliance tour at least annually
- Participate in the work based risk assessment.
- Participate in appropriate training.
- Regularly re-enforce the importance of Health and Safety at team meetings

STAFF

- Ensure the staff database is up to date and includes relevant health and safety information.
- Participate in the work based risk assessment.
- Participate in the work based compliance audits.
- Participate in appropriate training.