

# TORBAY COUNCIL HEALTH AND SAFETY POLICY

*Health and Safety October 2015*

## **Statement of intent**

Torbay Council aspires to achieving excellence in service delivery. The same commitment to excellence is required in the manner in which the Mayor and Members, the Executive Director of Operations and Finance, Directors, Assistant Directors, Executive Heads of Services, Head Teachers, Council Employees and Volunteers discharge their health, safety and fire responsibilities.

The Council as the employer has the ultimate responsibility for health, safety and fire precautions and recognises that the management of health, safety and fire precautions is an integral part of all of the activities it undertakes. The Council will provide proper and sufficient resources to meet this responsibility. To demonstrate their commitment to health and safety excellence the Mayor has nominated the Executive Lead for Safer Communities and Transport as Corporate Health and Safety Champion and the Executive Director of Operations and Finance has nominated the Assistant Director Community and Customer Services as Director Champion of Health and Safety who has accepted the role.

The Council will aim for zero accidents and incidents of ill-health in its application of sensible health safety, and fire precautions management. Whilst the council will aim higher the minimum acceptable standard of all Torbay Council policies and procedures will be the compliance with the Health and Safety at Work etc. Act 1974, The Regulatory Reform Order (Fire Safety) 2005 and other relevant legislation and codes of practice.

This policy applies equally to all Council employees, Elected Members, Volunteers and Contractors working on behalf of the Council regardless of their age, disability, gender, race, religion or sexual orientation. Care will be taken to ensure that no traditionally excluded groups are adversely impacted in implementing this policy. Monitoring will take place to ensure compliance and fairness.

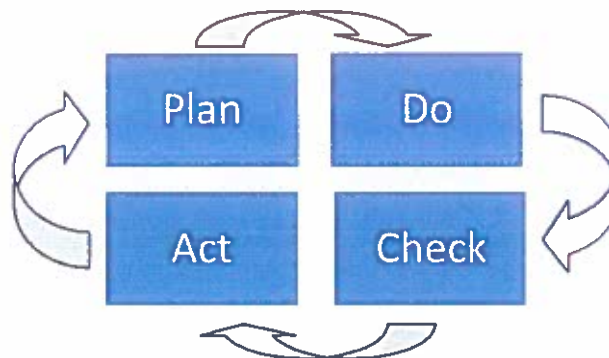
This policy will be reviewed and dated as and when significant changes take place or at least biennially. Guidance and procedures to support this policy are contained within the Council's health and safety manual.

See <http://insight/index/information/riskmanagement/hs/hsmanual/hsmanual-adobe.htm> .

## Arrangements

Whilst not covered by this policy, it is advisable that Academies, Foundation, and Voluntary Aided schools adopt similar equivalent standards to those contained within this document.

The Council has adopted the safety management principles described in the Health and Safety Executive document HSG 65, Successful Health and Safety Management. These principles are implemented in the arrangements below.



- Plan - Determine the policy and plan for implementation
- Do - Profile risks, organise for health and safety and implement the plans
- Check - Measure performance (monitor before events, investigate after events)
- Act - Review performance and act on lessons learned.

### ***People in charge of business units and Council run schools will:***

#### **1. Plan**

- 1.1 Develop local health and safety policies and procedures which will support and expand the corporate policies and guidance and will be included in individual business plans.
- 1.2 Ensure health, safety and fire training forms part of the induction programme for all new members and employees. Where training needs have been identified to ensure the health and safety of members and employees, attendance is mandatory. This will include but not be limited to areas such as fire and emergency procedures, the operation of equipment and machinery and any other hazardous operations, including those identified through risk assessment or personal development procedures (Performance Appraisal). See Core Competencies below.
- 1.3 When working in partnership with or sharing a workplace with other organisations or employers, co-operate with those organisations or employers on all aspects of health, safety, welfare, and fire precautions.

#### **2. Do**

- 2.1 Nominate safety co-ordinators for business units or schools.

- 2.2 Nominate sufficient numbers of risk assessors within business units and schools to cover all sections and provide them with adequate training and sufficient resources to carry out their functions as risk assessors.
- 2.3 Progressively identify and eliminate, isolate or control through risk assessment, hazards which present a significant risk to the physical and psychological health, safety and well being of employees and other persons or possible damage to, and/or loss of, plant, equipment, property or reputation.
- 2.4 Provide adequate and competent supervision of all activities, which involve risk that has not been avoided or minimised to its lowest practicable level.
- 2.5 Provide suitable and sufficient information and identify and provide instruction and training to members, employees, voluntary workers and contractors (where necessary) so that they can undertake their work activities without risks to themselves, other employees and persons who could be affected by the Council's activities.
- 2.6 Ensure health, safety and fire requirements are taken into account, including the provision of adequate resources, when commissioning services or planning new projects, developments, processes or systems of work and when manufacturing or purchasing new plant and equipment.
- 2.7 Develop and maintain effective systems which inform and consult employees on relevant health, safety and fire matters.
- 2.8 Provide health and safety representatives reasonable time and resources to undertake training and carry out their roles.

### **3. Check**

- 3.1 Monitor health, safety and fire management performance at board, business unit and school management team meetings.
- 3.2 Keep and maintain accurate records of accidents and incidents, injuries and known exposure to health, safety and fire risks at work.
- 3.3 Take all practical steps to ensure contractors and other persons undertaking work on behalf of the Council are competent and comply with the Council's health and safety policy and arrangements.

### **4. Act**

- 4.1 Review health, safety and fire management performance at board, business unit and school management team meetings to ensure actions are taken on lessons learned from accident/incidents, inspections and audits.
- 4.2 Regularly revisit plans, policy documents and risk assessments to see if they need updating.

## ***Responsibilities and Organisation***

- a The Mayor, supported by Elected Members, has the overall leadership role for the health, safety and welfare of employees and others within the Council's area of undertakings.**

They will:

- Provide strategic direction and oversight by ensuring suitable resources are made available to discharge the Council's health, safety and fire responsibilities.
- The Mayor will appoint a member champion of health and safety from within the executive leads.
- The day to day management of health and safety is delegated to the Executive Director of Operations and Finance.

- b The Executive Director of Operations and Finance, supported by Directors, is accountable to the Council and responsible for ensuring the day to day management of health, safety and welfare within Torbay Council's area of undertaking.**

They will:

- Lead by example.
- The Executive Director of Operations and Finance will appoint a health and safety champion from the Directors.
- Ensure suitably qualified person(s) are appointed to act as competent advisors to comply with the requirements of current health, safety & fire legislation.
- Set achievable health, safety and welfare targets for Executive Heads of Services and Head Teachers of Council run schools and monitor those targets
- Ensure that adequate consultation of health, safety and fire requirements takes place with employees and their representatives.
- Ensure the proper provision for health, safety and fire is made when commissioning services whether from the public, private or voluntary sector.

- c The Member champion will promote good health, safety and fire practice.**

They will:

- Lead by example.
- Ensure that health, safety and fire precautions are considered in Council decisions.
- Provide regular feedback on health, safety and fire performance to the Mayor and other Elected Members.

- d The Director Champion will promote good health, safety and fire practice.**

They will:

- Lead by example.
- Ensure that health, safety and fire precautions are included in Corporate decisions
- Monitor, via reports, the overall performance of the Council's health and safety management systems and ensure that decisions made are in line with the Council's own policies and procedures which relate to health, safety and fire matters.
- Receive and act upon issues escalated to them by the Corporate Health and Safety team

- e Heads of Services and Head Teachers are accountable to their respective Directors and responsible for ensuring that safe working conditions are maintained for all employees, visitors, members of the public and contractors within their respective business units, properties and schools for the areas they control.**

They will:

- Lead by example.
- Ensure that adequate numbers of risk assessors and fire marshals are appointed and trained within their areas of responsibility.
- Provide adequate instruction and training in order that employees are competent to carry out their work safely and free of risk to themselves, or other people who may be affected by such activities.
- Ensure that adequate and effective risk assessments are undertaken and regularly reviewed.
- Ensure that adequate inspection and maintenance regimes are in place for the properties and equipment within their areas of responsibility.
- Ensure effective consultation and communication takes place with employees; and Governing bodies, including the provision of any necessary information to any person, contractor or business that might be affected by work activities.
- Liaise with the Executive Director of Operations and Finance on any health, safety or welfare problem that they cannot resolve.

- f **Line Managers and Team Leaders** are accountable to their Executive Head of Service or Head Teacher and responsible for the day-to-day maintenance of health, safety and welfare and fire precautions for employees and pupils within their areas of control.

They will:

- Lead by example.
- Ensure that team members receive adequate instruction and training for them to carry out their duties competently and safely.
- Ensure that risk assessments are undertaken to eliminate or control risk, and to ensure safe working practices are developed and implemented to minimise risks, so far as is reasonably practicable.
- Ensure that effective supervision of employees is maintained at all times and particularly with new or inexperienced people.
- Ensure that all personnel adhere to safe working practices.
- Ensure that all accidents or incidents involving team members or members of the public or pupils in their areas of authority are investigated and reported to the Health and Safety team.
- Ensure that Executive Heads of Service or Head Teachers are advised of any defect or hazard which they cannot rectify themselves.

- g **The senior manager or named deputy (Person in Control - PIC)** within a building will be responsible for ensuring the maintenance of health, safety, fire and welfare arrangements within that building including but not limited to:

- Asbestos management
- Control of contractors
- Falls from height
- Fire precautions
- First aid.
- Maintenance of equipment
- Traffic routes and segregation
- Water systems
- Welfare facilities

- h **Employees** are responsible for their own health and safety, and that of their colleagues and members of the public who may be affected by their work activities.

They will ensure:

- That products, plant, equipment, vehicles and buildings are not damaged by their actions.
- Comply with health and safety procedures and instructions.
- Will not neglect, misuse or damage anything provided in the interest of health and safety.
- Assist by reporting to their line manager any hazard, accident, damage or defect in order that remedial action may be undertaken.
- Attend training or instruction to enable them to work competently and safely.

- i **The Health and Safety team** will actively support the Council and its employees in meeting their health, safety and fire obligations by producing and maintaining policies, procedures, and general guidance.

They will:

- Lead by example.
- Provide effective support, training and guidance to the Council, its managers and employees.
- Establish ownership and accountability for health and safety with line managers by developing and implementing an effective health and safety policy.
- Ensure that standards of health and safety are maintained through an effective programme of auditing and monitoring.
- Maintain up to date knowledge in health, safety and fire precautions for them to demonstrate competence.



Gordon Oliver  
Mayor



Steve Parrock  
Executive Director of Operations and Finance

This document can be made available in other languages, on tape, in Braille, large print and in other formats. For more information please contact 01803 207161

Monitoring (To include where appropriate)

Under the Race Relations Amendment Act 2000 (RRAA), the Disability Discrimination Act 2005 (as amended), the Single Equality Act 2010 and Equal Opportunities Policies, the Council will monitor all its policies and employees involved in this process to ensure compliance and fairness for all



employees. There is an obligation to monitor by racial group, disability and gender any employee against whom employment action has been taken. Managers must ensure that Human Resources are notified of all actions under this policy for equality monitoring purposes.

To support this, it is important that the 'Employment Procedures Equality Form' (available from the HR intranet site) is completed by the employee and returned to the Human Resources for recording centrally.

#### Policy Feedback

Should you have any comments regarding this policy, please address them to the H&S Policy Feedback mailbox – [HealthandSafety@torbay.gov.uk](mailto:HealthandSafety@torbay.gov.uk)

#### History of Policy Changes:

This policy was first agreed by members of the JCC in June 2008

Date	Page	Details of Change	Agreed by:
September 2010	All	Updated to include Fire & structural changes	JCC 09.10.2010
August 2011	1,3 & 5	Updated to include structural changes	SSG 06.2011
August 2013	All	Updated to include structural and procedural changes.	
October 2015	1, 7 & 8	Updated to include structural changes	

## Person in Control

The senior manager residing in a main corporate building is designated as the Person in Control. They may delegate the day to day operations but retain overall responsibility for the building and the people within it. All other buildings whether occupied or not remain the responsibility of the asset holder.

Corporate Building	Person in Control
Brixham Harbour	Deputy Harbour Master
Brixham Library	Branch Librarian
Brixham Town Hall	Town Clerk
Churston Library	Branch Librarian
Paignton Harbour	Paignton Harbour Master
Paignton Library and Information Centre	Centre Manager
Parkfield House	Parkfield Facilities Officer
Parkfield My-Place	Parkfield Facilities Officer
Tor Hill House	Director of Childrens Services
Torquay Harbour	Executive Head of Business Services
Torquay Town Hall Complex	Executive Director Operations & Finance
Torre Abbey	Operations and Developments Officer



**Key:** Mandatory Recommended

**\*Those that drive at any time for the council.**

\* DSE RA = Display Screen Equipment Risk Assessment

<sup>2</sup> COSHH = Control of Substances Hazardous to Health

