



## Evelyn Street Primary School

Evelyn Street  
Warrington  
Cheshire

WA5 1BD

Telephone: 01925 495567

Fax : 01925 495564

E-mail :

evelyn.office@wpat.warrington.sch.uk



Executive Principal & CEO of WPAT:  
Mrs L. Smith BA.Hons PGCE

Policy Title	Health, Safety & Welfare Policy
School/WBC (Adopted date)	WBC
This policy complies with Warrington LA guidance	Yes
Linked Polices:	Safeguarding policies
Written By	WBC
Staff Approval Date	January 16
FGB Ratification Date	January 15
Signed by Chair of Governors	Nigel Spencer
Review Date	January 19

## **Health and Safety at Work Statement**

### **Our statement of intent is:**

- implement the requirements of the school Health and Safety Policy
- to make secure arrangements for the health, safety and welfare of the staff and children
- to provide good control of the health and safety risks arising from our work activities
- to consult with our employees on matters affecting their health and safety
- co-operate with the LA in matters related to health and safety
- to provide and maintain safe plant and equipment
- to ensure safe handling and use of substances
- to provide information, instruction and supervision for employees
- to ensure all employees are competent to do their tasks, and to give them good training;
- to prevent accidents, and cases of work-related ill health
- to maintain safe and healthy working conditions
- to review and revise the health and safety policy as necessary, at regular intervals

## Description and Purpose

This policy aims to provide a clear explanation of the Health, Safety and Welfare Policy Management and the expectations placed on Elected Members and Officers of the Council to ensure and maintain effective health, safety and welfare arrangements in place throughout the Council

## Record of Amendments

Active date	Review date	Amendment reference	Reasons for Change	Version	Number of pages
April 2012	March 2013	Draft prior to consultation	Re-written to align with HSG65 / ROSPA	1	
April 2012	March 2013	Draft prior to consultation	Amended to include revisions from TW / KG	2	
April 2013	March 2013	Review	Ensure consistent with Organisation, Remove duplication	3	26

Author	Reviewed by
J McClelland / T Whitfield	T Whitfield
	K Griffiths

Contact	Email	Telephone ext.
Risk & Resilience Health & Safety	<a href="mailto:Health&amp;safety@warrington.gov.uk">Health&amp;safety@warrington.gov.uk</a>	01925 44 2174 / 2169 / 2039
Risk & Resilience Manager	twhitfield@warrington.gov.uk	01925 44 2657
Assistant Director Policy, Partnerships & Performance	kgriffiths@warrington.gov.uk	01925 44 2797

## Target audience

All Elected Members	Y								
Strategic Management Team	Y								
Assistant Directors	Y								
Officers of WBC	Y								

## Relevant legislation

The Health and Safety at Work Act 1974

The Management of Health and Safety at Work Regulations 1999 (as amended 2006)

All associated health and safety legislation

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## **1.0 THE HEALTH, SAFETY AND WELFARE POLICY STATEMENT**

### **Aim**

In recognising its duties under the Health and Safety at Work Act 1974, it is the aim of Warrington Borough Council (the Council) to conduct its business efficiently whilst protecting the health, safety and welfare of its staff, clients, pupils, visitors, contractors, members of the public and any others that may be affected by its activities and to provide a safe working environment in every area that the Councils business is undertaken.

### **Method**

The Council recognises that health and safety contributes positive benefits to the organisation and that commitment to a high level of safety is an essential requirement. It also recognises that health and safety is a business function in which health and safety objectives are as important as any other business objectives. The Council will actively pursue progressive improvements in health, safety and welfare performance to ensure the protection of its greatest asset, its staff.

A positive health and safety culture will be encouraged within the organisation where health and safety is understood and is accepted as a high priority and is based on open and honest shared beliefs, best practices, values and attitudes that exist within the organisation where Managers will be required to actively support this and staff will have the opportunity to be involved in the decision making process either on an individual basis or through their representatives. The Council is fully committed to the development of a strong and sustainable safety culture.

The Council recognises that there are distinct benefits to be gained from providing a safe and healthy working environment: Its aims are to reduce accidents and ill health by raising awareness throughout the organisation of both the collective and individual level roles and responsibilities relating to health and safety and to allocate the appropriate resources to ensure health and safety is adequately addressed within the organisation. The Council will conduct its business effectively and efficiently whilst ensuring stringent standards of health, safety and welfare compliance are in place and will strive to maintain and seek continual improvement.

The Chief Executive / Executive Directors and Assistant Directors are fully committed to health, safety and welfare and will lead by example in demonstrating active and visible leadership relating to health and safety matters to ensure the effective management of risk.

In order to ensure this General Statement is achieved the following will form the aims and objectives of the Council:

- Ensure an adequate structure is in place to manage health and safety which includes; planning, implementation, monitoring, reviewing and auditing of these processes which will be integrated into general day to day management actively;
- Ensure any necessary health and safety expert advice is available to all Council employees;
- Ensure robust health and safety management systems are in place to identify, monitor and manage the risks in line with the Councils risk management strategy to mitigate the Councils exposure to unnecessary risk;

- Ensure appropriate systems are developed and maintained to facilitate effective communication of health and safety information, including the publication of health and safety performance information annually;
- Complying with all relevant health and safety legislation, statutes, regulations, codes of practice to ensure legislative compliance;
- Ensure commitment to provide and maintain adequate financial and physical resources for the effective implementation of this policy;
- Ensure employees are recognised as the key asset to the Council and are provided with adequate information, instruction and training to ensure their health and safety competence to enable employees to actively contribute to the effectiveness of this policy;
- Ensure employee involvement is recognised as an important part of managing safely and consultation on health and safety with employees and employee representative's forms part of this policy;
- Ensure health and safety is promoted and recognised throughout the organisation as a collective responsibility and not just a management function. All staff should be made aware of their specific responsibilities and personal duty of care to themselves and to others that could be affected by their acts or omissions and to co-operate with managers to achieve the health and safety standards required;
- Ensure that the Council recognises that all work related accidents, incidents, injuries and ill health are preventable, the Councils aim is zero harm and will continually aim to reduce injury and illness to any person, or damage to equipment, property or the environment;
- Ensure that all accidents, incidents and near misses are fully reported and investigated, with the appropriate action taken to reduce the likelihood of reoccurrence by identifying any areas for improvement in the health and safety management systems, the Council are fully committed to undertake active and reactive monitoring;
- Co-operating fully in the appointment of health and safety representatives appointed by the recognised trade unions and where necessary will provide them with sufficient communication and cooperation with employees on health, safety and welfare matters;

This policy statement and the accompanying organisational arrangements supersede any previously issued. It will contribute to business performance by reducing unnecessary losses and liabilities by protecting the assets of the organisation and will be reviewed on an annual basis: our goal is zero harm.

The overall responsibility for health and safety remains with the Chief Executive.



**Chief Executive**

**Date 8 May 2013**

## **2.0 POLICY IMPLEMENTATION**

2.1 Executive Directors, Assistant Directors, Executive Principal, Deputy Executive Principal, Managers, Supervisors, Team Leaders must fully implement the Policy within their Service by;

- Ensuring all employees within the Council are familiar with their roles and responsibilities within the Health, Safety and Welfare Policy;
- Establishing and maintaining a robust health and safety management framework through the integration of risk assessment, safe systems of work, standard operating procedures, guidance notes and legislative compliance;
- Ensuring that all employees, contractors, commissioned services are aware of their roles and responsibilities in relation to health, safety and welfare and of the procedures and practices they are expected to follow;

### **2.2 Monitoring**

- Monitoring the effectiveness of the Policy and its implementation through the audit process with the development of action plans to remedy any areas for improvement / non-compliance.
- To ensure workplace inspections are undertaken in conjunction with Assistant Directors, Trade Union Safety Representatives and Health and Safety Advisers.

### **2.3 Resources**

- Ensuring adequate resources are available for the effective implementation of the Councils health, safety and welfare policy and any areas of non-compliance are relayed back to the Assistant Director or the appropriate person;

### **2.4 Discipline**

Take disciplinary action in accordance with approved procedures against any employees who do not comply with agreed safety procedures in accordance with the Health and Safety at Work Act etc. and any statutory provisions.

## **3.0 INTRODUCTION TO HEALTH AND SAFETY AT WORK**

3.1 This Health, Safety and Welfare Policy outlines the general duties and responsibilities with regard to health and safety of employees and other persons who may be affected by the Councils working practices; it is not an exact interpretation of the law, but is intended to help those concerned to understand their responsibilities under the Health and Safety at Work etc. Act 1974, the Management of Health and Safety at Work Regulations 1999 (as amended 2006) and any other associated Regulations and Approved Codes of Practice

3.2 The purpose of the Health and Safety at Work Act 1974 is to:

- Provide a legislative framework to promote, stimulate and encourage high standards of health and safety in the workplace;
- Promote safety awareness to ensure a safe organisation and to continually improve performance

3.3 Section 2 (3) of the Act requires employers to prepare a written safety Policy and to ensure the Policy Statement is brought to the attention of all staff, informing them of the organisation and arrangements for implementing the procedures outlined in the Policy document. The Council has produced a 'Policy Statement' which will be displayed in all workplace locations.

3.4 A "*Health and Safety Law Poster – What you should know*", should be available in all locations and should be displayed alongside the 'Statement of Policy'.

3.5 Duties of Employers – under the Health and Safety at Work Act 1974 to:

- Safeguard so far as is reasonably practicable the health, safety and welfare of its Employees who work for them; this applies in particular to the provision and maintenance of safe plant and systems of work and covers all machinery and equipment;
- Make suitable and sufficient assessment of risks;
- Extend the duty of care to other persons who may be affected by its work activities undertaken;

3.6 Employees - have a duty under the Section 7 and 8 of the Health and Safety at Work Act 1974:

- To take reasonable care of themselves and others who may be affected by their work activities;
- To co-operate with employers in meeting their statutory duties;
- Not to interfere with or misuse anything provided in relation to health, safety or welfare;
- To bring to the attention of employers any situation that is considered to be a serious and or imminent danger and any other shortcoming in health and safety arrangements

3.7 Definitions - The key definitions of this Policy are as follows:

**Health** – The wellbeing of employees, this encompasses conditions of body and mind, which could affect the health and safety of employees and others.



**Safety** – Preventing injury or damage to any person or property affected by a work activity through the development of suitable and sufficient working practices.

**Wellbeing** – The subjective state of being healthy, happy, contented, comfortable and satisfied with one’s quality of life. It includes physical, material, social, and emotional (‘happiness’) dimensions.

#### **4.0 HEALTH AND SAFETY MANAGEMENT SYSTEM**

4.1 The management of health and safety is the responsibility of each Directorate / School, this allows for issues to be resolved at a “local level”, wherever possible. However, although this is undertaken for practical purposes, Elected Members and the Chief Executive retain overall responsibility for health and safety.

4.2 This Policy is set out in six elements in accordance with Health and Safety Guidance HS (G) 65 Successful Health and Safety Management which incorporates the Policy, Organising, Planning and Implementing, Measuring Performance, Audit and Reviewing Performance and is detailed in Figure 1.

**Figure 1 The Health and Executives Model Health and Safety Management System HSG (65)**

**POLICY (section 1)**

The Councils (WBC) Health and Safety Policy Statement is the Chief Executives Corporate declaration of intent on behalf of Warrington Borough Council



**ORGANISING (section 2)** Assigns roles

and responsibilities for health and safety management. It addresses the control of risks: communication; consultation; cooperation and competence requirements



**ARRANGEMENTS (section 3)  
(PLANNING AND IMPLEMENTING)**

Action taken to achieve the policy objectives. All are involved in identifying and assessing the risks. This is done through the risk assessment process, where control measures are identified and implemented



**MEASURING PERFORMANCE  
(section 4)**

Against pre-set standards to see where improvements are required. This is either the proactive or reactive measurement of performance to ensure the effectiveness of the arrangements



**REVIEWING PERFORMANCE  
(section 6)**

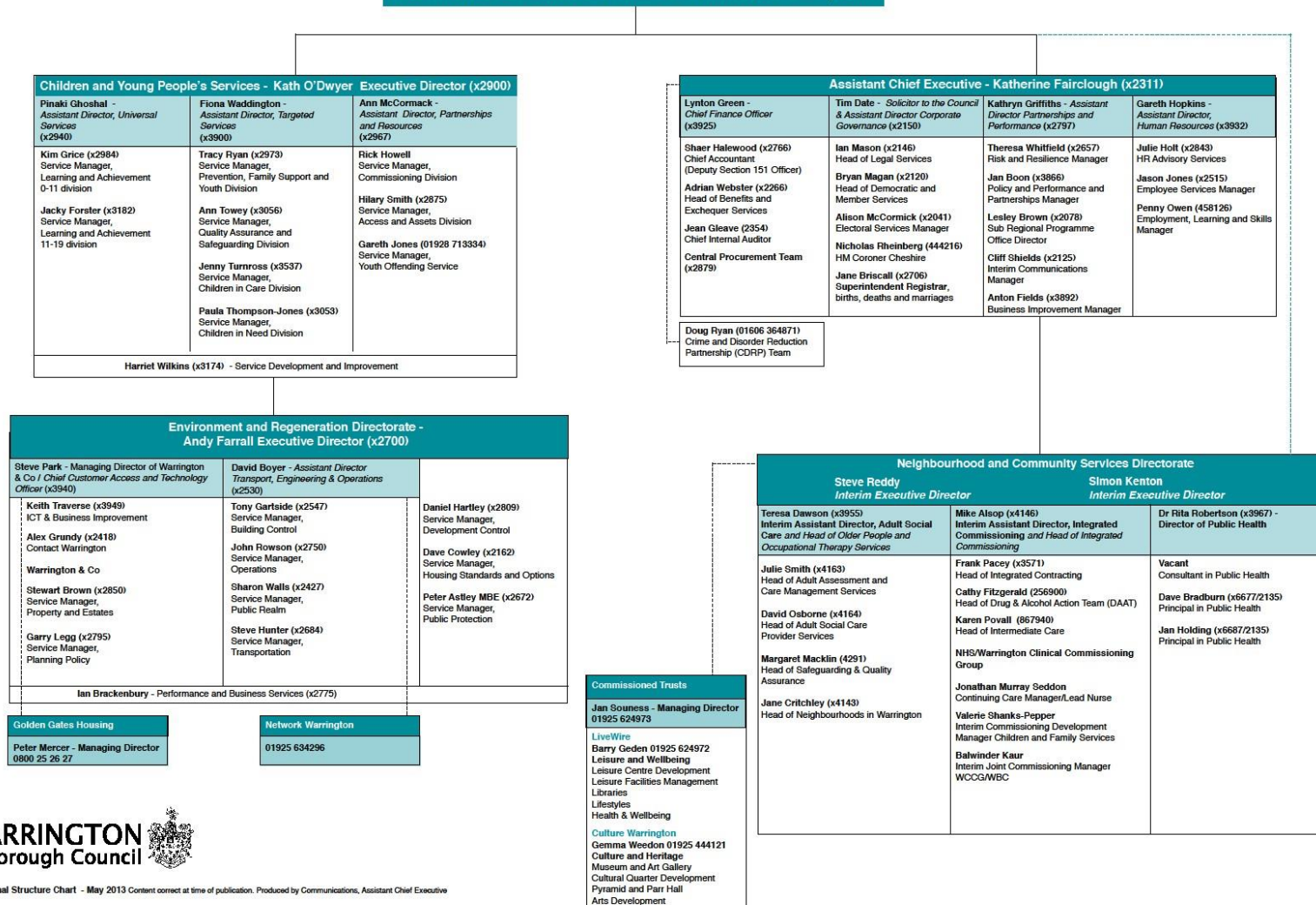
Examines all information gained from monitoring and auditing activities to identify whether the policy objectives are being achieved

**AUDITING (section 5)** The systematic review of performance through audits and reviews to maintain and improve the Council's ability to manage risks, this will ensure continuous improvements

Figure 2 Organisational Chart

Warrington Borough Council Operational Structure - May 2013

INTERIM CHIEF EXECUTIVE - Professor Steven Broomhead (x2101)



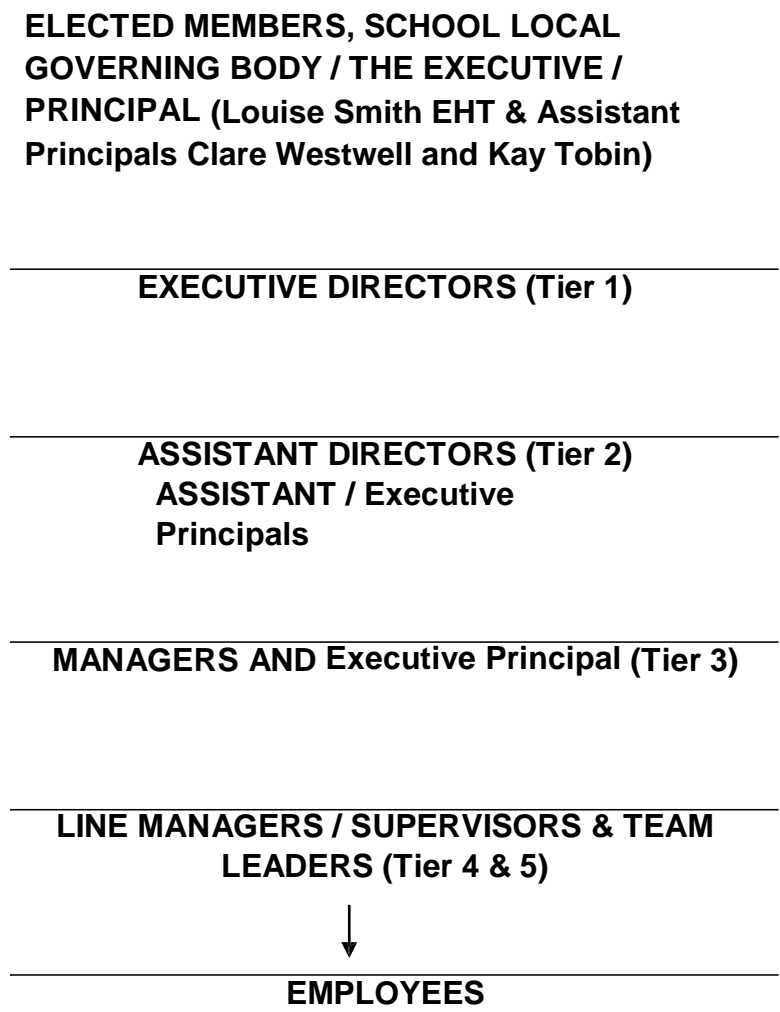
## **5.0 ORGANISATION FOR HEALTH, SAFETY AND WELFARE**

- 5.1 Responsibilities should only be assigned to persons who are competent to carry them out and have received adequate training and instruction regarding their duties. Responsibilities are assigned to positions rather than named individuals to avoid the need to update the Policy following any organisational changes.
- 5.3 In accordance with the Policy Statement, overall responsibility for the discharge of the Council's legal obligation as an employer in relation to health and safety rests with the Chief Executive or Executive Principal, and will make the necessary arrangements to comply with this duty and for advising all personnel of the organisational structure to support this policy.
- 5.4 The Council's organisational structure for dealing with health and safety matters is set out in the following sections of this document. Standard operational procedures, guidance documents and policies operating within the organisation, will be reviewed annually or sooner if there are any changes in legislation and published. These documents will have a review date on them and will be available via the health and safety homepage of the Council's Intranet site.

## **6.0 HEALTH AND SAFETY ROLES AND RESPONSIBILITIES**

- 6.1 The Policy has been produced as required by Section 2(3) of the Health and Safety at Work etc. Act 1974 to clearly identify the responsibilities of Elected Members, Chief Executive, Executive Directors, Assistant Directors, Executive Principal, Managers and Employees. The purpose of the Policy is to demonstrate that Senior Management are totally committed to the health, safety and welfare of all employees and others that may be affected by our activities.
- 6.2 Successful health and safety management depends upon a systematic approach throughout the Council in order to become fully integrated with all other aspects of business management. A pro-active health and safety culture requires strategic leadership from the Chief Executive, Executive Principal and Executive Directors with support from the Risk and Resilience Manager and the health and safety leads in the Directorates and committees.

**Figure 3 – The Policy assigns Roles and Responsibilities to Warrington Borough Council post holders as below (Management Tiers)**



**6.3 All Officers will: -**

- Provide clear leadership on health, safety and welfare and ensure compliance with corporately agreed targets and objectives;
- Ensure that health, safety and welfare issues are properly addressed by their respective Directorates and that the aims and objectives of the Policy are fully understood;
- Ensure that health, safety and welfare management is fully implemented throughout their respective Directorate by allocating specific health, safety and welfare responsibilities to Service Manager level, ensuring all Managers have attended relevant training and are competent in their health and safety management role;
- Ensure the joint consultative body is established at the Corporate and Directorate level and meet quarterly;

- Consider the appropriate resources necessary to finance to improve and maintain health and safety standards when compiling annual budgets.
- In addition **Executive Principal** should inform the Local Governing Body and Children and Young People's Services Directorate of any issue which has significant health and safety implications which cannot be resolved satisfactorily without their support and involvement;
- Corporate Manslaughter and Corporate Homicide Act 2007, the lead officer for health and safety at board level is the Assistant Chief Executive / Executive Principal for Schools and are accountable under health and Safety legislation: The Strategic and Directorate Management Teams meets on a weekly basis and should have health and safety as standing agenda item to monitor compliance.

#### **6.4 ELECTED MEMBERS AND SCHOOL LOCAL GOVERNING BODY**

- 6.4.1 Elected Members have a collective role in providing health and safety leadership to the Council. The Executive Board should ensure that adequate resources are available and effectively deployed to enable the Council to fulfil its statutory requirements under relevant health and safety legislation.
- 6.4.2 School Local Governing Body also have a collective role in providing health and safety leadership to the Council or for the Schools they have responsibility for, in order to support and underpin this leadership, note: In voluntary aided, foundation schools, academies and independent schools the Local Governing Body is the employer.
- 6.4.3 **Elected Members / School Local Governing Body must ensure the following:**
- Adequate training, instruction, supervision and information has been given with sufficient competent persons in place to advise the School on health and safety issues and when required seek advice and receive reports from the Council's Resilience Advisers (Health and Safety) and take appropriate actions as necessary;
  - Health and safety targets, objectives, monitoring and auditing of health and safety performance is undertaken;
  - All their decisions reflect the commitment of this policy and promote a positive culture towards health, safety and welfare issues and adequate resources are available to ensure health and safety legislative compliance;
  - Informing the Children and Young People's Services Directorate of any issue which has significant health and safety implications which cannot be resolved satisfactorily without their support and involvement.

## **6.5 THE CHIEF EXECUTIVE / EXECUTIVE PRINCIPAL (FOR SCHOOLS)**

6.5.1 The Chief Executive or Executive Principal for Schools have the overall responsibility for Health, Safety and Welfare within the Council and is responsible for ensuring the implementation of this Health, Safety and Welfare Policy. The Chief Executive receives quarterly updates from the Risk and Resilience Manager on health and safety matters.

6.5.2 The Chief Executive discharges the responsibility for health and safety management through the Assistant Chief Executive, and Executive Directors who in turn require Assistant Directors to account for health and safety arrangements within the Directorates / Divisions and Service areas. The Executive Principal will also be responsible for health and safety within their areas of responsibility.

6.5.3 **The Chief Executive / Executive Principal will:**

- Ensure the necessary resources are allocated for the management of health and safety requiring sufficient management standards are applied in line with other management functions;
- Ensure that health and safety is integrated into the management structure and that health and safety objectives are an integral part of the overall Service Business Plan;
- Regularly monitor the performance of Executive Directors to ensure they have undertaken their health and safety responsibilities and be informed of any significant non-conformances and investigation outcomes.

## **6.6 ASSISTANT CHIEF EXECUTIVE OR ASSISTANT / DEPUTY Principals FOR SCHOOLS**

6.6.1 The Assistant Chief Executive will in the absence of the Chief Executive have a delegated duty to act on behalf of the Chief Executive with specific responsibility for health and safety by ensuring that the structure and arrangements are appropriate to manage health and safety within the Council.

## **6.7 EXECUTIVE DIRECTORS / Executive Principal**

6.7.1 The Assistant Chief Executive / Executive Directors / Executive Principal / Assistant Directors have overall responsibility for health and safety at a Directorate and divisional level. In-order to discharge this responsibility they will demonstrate a genuine commitment to pursuing high standards of health and safety by integrating the principles of risk management into general business activities.

## 6.8 **ASSISTANT DIRECTORS**

6.8.1 Each Assistant Director is responsible for ensuring the health, safety and welfare standards within their Division / Service area are exemplary and it is fundamentally a line management responsibility. They must keep themselves informed at all times as to the level of achievement of the objectives of this policy and initiate and follow up such action as is necessary to ensure maximum achievement at all times;

### 6.8.2 **Assistant Directors will: -**

- Ensure that all employees within their Directorate are familiar with the Health, Safety and Welfare Policy, standard operating procedures, guidance documents, health and safety regulations and any relevant approved codes of practice;
- Monitor and review the service areas progress in achieving the annual plans and safety targets within their Directorate;
- Ensure that Managers are aware of Corporate policies, procedures and guidance documents and where necessary service specific policies, rules, procedures are developed and disseminated to all team members to ensure all staff are aware of the procedures;
- Ensure risk assessments are undertaken by a competent person and staff are involved in the process, once completed they should be shared with staff and reviewed as appropriate in accordance with standard operating procedures (SOP 04 the Risk Assessment Process). Reviews can be undertaken annually which is best practice, however some areas may want to take a risk based approach, (risk rating) and where necessary implement a management system which suits the Service needs;
- Ensure employees are competent through the application of instruction, information, supervision, induction, training (refresher) and have sufficient resources allocated to discharge their health and safety duties;
- Ensure all accidents, incidents, dangerous occurrences and near misses are reported and investigated in line with corporate procedures / standard operating procedure SOP 05 Accident and Incident Reporting and health and safety legislation;
- Implement key health and safety responsibilities and objectives into individual job descriptions indicating individual levels of responsibility and accountability;
- Be represented at meetings of the Central and Directorate Health and Safety Committees;
- Advise the appropriate Elected Members of all relevant health, safety and welfare matters via the Portfolio Holder;



- In consultation with the Risk and Resilience Team and their Executive Director, bring to the notice of the interim Chief Executive any health, safety or welfare matters which cannot be resolved; are giving cause for special concern, or which are of significance to other Directorates;

6.8.3 The Council accepts that, where an Assistant Director has failed to take action with regard to health, safety or welfare, the Risk and Resilience Manager, Assistant Chief Executive or the relevant Executive Director shall discuss the matter with the interim Chief Executive. If they are satisfied that urgent action is required they will direct that such action to be taken.

## **6.9 THE PREMISE MANAGER / RESPONSIBLE PERSONS FOR BUILDINGS (FOR SCHOOLS THIS MAY ALSO BE THE EXECUTIVE PRINCIPAL / DEPUTY PRINCIPAL**

6.9.1 The Premise Manager / Responsible Person / Executive Principal will be responsible for the School or Council Building within their Service area / Directorate and must ensure the Council's policies and procedures, health and safety regulations and approved codes of practice are complied with by:

- Ensuring policies and procedures are implemented in accordance with the Council's requirements / health and safety legislation and make use of other resources provided by the Council to promote health and safety at work (e.g. intranet / newsletters / school news);
- Ensuring staff for whom they have line management responsibility, are adequately trained and supervised for tasks / activities they are required to perform and relevant information, instruction and equipment including personal protective equipment, necessary to achieve safe systems of work are provided, used and maintained;
- Ensuring that services supplied to the Council and others by outside agencies are provided such that they will satisfy all current health and safety legislation, particularly in respect of equipment, its maintenance, safe systems of work, risk assessments, method statements, competency and other safety standards which may apply to work being undertaken;
- Ensuring that all risk assessments are undertaken by a competent person, with the involvement of employees. Ensuring the risk assessments are implemented, communicated and reviewed on a risk based approach, for example high risks (annual reviews) for medium and low risks bi-annually these would be subject to the risk assessment process and determined at a local level;
- Ensuring the asbestos register is kept up to date; a management plan is undertaken, with risk assessments, emergency procedures provided for the premise(s) they control. Where any work is undertaken the asbestos register must be provided and brought to the attention of Contractors prior to commencement of any works and also the provision of any information on any

other risks that may be present. For refurbishment work a demolition / refurbishment asbestos survey should be completed before any work starts (see SOP 03 Asbestos);

- Ensuring the compliance with the Control of Legionella, maintenance of the Legionella Logbook on site, water monitoring, risk assessment, emergency procedures etc. (see standard operating procedures SOP 01 / 02);
- Ensuring compliance with statutory requirements in relation to fire and bomb evacuation procedures, first aid, electrical safety (testing), Provision Use Work Equipment Regulations, control of contractors, Lifting Operations Lifting Equipment Regulations, safe access and egress; workplace inspections, audits and any other health and safety legislation that may be applicable to providing a safe school or building;
- Maintaining a health and safety file on the premises in relation to any construction work covered by the Construction (Design and Maintenance) Regulations and make this available to contractors upon request;
- Ensuring all accidents / incidents are reported on the Councils online reporting system and undertaking investigations as to why they happened and what risk control measures have been implemented to prevent re-occurrence and to monitor health and safety standards at the local level by retaining statistics to identify patterns and trends (see SOP 05);

## **6.10 SERVICE MANAGERS / SUPERVISORS / TEAM LEADERS (INCLUSIVE OF SCHOOL BASED STAFF)**

6.10.1 All Service Managers / Supervisors and Team Leaders will within their area be responsible for the implementation of the Council's policies, standard operating procedures, guidance documents, regulations and approved codes of practice relating to health and safety by;

- Ensuring staff for whom they have line management responsibility, are adequately trained and supervised for tasks / activities they are required to perform and relevant information, instruction and equipment including personal protective equipment necessary to achieve safe systems of work are provided, used and maintained;
- Ensuring that all risk assessments are undertaken by a competent person, are implemented, communicated and reviewed on a risk based approach for example bi-annually these would be subject to the risk assessment process and determined at a local level (see SOP 04);
- Ensuring all staff and associated partners / workers / contractors / others are familiar with emergency procedures, safe systems of work, reporting of

significant hazards and risk assessments, accident reporting within their working area to ensure effective reduction of risk;

- Ensuring that all plant and equipment used is adequately tested, maintained with documented records to ensure legislative compliance, and all employees are aware of the action to take where equipment becomes defective (impound procedures / tagging equipment);
- Ensuring all products, equipment and services have been through a rigorous procedure for reducing risk by the purchasing of safer substances that do the same job / but less hazardous and undertaking Control of Substances Hazardous to Health task based risk assessments;
- Ensuring all contracts with partners, service providers and any other organisations are competent, fully trained, health and safety responsibilities and accountabilities are clearly defined and risk assessments, method statements, safe systems of work, equipment safety checks, audits and reporting procedures are implemented and monitored;
- Ensuring all accidents, incidents, ill health, disease, dangerous occurrences, near misses, violent or abusive episodes are reported through WBC's online accident / incident reporting system within 24 hours of the adverse safety event occurring (the same procedure applies for commissioned services / sub-contractors) providing the details of the incident must be undertaken within 24 hours of occurrence and must be fully investigated with control measures documented and implemented to prevent re-occurrence;
- Consulting and co-operating with appointed safety representatives where applicable;
- Ensuring that Senior Managers are informed of any relevant health, safety and welfare issues, especially those that have resource implications and for those that cannot be resolved at local level;

## **6.11 ALL EMPLOYEES**

6.11.1 Due regard must be taken by all staff of the duties placed upon each individual by the Health and Safety at Work Act 1974 etc. and the Management of Health and Safety at Work Regulations 1999 (as amended 2006); take reasonable care for the health and safety of themselves, and of other persons who may be affected by their acts or omissions. Also to co-operate with the employer in relation to the use of personal protective equipment and not interfere with anything provided in the interest of health, safety or welfare and to report any damage or defect to premises, equipment or appliances immediately through the appropriate channel (line manager).

### 6.11.2 All employees are responsible for: -

- Adhering to the requirements of the risk assessment process and also Ensuring they are aware that they have a legal duty to follow procedures issued by the Council which are designed to protect their own and others health, safety and welfare;
- Making full use of the appropriate equipment, personal protective equipment, all safety devices and be aware of the hazards within their workplace and familiar with safe systems of work;
- Reporting to their line managers any unsafe practices or systems of work, unsafe working conditions, damage to plant, machinery or equipment, accidents, incidents, near misses, ill health or violent incidents relating to their working environment and ensure familiarity with the arrangements for emergencies (fire, accident, injury, illness, first aid etc) and the action they should take;
- Comply with any statutory duties / inspections undertaken on equipment / tools and record them and ensure any defects are immediately reported to the line manager. Any defective equipment must be taken out of service, clearly marked / tagged and kept aside for repair;
- Ensuring all accidents are investigated and the on line accident report form is completed within 24 hours of the incident occurring and submitted to the Risk and Resilience Health and Safety Team and advise the immediate supervisor of action required to prevent reoccurrence of any accident; For further advice or guidance contact the Risk and Resilience Health and Safety Team;
- In the absence of an immediate Supervisor, deputise as may be necessary in the interest of health, safety and welfare of others and the public, whilst ensuring others are not exposed to any risks;
- Where their contract of employment requires them to provide their own tools, to keep those tools in a safe condition, tested, inspected and fit for purpose;
- All COSHH assessments must be task / activity based and reviewed. The hierarchy of control measures should be considered by; **Eliminating** the risk by avoiding the use of certain processes and materials; **Substituting** for a less hazardous process / material; **Combating** the risk at source through engineering controls; **Controlling** the risk by designing suitable safe systems of work; **Minimising** the risk by using personal protective equipment which should only be used as a last resort;

## 6.12 THE RISK AND RESILIENCE TEAM

6.12.1 The Risk and Resilience Manager and the Senior Resilience Health and Safety Adviser are appointed by the Council to ensure the Council has appropriate health

and safety management policies, standard operating procedures and guidance documents in place at a Corporate level to enable the Council to meet its statutory duties;

6.12.2 For advice contact: the Risk and Resilience Health and Safety team on Tel: 442657 or 4422039. The Risk and Resilience Team are responsible for providing advice and guidance on matters relating to Health, Safety and Welfare to Council employees and associated Schools and for the following:

- Assisting all levels of management to implement and comply with the requirements of the Health and Safety at Work etc. Act 1974 and other relevant safety legislation. Advising the Council, its employees and stakeholders on forthcoming changes and developments to health and safety legislation, relevant regulations, Approved Codes of Practice, Health and Safety Executive Guidance;
- To promote the Risk Assessment process for the identification of hazards, assessing risks, identifying and implementing suitable control measures to reduce risk to an acceptable level, monitoring and reviewing;
- Maintaining adequate records and statistics as required by legislation and issuing details of these to directorates, along with reports, to analyse trends and to tender advice on the prevention of reoccurrences;
- Developing and supporting integration of the Health and Safety Management System by conducting health and safety audits to provide the Council with the necessary assurance robust health and safety management systems are in place and that health and safety plans from the audit process (active monitoring), are specific, measurable, achievable, realistic with time frames for determining priorities and are monitored for completion;
- Establishing professional relationships at all levels within the Council and external organisations such as the Health and Safety Executive etc.;
- Examining the working practices of all Council employees, at any time, along with those of contractors to the Council regarding health, safety and welfare;

Further supportive information is available on the Health and Safety Executive website: [www.hse.gov.uk](http://www.hse.gov.uk)

## **7.0 SAFETY REPRESENTATIVES CORPORATE AND DIRECTORATE SAFETY COMMITTEES**

7.1 The Committees shall be called Warrington Borough Council Joint Central Health and Safety Committee, hereinafter referred to as the Committee. The Committees are structured to meet at Corporate (Central Health and Safety) and Directorate level

## 7.2 **Health and Safety joint Consultative Corporate and Directorate Committees Objectives**

- The objectives of the Committee are to consider strategic (Central) issues and Directorate related to health and safety and to promote co-operation between employer and employees; additionally the Committee will instigate, develop and carry out measures to ensure staff health, safety and welfare at work.
- The Corporate and Directorate Committees shall comprise of the interim Chief Executive's nominated representative, Chair of each Directorate Health, Safety and Welfare Committee or their Representative, one Safety Representative from each of the recognised Trade Unions, ex-officio members, the Risk and Resilience Manager and Health and Safety Advisers as required and an Assistant Director (nominated by the Executive Director)
- The Committees shall meet on a quarterly basis; dates being agreed in advance; however, the Chair, following consultation, may call a meeting of the Committee at any other time.
- Copies of Minutes are circulated as soon as practicable after the meeting; in addition, the Central Safety Committee minutes will be available on the health and safety Intranet site in order that staff who are not members of one of the Union bodies may have the opportunity to view minutes of these meetings, the Directorate Committee minutes are distributed and are not available on the intranet.

## 7.3 **Chairperson (s):**

- The Assistant Director for Partnerships and Performance chairs the Central Health and Safety Committee acting as the nominated representative for the interim Chief Executive.
- Directorates groups are chaired by lead Assistant Directors acting as the nominated representative of the Executive Director

## 7.4 **Secretary:**

- Support is provided via the Personal Assistants to the lead Assistant Directors

## 7.5 **Frequency of Meetings**

- At least 4 meetings a year (quarterly)

## 7.6 **Attendance at Meetings**

- Any member who wishes to resign must inform the Chairperson.
- New Management and accredited Trade Union Safety Representative Members of the Committee must be notified to the Chairperson.
- At the request of Committee members, the Chairperson can agree to invite someone to a meeting in order to provide information on any topic, which is to be discussed at that particular meeting.

- Dates for the following meetings are to be arranged in advance as the last item of business of the current meeting, Both sides should submit to the Chairperson written details of items for inclusion not less than two weeks prior to the meeting;
- The Chairperson shall circulate the agenda and relevant papers not less than one week prior to the date of the meeting and meetings shall not be cancelled without prior consultation and agreement from both sides and any re-arranged meeting will be scheduled for as near to the original date as possible;
- Any late issue may be brought to the attention of the committee under the heading of “any other business.

#### **7.7 Failure to agree:**

- Where a matter cannot be agreed, it will be referred to the Central Health, Safety and Welfare Committee and in the event of a fundamental disagreement of an urgent nature the Joint Secretaries and Chairman of the Central Health, Safety and Welfare Committee shall determine the appropriate course of action with regard to the procedures to be adopted.

#### **7.8 The Committees will**

- Evaluate accident, incident, near miss and reportable disease statistics and identification of trends for consideration of remedial action;
- Develop and introduce Policies, standard operating procedures guidance notes and examine safety audits and inspection reports;
- Analyse information provided by enforcing authorities, including consideration of appropriate health and safety publications;
- Consider any matters which members of the Health, Safety and Welfare Committees may wish to submit and to draw attention to any unsafe conditions, materials, equipment or machinery;
- Monitor the adequacy of communication and publicity for safety aspects and to recommend any action felt desirable, including the promotion of the Council’s policies and standards;
- Consider the advice on any aspects of health, safety and welfare of employees and the public referred to the Committees and any new Health, Safety and Welfare Legislation;
- To consider reports and recommendations from the Central Health, Safety and Welfare Committees;
- To co-ordinate an effective Health and Safety audit and inspection programme in co-operation with the appointed Health and Safety Advisors and Trade Unions;

- The membership of the Committee shall be communicated to all staff for their information;

## **8.0 THE ROLE OF THE APPOINTED SAFETY REPRESENTATIVES**

8.1 The Regulations on Safety Representatives and Safety Committees 1977, as amended by the Management of Health and Safety at Work Regulations 1999 and the Health and Safety (Consultation with Employees) Regulations 1996 outline various functions of employee Safety Representatives, for further information see the Councils Guidance Note, GN 27 Safety Representatives, these include:

- Prescribed cases in which recognised Trade Unions may appoint Safety Representatives from amongst the employees and prescribed functions of employee Safety Representatives;

8.2 In addition to their functions under Section 2(4) of the Act, in consultation with the employer under Section 2(6), each Safety Representative shall have the following functions:

- To investigate potential hazards and dangerous occurrences at the workplace (whether or not it is drawn to their attention by the employees they represent), and examine the causes of accidents at the workplace;
- To investigate complaints by any employee they represent relating to the employee's health, safety and welfare at work;
- To make representation to the employer on matters affecting the health, safety and welfare at work of employees they represent and to carry out certain inspections specified by the Regulations;
- To represent the employees they are appointed to represent, in consultation at the workplace with Inspectors of the Health and Safety Executive or any other enforcing authority and receive any information from HSE Inspectors in accordance with Section 28(8) of the 1974 Act etc.
- To attend meetings of the Health and Safety Committee in their capacity as an appointed Safety Representative in connection with any of the above functions.

## **9.0 CONSULTATION AND EFFECTIVE COMMUNICATION**

9.1 The Safety Representative and Safety Committees Regulations 1977 require an employer to consult in good time with Safety Representatives on:

- The introduction of any measure at the workplace, which may substantially affect the health and safety of employees the Safety Representative represents;



- The arrangements for appointing or, as the case may be, nominating persons in accordance with Regulation 6(1) and 7(1)(b) of the Management of Health and Safety at Work Regulations 1999 (as amended 2006);
- Any health and safety information the employer is required to provide to the employees and their Safety Representatives by or under the relevant Statutory Provisions;
- The planning and organisation of any health and safety training provided to employees that the Safety Representative represents, by or under the relevant Statutory Provisions;
- The employer shall provide such facilities and assistance as Safety Representatives may reasonably require for the purpose of carrying out their functions under Section 2(4) of the 1974 Act;
- Communication channels for the exchange of health and safety knowledge and information which should be formalised and structured and delivered in a range of formats (for example, verbal, paper copy, electronic or at Health and Safety Committee meetings).

## **10.0 PERFORMANCE MEASUREMENT AND REVIEW**

10.1 Monitoring will take place both corporately and within each Directorate. At a corporate level the Risk and Resilience Manager will report to the interim Chief Executive via the Assistant Chief Executive. The Council will measure health and safety performance using both proactive and reactive measures as follows:

### **10.2 Proactive measures of performance:**

- Corporate health and safety targets and Directorate health and safety action plans;
- Record of workplace inspections (undertaken at set intervals) and Directorate auditing is monitored by the Risk and Resilience Team with the appropriate Managers;
- Quarterly safety committee meetings and the frequency of, and attendance at, safety meeting with actions identified at committee meetings and safety meetings, being undertaken;
- The number of accidents, incidents, near misses, lost time incidents, RIDDOR incidents, occupational ill health reports and the number of occupational health referrals and any civil claims made against the Council;
- Corporate health and safety arrangements, procedures and policies are being applied and adhered to and risk assessments are being developed,

monitored and reviewed and accident trends are showing a continuous improvement to ensure legal compliance and best practice is achieved;

## **11.0 HEALTH AND SAFETY AUDITING / INSPECTIONS**

11.1 Is the structured process of collecting independent information on the efficiency, effectiveness and reliability of the total health and safety management system and drawing up plans for corrective action. The Risk and Resilience Team have developed and integrated a new in-depth audit process which identifies the following:

- Appropriate management arrangements are in place with adequate risk control systems / strategies for the hazards associated with the Councils undertaking and appropriate workplace precautions and welfare facilities;
- Areas requiring action are identified and action plans developed to ensure continual improvement, which are monitored and reviewed. In addition internal audit addresses areas of health and safety as part of corporate governance assurance.

### **11.2 Inspection of School premises by the Appointed Safety Representative**

- Safety Representatives should submit a written request for an inspection at least 14 days prior to any proposed inspection date (including location), with alternative dates, and preferably when the relevant manager is available to attend the inspection.
- The request should be forwarded to the relevant Health and Safety Committee who will ensure that other interested parties are informed of the date and time of the inspection;
- Safety Representatives should record when they have undertaken an inspection, and the report should be forwarded to the relevant Manager who will discuss the report with the Safety Representative and ensure corrective action is taken to rectify problems;
- Reports should not be delayed awaiting completion of remedial work or proposed action and for any actions that may have not been resolved these can be discussed at the relevant Health and Safety Committee.

## **12.0 USEFUL CONTACT DETAILS**

HSE online - [www.hse.gov.uk](http://www.hse.gov.uk)

SE books - [www.hsebooks.co.uk](http://www.hsebooks.co.uk)

### **12.1 INTERNAL CONTACTS**

Risk and Resilience Manager **Tel 01925 442657**

Senior Resilience Adviser (Health & Safety) **01925 442039**

**APPENDIX A.**

**SIGNATURES OF ALL EXECUTIVE AND HEALTH AND SAFETY LEAD ASSISTANT DIRECTORS;**

The signatures of all the Directors to show commitment to this policy:

**Assistant Chief Executives;**

**Name; Katherine Fairclough Assistant Chief Executive**

**Date; 10 May 2013**



**Name; Lynton Green Assistant Director**

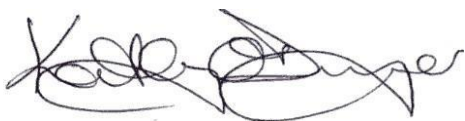
**Date; 10 May 2013**



**Children's and Young Persons**

**Name; Kath O'Dwyer Executive Director**

**Date; 10.05.13**



**Name; Ann McCormack Assistant Director**

**Date; 10.05.13**

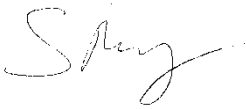


**Neighbourhood and Communities;**

**Name; Steve Reddy**

**Interim Executive Director**

**Date; 10 May 2013**



**Name; Teresa Dawson**

**Interim Assistant Director**

**Date; 10 May 2013**



**Environment and Regeneration;**

**Name; Andy Farrall**

**Executive Director**

**Date; 10 May 2013**



**Name; David Boyer**

**Assistant Director**

**Date; 10 May 2013**

