



Corporate Health and Safety Policy

1. DECLARATION OF COMMITMENT

The Borough of Pendle recognises that a safe place of work and healthy working environment are essential elements of a successful organisation. We are therefore committed to:

- Compliance with both the spirit and letter of health and safety legislation.
- Maintenance of safe working practices and a healthy work environment.
- Prevention of accidents and cases of work related ill health.
- Promotion of health and wellbeing to our employees.
- Provision of appropriate resources, information and training wherever practicable.
- Enhancing the partnership between management, employees and their representatives to ensure that everyone works together in pursuit of health and safety.
- Ensuring that all procurement decisions are made following due consideration of the health and safety implications.

Signed:



Dean Langton, Chief Executive

Date: 23rd July 2019

Position: Chief Executive
Borough of Pendle

2. GENERAL STATEMENT OF HEALTH AND SAFETY

The Borough of Pendle recognises and accepts its responsibilities as an employer for providing its employees and others as far as is reasonably practicable who may be affected by its undertakings, in accordance with the **Health and Safety at Work Act etc 1974** and any other statutory legislation imposed upon it.

It also accepts the wider role that risk management* has to play in an organisation such as the Council.

We will so far as is reasonably practicable achieve these aims by:

- assessing the risks to the health and safety of the Council's employees and those not in its employment arising out of or in connection with what the Council does;
- providing and maintaining buildings, plant and equipment that are safe and without risks to the health of employees and other persons not in the Council's employment;
- ensuring arrangements are implemented for the safe handling, usage, storage, transportation and disposal of hazardous substances;
- providing the necessary information, instruction and training to staff and others, including temporary staff, to ensure their competence with respect to health and safety and to regularly assess their performance.
- providing adequate procedures in the event of serious and imminent danger;
- providing adequate access to occupational health services for our employees
- providing adequate first aid and welfare arrangements;
- ensuring that the risks to health and safety have been assessed before buildings and structures are modified or undergo a change of use;
- providing adequate means for consultation between management, employees and their representatives on health and safety;
- contributing to a positive health and safety culture which actively encourages everyone at every level to fulfil their health and safety statutory duties and obligations; and
- reviewing this policy on an annual basis to ensure that it continues to be a 'living document' reflecting any changes in what the Council does and the development of legislation and increased risks.

**Risk management is defined as all the processes involved in identifying, assessing and judging risks, assigning ownership, taking action to mitigate or anticipate them and monitoring and reviewing progress.*

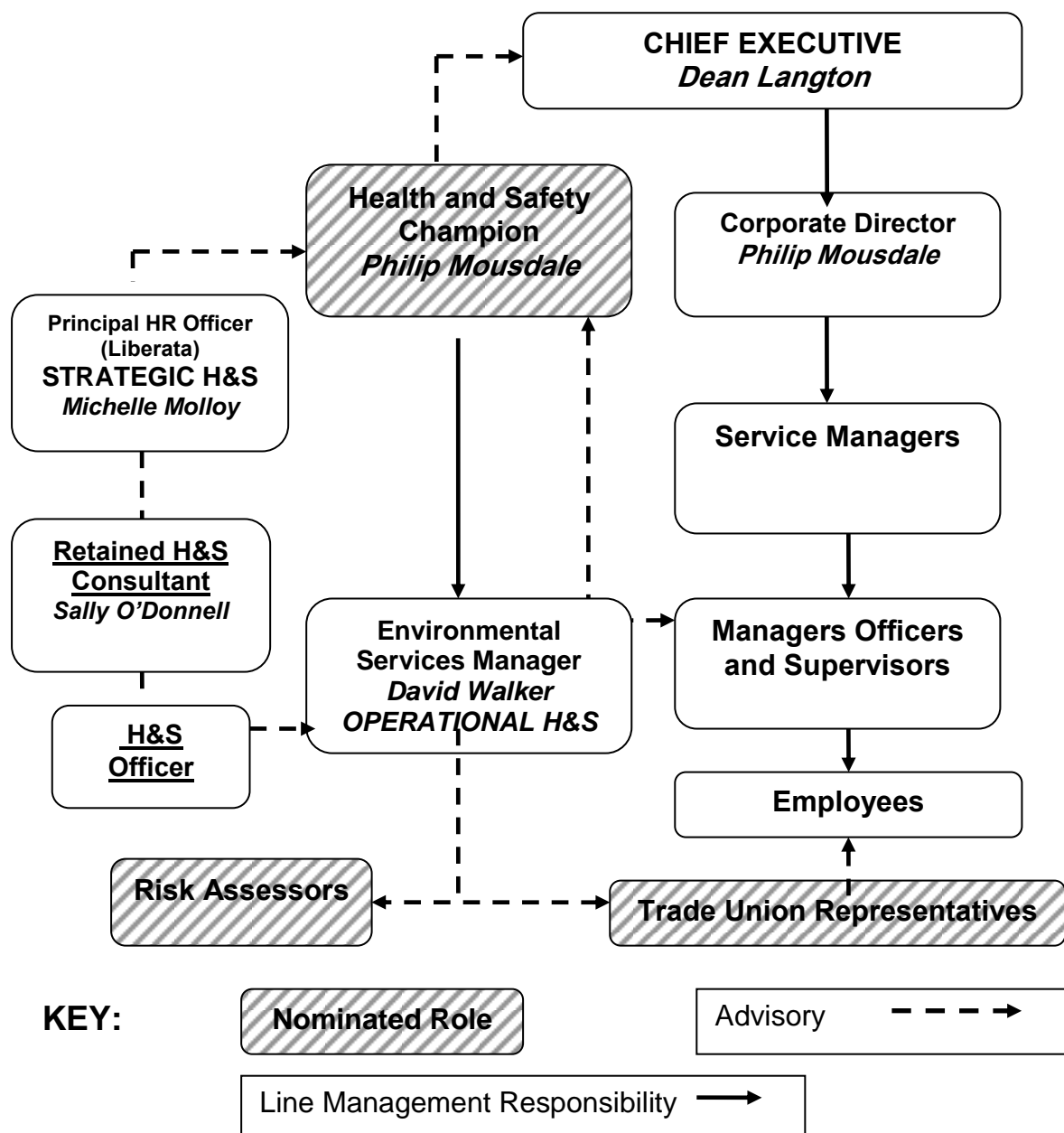
3. RESPONSIBILITIES

General

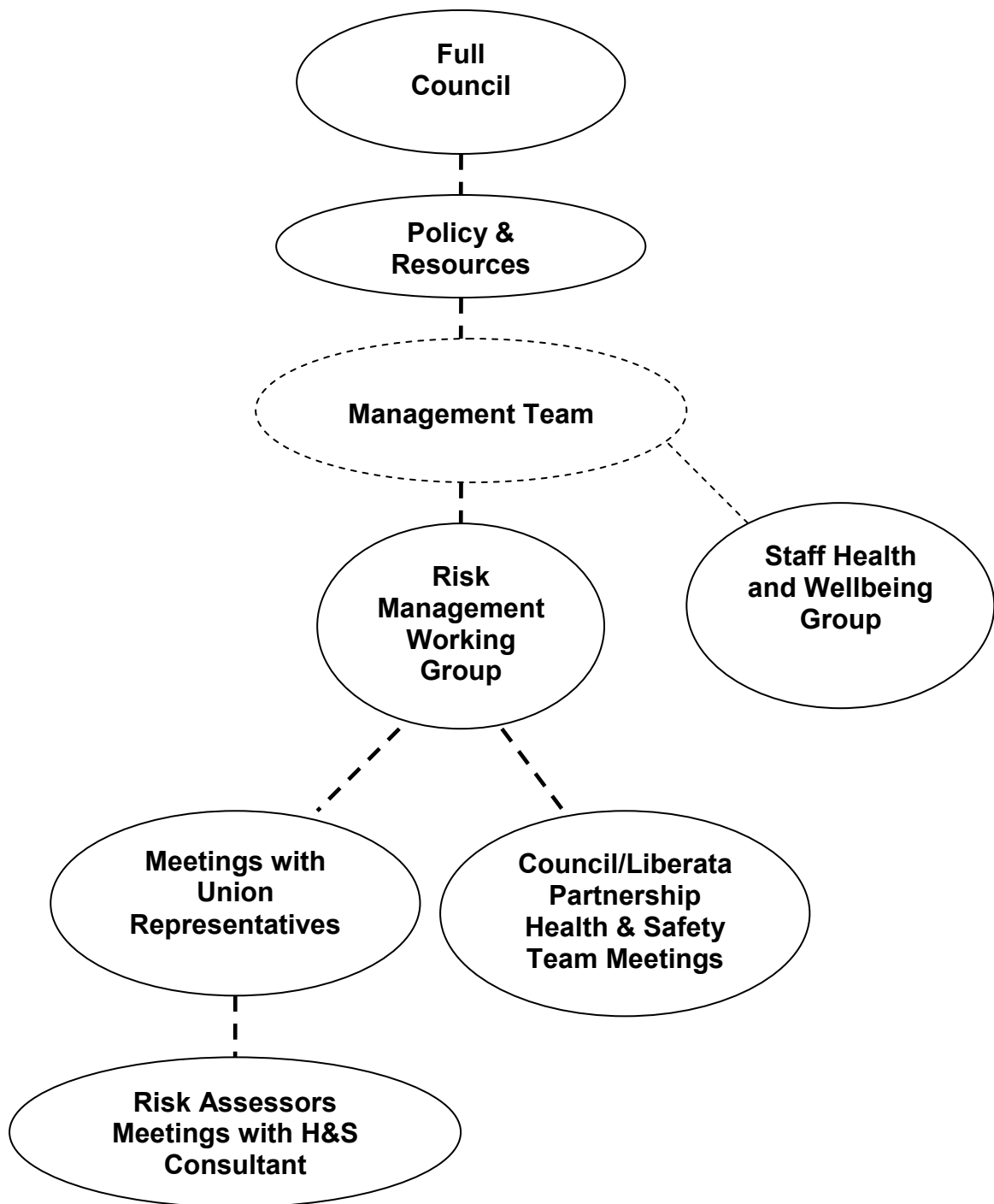
The overall responsibility for health & safety rests with the Chief Executive as the Council's Principal Advisor and Head of the Council's paid service. However, it is a fundamental principle of health & safety legislation, and this statement of health & safety policy, that all employees should be aware of their statutory duties and responsibilities both to themselves and others. It is also important that Elected Members are aware of the possible effects of their decisions if the health and safety implications of their decisions are not fully considered.

Organogram

A summary of the Council's responsibilities and the communication forums are depicted below and on page 5.



Communication Forums



4. ORGANISATIONAL ARRANGEMENTS

Introduction

To ensure there is clear accountability the Council has adopted the following specific responsibilities

Elected Members

- to ensure that any decisions made have been taken after adequate consideration has been given to any health and safety implications of such a decision.
- to support the Chief Executive in fulfilling the responsibilities under this policy by providing adequate support and resources.

Chief Executive

The Chief Executive has overall responsibility for health and safety and shall:

- lead by example by actively promoting a health and safety culture within the Council;
- ensure that appropriate policy, organisation and arrangements exist and are adhered to;
- ensure adequate resources are available so that health and safety responsibilities can be fulfilled;
- ensure that adequate resources are available to coordinate and cooperate between employees, their representatives and other persons who may be affected by what the Council does; and
- ensure the risk management system of the Council is audited regularly and where necessary reviewed in order to ensure the validity and integrity of the risk management system; and
- ensure that all Service Managers are aware of the responsibility for management of risk.

Corporate Director and Chief Executive

Have co-ordinating responsibilities and shall:

- Ensure the provision of adequate consultative arrangements between management and employee representatives;
- Evaluate the health and safety performance of the Service Managers to ensure statutory legal compliance is being fulfilled.
- Ensure provision is made within the Central Training Budget for a programme of health and safety training, including first aid.

Environmental Services Manager

In addition to the duties of a Service Manager shall:

- Act as the lead officer for health and safety within the Council
- Work with the Health and Safety Consultant to coordinate the annual health and safety audit process
- Coordinate the corporate arrangements for fire, lone worker monitoring and monitoring of accidents and violent incidents
- Chair the Council's Risk Management Working Group

- Be a member of the Partnership Health and Safety Team with Liberata and regularly review the Partnership Health and Safety Plan and Joint Work Programme.

Service Managers

Shall:

- be responsible for ensuring that the risk management systems of the Council are implemented within their area of responsibility. To do this they shall refer to the other corporate health and safety related policies and procedures;
- undertake all reasonable steps to obtain, maintain and develop their competence by completing the appropriate training courses as required and engage in any other steps required to keep their knowledge up to date
- nominate sufficient competent persons to undertake the role of Risk Assessor;
- ensure provision of suitable and sufficient resources to ensure the health and safety arrangements of the Council are implemented effectively and efficiently; and
- establish communication systems whereby all employees and others who may be affected by what the Service area does, are consulted in good time on issues that may affect their health and safety. Employee and contractor involvement will be actively encouraged as an essential element of the programme of risk assessment and continuous improvement in the performance of health and safety.
- ensure that safety inspections are carried out every three months in conjunction with recognised safety representatives and remedial action taken, whenever practicable.
- ensure that the Service Manager co-operates with the Health & Safety Champion, Environmental Services Manager and Health & Safety Consultant on all health & safety matters.
- ensure proper consultation takes place with recognised safety representatives in respect of any proposed changes to work practices, work equipment, work environment, etc.
- will allow reasonable time off without loss of pay to recognised Safety representatives in respect of approved training and proper activities as outlined in this Policy.

Liberata - Head of Property Operations

The outsourcing of the estates function to Liberata holds the following special responsibilities:

- maintaining in a safe and healthy condition the structure, buildings and land held in the Council's ownership.
- ensuring that adequate procedures are in place so that any work undertaken is done in line with the agreed procedures for managing contractors.
- keeping up to date on development in health and safety legislation.
- ensuring that the provision of means of fighting fire is adequate and maintained in the buildings under their control.
- In particular ensuring the risks from legionella and asbestos are controlled.

Liberata - Human Resources Manager

Holds the following special responsibilities:

- ensure the availability of a strategic advisory service on health & safety.
- provide access to professional medical advice on occupational health.
- promote health and wellbeing to employees through a continuing programme.
- ensure the existence of adequate consultative arrangements between management and employee representatives.
- ensure that provision is made within the Central Training Budget for a programme of health & safety training, including first aid.

Section Heads/Supervisors

Shall:

- be responsible for ensuring the Council's health and safety policy and arrangements are observed and implemented within their areas of responsibility.
- Ensure the maintenance of a safe working environment and safe working practices
- Ensure that employees receive an appropriate induction covering relevant health and safety issues together with ongoing training as required for safe working.
- Promote health and safety improvements within their own service unit and support developments for the Council as a whole.
- Ensure that all employees within their service unit are aware of and comply with both legal and Council health and safety requirements.
- Ensure accidents and incidents at work are properly reported, recorded and investigated.
- Identify specific health and safety training needs within their service unit and organising suitable training as necessary
- Treat health and safety as an integral part of the business and give it sufficient priority alongside operational considerations
- Ensure proper consultation on health and safety matters takes place as required.
- Support the activities of trade union safety representatives where appropriate.
- Ensure they monitor the health and safety performance of any other persons or activities under their control and use that information to promptly identify any further action necessary to ensure the health, safety and welfare of those who may be at risk.

Competent Persons including Health and Safety Consultant, the Environmental Services Manager and the Principal HR Officer

Shall provide a professional service on all matters of health and safety and when called on to give guidance in their professional capacity shall be honest and, to the best of their ability, objective and reliable. Objective and reliable advice is one based on the best currently available knowledge and data or, in the absence of such data, reference to appropriate health and safety principles.

Health and Safety Officer

To support the Environmental Services Manager in providing a health and safety advisory service. To assist service areas with the risk assessment process and to provide and monitor toolbox talks and other face to face and online health and safety training as required.

Individual employees

Have responsibilities under both the Health and Safety at Work Act etc 1974 and other subordinate legislation. They include:

- taking reasonable care for their own health and safety and that of others who may be affected by what they do or do not do;
- co-operating with their employer on health and safety; including taking an active part in any health and safety training and following safe working practices.
- correctly using work items provided by their employer, including personal protective equipment, in accordance with training or instructions; and
- not interfering with or misusing anything provided for their health, safety or welfare.

NOMINATED ROLES

Health and Safety Champion - (This role is currently held by the Corporate Director

Shall:

- be a permanent member of Management Team;
- shall undertake all reasonable steps to obtain, maintain and develop their competence in risk management.
- act as the champion for health and safety issues within the organisation and ensure that business decisions and recommendations made to Council reflect the health and safety intentions as articulated in this policy;
- monitor health and safety performance and report to the Chief Executive thereon;
- take a lead role in health and safety to ensure that this function is effective and efficient in line with the Council's stated strategy and policy. This role however does not detract from the responsibilities of the other officers for health and safety risk management within their own Service Areas;
- ensure that this Policy is kept under review on at least a three year basis along with the corporate safety procedures and revised as appropriate so that they remain relevant and appropriate to the Council;
- ensure that the Chief Executive and the Elected Members are kept informed of, and alert to, relevant health and safety risk management issues and changes and additions to appropriate legislation.

Safety representatives

Have legal entitlements in order to undertake their duties (**Appendix 1**). Safety representatives, appointed by trade union have an important role to play in representing the interests of certain groups of employees in health and safety matters, and will be granted appropriate time off with pay to enable them to perform their function effectively.

NON EMPLOYEES

Partners

Where the Council enters into a partnership arrangement for the provision of services it will ensure that the health and safety responsibilities are identified prior to the commencement of the partnership and that any partner shares the same commitment to the management of health and safety. Such an arrangement already exists that externalised a number of core services to Liberata. As part of the management of risk the Council has developed a Partnership Steering Group that will oversee and consult on matters relating to this risk. For further details on health and safety matters concerning this partnership please refer to the Partnership Health and Safety Plan.

Contractors

Where the Council enters into a contract for goods or services it will ensure that the health and safety responsibilities of all parties will be defined and the risks managed so far as is reasonably practicable.

5. CONSULTATION AND COMMUNICATION

The Council has developed a number of other forums to discuss and consult on health and safety matters.

Management Team

Aims

Management Team shall:

- accept it has both a collective and individual role in providing exemplar health and safety leadership throughout the Council;
- ensure that all decisions made by Management Team reflect its health and safety terms of reference laid down in this policy;
- accept its role in engaging the active participation of employees in improving health and safety; and
- elect a 'Health and Safety Champion' to ensure Management Team are kept informed of the any risks to the Council and its employees.

Risk Management Working Group

Aims

Pendle Borough Council is committed to the culture of Risk Management.

We recognise that: -

1. Members have the responsibility to agree the Risk Management Policy and Strategy.
2. Senior Management has the responsibility to plan and systematically approach the identification, evaluation and control of both positive and negative risk.
3. All our Managers have the responsibility for the effective control of risk.
4. The responsibility for insurable losses is management's not that of an insurance company. Insurance is not to be accepted as a substitute for the management of risk.

Objectives

To implement this policy the Council will:-

1. Identify those assets and exposures which have given or may give rise to loss producing events;
2. Assess the impact of potential loss producing events;
3. Take reasonable physical or financial steps to avoid or reduce the impact of potential losses;
4. Establish a comprehensive information base of insurable losses (claims against policies);
5. Maintain a detailed understanding of insurance;
6. Purchase insurance for those risks which cannot be avoided or reduced further, always retaining risk where this is economically attractive;
7. RMWG will be responsible for making recommendations to the Management Team to ensure the objectives of the Council are achieved;
8. The Chief Finance Officer , will be responsible for the administration of insurances and co-ordination of advice and support;
9. The Legal Services Manager will be responsible for the processing and handling of claims.

Role of the RMWG

The Group will share experience on risk, risk management and strategy implementation across the organisation and collate and assess risks from all service areas and out-sourced services provided by Liberata. Minutes of the Group will be the subject of report to Management Team.

An annual audit of health and safety will be carried out by the Health & safety Consultant. If as a result of the audit strategic health and safety guidance is required it will be provided by Liberata Services.

Staff Health & Wellbeing Group

This corporate group will meet on a quarterly basis to discuss health and wellbeing issues for employees, including the annual programme of health and wellbeing activities. Membership of the Group will be from all levels within the organisation including union/employee representatives.

Wellbeing Champions

Each main admin building will have a Wellbeing Champion to provide support for activities within the employee health and wellbeing programme. Staff who volunteer to take on this role will be provided with the necessary training.

Health and Safety Representatives.

Each Service Area will have its own systems in place for consulting with health and safety representatives. For any issues that cannot be resolved within the Service Area then these should be raised with senior management, Liberata or QHS Solutions Ltd.

DSE Assessors

Each building will have staff trained to carry out additional assessment where employees identify issues with their workstation.

Risk Assessors Meetings

The purpose of these periodic meetings is for the Health and Safety Consultant and each respective Service Area risk assessor(s) to share ideas, experiences, best practice and questions on risk assessment with each other. The meetings shall be organised as felt necessary by the Environmental Services Manager.

6. MONITORING

INTERNAL PROCESSES**Annual Risk Audit Process**

There is an annual Risk Audit process completed by the Health & Safety Consultant. This process seeks to monitor how each service area is managing risk. In addition to this each service area must, as part of the annual service plan process consider what action is needed to ensure adequate standards of health and safety are maintained. The results of the audit process are reported to Management Team.

Periodic Service Area Safety Meetings

The annual risk audit process is supported by a series of site visits by the Health & Safety Consultant to ensure continuing compliance.

The annual risk audit process is supported by the Council's Management Team who will oversee the completion of any recommendations made within their respective areas of responsibility and provide documented evidence of work being completed. Service Managers can be supported via site visits by the Health & Safety Consultant to ensure continuing compliance.

EXTERNAL PROCESSES**Partnership Health and Safety Plan**

Liberata have entered into a partnership agreement with Pendle Borough Council to provide the following services over a fifteen year period:-

- Property Services
- Human Resources and Payroll
- Information and Communication Technology
- Customer Services
- Revenues and Benefit Services

To ensure that health and safety responsibilities and arrangements are clearly defined, the organisations have agreed a Joint Health and Safety Plan. The purpose of this document is to set out the arrangements for cooperation and co-ordination between Liberata and Pendle Borough Council on health and safety and to provide a framework for effective safety management throughout the life of the partnership.

This plan will be reviewed at regular intervals by the Council/Liberata Partnership Health & Safety Team.

This Statement of Health and Safety Policy

Will be issued to all staff and be included in the formal induction process for new starters. A copy of the Policy can also be accessed via the Employee Handbook and Health and Safety sections on the Council's intranet site, along with corporate policies, guidance and forms. It is a general statement of policy and therefore should be read in conjunction with the Health & Safety Policy Arrangements and other related corporate policies and procedures and any relevant service area arrangements. It should therefore be readily accessible to any interested parties including clients or trade union who wish to view it. Any revisions to this Policy will be brought to the notice of all employees.

Appendix 1

Safety Representative's Entitlements

KIND OF INSPECTION	RIGHTS OF EMPLOYER	RIGHTS OF REPRESENTATIVE	TIME OF INSPECTION
Regular Regulation 5(1)	Written notice Presence in workplace	Access, assistance Facilities, privacy if requested Payment for time spent.	3 monthly or by agreement
Accident Regulation 6(1) & 4(1)(a)	Written or oral notice, if reasonably practicable	Access, assistance, facilities, privacy if requested. Payment for time spent.	Following accident
Dangerous Occurrence Regulation 6(1) & 4(1)(a)	Written or oral notice, if reasonably practicable. Presence in workplace	Access, assistance, facilities, privacy if requested. Payment for time spent	Following dangerous occurrence
Disease Regulation 6(1)	Written or oral notice, if reasonably practicable. Presence in workplace	Access, assistance, facilities, privacy if requested. Payment for time spent	On identification
Change in conditions of work Regulation 5(2)	To be consulted	Access, assistance, facilities, privacy if requested. Payment for time spent	Following change
New hazard information Regulation 5(2)	To be consulted	Access, assistance, facilities, privacy if requested. Payment for time spent	Following notification by HSE or HSC
Employee complaint Regulation 4(1)(b)		Access Payment for time spent	On receipt At reps discretion
Investigation on own initiative Regulation 4(1)(a)		Access Payment for time spent	
Documents Regulation 7 Code para 6	Reasonable notice. Privacy of expected Materials.	Sight of documents, taking of copies. Access to information. Payment for time spent.	Continuous