

HEALTH AND SAFETY POLICY

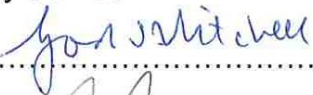
OXFORD CITY COUNCIL

Health and Safety Policy Statement

It is the policy of Oxford City Council to ensure so far as is reasonably practicable the health, safety and welfare at work of all its employees and others including members of the public who may be affected by our activities. We aim to accomplish this by:

- 1) Providing and maintaining plant, tools and systems of work that are safe and without risks to health.
- 2) Making arrangements for ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances
- 3) Providing such information, training and supervision as is necessary to ensure the health, safety and welfare at work of our employees.
- 4) Maintaining any place of work under the Council's control in a condition that is safe and without risks to health and the provision and maintenance of the means of access to and egress from it that are safe and without risks.
- 5) Providing and maintaining a working environment for our employees that is without risks to health and adequate as regards the arrangements and facilities for their welfare at work.
- 6) Bringing to the attention of all employees that they as individuals have a legal responsibility to take care of the health and safety of themselves and others, such as members of the public, or colleagues who may be affected by their acts or omissions at work.
- 7) By consulting with employees, others, such as members of the public and their representatives on all matters that may directly affect their health and safety,

The Council will strive to achieve these aims by integrating safety management into all levels of service planning and delivery. To help achieve its aims, the Council will establish and deliver a corporate health and safety action plan and will periodically monitor performance against the plan. The Council recognises that high standards in health and safety are of equal importance and complementary to delivering a value for money service.

Signed  Chief Executive

Dated 4/10/17

Signed  Leader of the Council

Dated 3.10.17

We, the Trades Union Representatives, support Oxford City Council in its aim to achieve high standards of health and safety and its application of this Policy.

Signed on behalf of Unison 

Dated 13.10.17

Signed on behalf of Unite 

Dated 04/12/17

OXFORD CITY COUNCIL

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OXFORD CITY COUNCIL

HEALTH AND SAFETY POLICY DOCUMENT

1 Introduction

1.1 Overview

The responsibilities of all staff and Elected Members of Oxford City Council (the Council) are set out in this Policy. Every member of staff has a level of responsibility. Management will ensure that they manage and monitor health and safety in their areas and allocate the appropriate safety responsibilities to their staff.

All accidents/incidents and near misses shall be recorded and submitted via the [Health and Safety Portal](#) or sent to the email address; health&safety@oxford.gov.uk where one of the Health & Safety Advisors will deal with it. Any health & safety concerns should be raised through line managers in the first instance.

Consultation on any new policy, reviews or amendments of existing policies will normally be through the Corporate Health and Safety Committee.

1.2 Training

The Council provides health and safety training to enable staff to discharge their responsibilities and this is administered and monitored by Health & Safety Advisors, managers and the Organisation Development and Learning Team. All staff are required to have satisfactorily completed the appropriate training in line with their job requirements within an agreed time period. To establish the level and type of training required by employees a job hazard questionnaire and guidance document is available along with Codes of Practice. These and the training schedule are available via the intranet: <http://occweb/intranet/people-and-learning/health-safety>

1.3 Induction Training

All new starters with the Council are required to attend the corporate induction event which includes a section on health & safety. Additionally as part of their local induction into specific areas of work, staff must be shown by their manager the relevant Codes of Practice, Risk Assessments and Safe Systems of Work (SSOW) for their job. They must also be instructed in fire safety, first aid and accident reporting procedures. For staff in operational roles, localised inductions covering the Council's safety practices and procedures should be carried out before any work activity is undertaken.

1.4 Provision, Inspection and Maintenance of Work Areas and Equipment

Work places and equipment will be suitable for the purpose and, as far as is reasonably practicable, free from risks of injury.

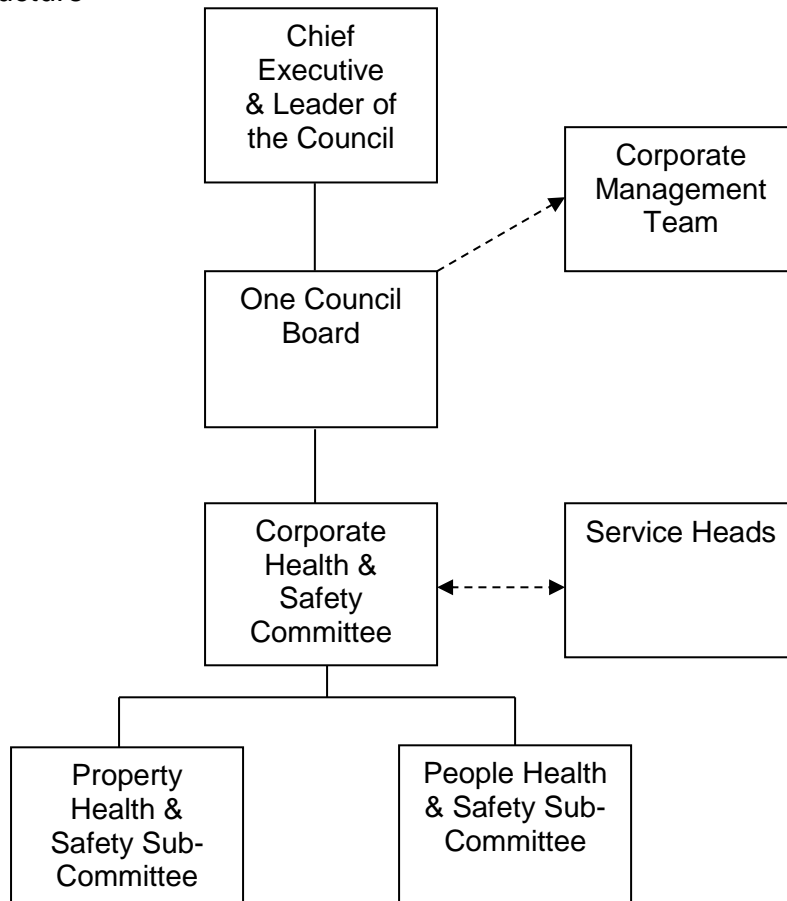
Where the safety of work places and equipment is dependent on proactive inspection and maintenance, a programme will be established for a competent person to carry

out the necessary works (e.g. portable appliance testing – PAT). All appropriate records and relevant test certificates will be maintained.

2. Governance

The following section details how Oxford City Council manages and monitors health and safety, ensures it complies with legislation, escalates issues and promotes best practice

2.1 Governance Structure



2.2 Chief Executive and the Leader of the Council

The Chief Executive and the Leader of the Council have overall responsibility for this Policy and its implementation and will:

- Take an active leadership role in safety management, ensuring there is appropriate performance management and monitoring
- Ensure sufficient resources are in place to control health and safety risks.
- Include appropriate health and safety risks into the Corporate Risk Register.
- Support and monitor the safety performance of those reporting to them, in particular through the Appraisal and 1:1 system.

2.3 One Council Board

The One Council Board has responsibility for the oversight and direction of the Council's health and safety committees, managing and monitoring corporate health and safety matters. The Board receives quarterly updates on health and safety performance from the Corporate Health and Safety Committee and will escalate issues as required to the Chief Executive and Leader; as well as Council's Corporate Management Team.

2.4 Corporate Health and Safety Committee

The Corporate Health and Safety Committee have responsibility for driving improvements in the control of health and safety risks. The Committee is made up of Senior Managers and Union Safety Representatives and is chaired by the Head of Business Improvement.

The Committee reviews health and safety standards and performance in the Council. It also reviews this Policy to ensure that it remains relevant to the Council's work activities and in particular it:

- Has a proactive overview of health & safety which promotes and establishes a positive health and safety culture
- Develops, reviews and approves Health and Safety Policies and Codes of Practice
- Assesses compliance with current and proposed health and safety legislation and HSE best practice guidance
- Develops Health and Safety Key Performance Indicators and regularly reviews the performance of each department against these. Recognises and promotes good performance and escalates poor performance as required.
- Reviews and monitors Health and Safety actions plans, escalating problems when required.
- Disseminates Health and Safety Information and provides feedback on Health and Safety Management within service areas including learning from relevant audits.
- Considers recommendations arising from internal and external investigation reports, significant accidents or incidents.
- Analyses accidents, incidents and near miss's data to identify emerging trends.
- Monitors and comments on health and safety training programmes and standards achieved.
- Provides feedback from meetings to staff and managers whom they represent
- Holds and updates the Health and Safety Risk Register.

None of this detracts from the responsibilities of Managers to implement and monitor health and safety arrangements and in particular, to ensure that the requirements of this Policy are being fulfilled.

2.5 Health & Safety Sub-Committees

There are two sub-committees, one with a focus on Property health and safety and the other on People related health and safety. They are individually responsible for managing and monitoring relevant action plans, key performance indicators, escalating or dealing with issues and incidents.

3 Other Responsibilities

Everyone in the Council has a responsibility to ensure a healthy and safe workplace although some officers have specific responsibilities as follows:

3.1 Head of Housing and Property

The Head of Housing and Property is responsible for ensuring Council workplaces and other premises the Council owns or controls are maintained in a condition that is safe and without risks to health, with adequate arrangements for welfare. They Chair the Property Health & Safety Committee and are responsible for managing and monitoring performance and reporting to the Corporate Health & Safety Committee quarterly.

Where maintenance or repair of premises falls to the Council, the Head of Housing and Property ensures they are inspected periodically and that:

- There are written schemes of management or maintenance for water, gas and electrical systems, lifts, asbestos materials, and fire detection, alarm and extinguishing systems;
- There are adequate arrangements to implement these schemes and that they are independently quality assured.
- These are reviewed by the Corporate Health and Safety Committee.

Where maintenance or repair of premises falls to an occupier or another person these arrangements must be explicit in contracts, leases or other agreements governing the occupancy.

The Head of Housing and Property is also responsible for ensuring the safety of the Council's domestic housing stock by:

- Annual inspection and maintenance of gas fittings and flues.
- Periodic inspection of each fixed electrical installation at a frequency indicated by the relevant British Standard.
- Meeting the Decent Homes Standard.
- Enabling tenants to maintain their homes in a safe and healthy state, and assisting those tenants who require support to achieve this.
- Maintaining common parts of Council flats in a safe condition.
- Maintaining systems and providing information and/or instruction for tenants on emergency procedures.

3.2 Head of Business Improvement

The Head of Business Improvement is responsible for the implementation of the health & safety policy and managing relevant workplace activities to ensure the health, safety and welfare of its employees, customers and visitors. They Chair the People Health and Safety Committee and are responsible for monitoring health and safety people related performance through the following metrics:

- Number and type of incidents
- Number of near misses
- Lone Worker device usage
- Number of DSE assessments completed
- Number of risk assessments in place and up to date
- H&S Training attendance
- Absence figures for stress

Where the need arises other metrics may be used from time to time to enable specific monitoring.

The Head of Business Improvement is also Chair for the Corporate Health and Safety Committee

3.3 Organisational Development Manager

The Organisational Development Manager is responsible for the coordination of the Council's Health and Safety Policy, monitoring health and safety performance and co-ordinating responses arising from both the Corporate and People Health and Safety Committee. The role is also responsible for ensuring appropriate training is available for employees.

3.4 Corporate Health and Safety Advisor

The Corporate Health and Safety Advisor's primary role is to advise Oxford City Council in order that it can comply with all relevant health and safety legislation and that the Council conducts its work activities in such a manner as to protect the health, safety and welfare of its employees, customers and visitors to Oxford City. This is achieved by providing technical advice, formulating and promoting the Council's health and safety policies, codes of practice and procedures and monitoring and auditing the Council's safety performance. The Health & Safety Advisor provides a range of functions, including:

- Advising on corporate safety strategies.
- Auditing and monitoring health and safety performance.
- Assisting with self-audits of high risk areas where necessary.
- Producing and reviewing Corporate Codes of Practice.
- Providing advice on Risk Assessments and SSOW. (Safe systems of Work).
- Providing health and safety training and development.
- Providing technical/legal advice and information.
- Carrying out inspections, risk assessments and investigations (proactive and reactive).

- Monitoring, accidents and incidents and near misses and investigating where necessary.
- Reporting any accidents, dangerous occurrences or disease that are required to be notified to the Health and Safety Executive under the Reporting of Injuries Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR), (Refer to COP Accident Reporting).
- Supporting safety committees and management teams.
- Consulting with staff and their representatives.
- Liaising with outside bodies including enforcement agencies.

3.5 Heads of Service

Heads of Service will take responsibility for the implementation of this Policy in the areas under their control and will ensure:

- They periodically carry out an appropriate health and safety self-audit of their area in consultation with the Corporate Safety Advisor, which takes into account the service, risks and the local safety arrangements already in operation
- That all health and safety Inspections are carried out within their service areas.
- That health and safety considerations are made during project planning.
- That health and safety risks are considered during the business risk management process.
- That suitable resource is available to enable the requirements of this policy to be carried out.
- They support and monitor the safety performance of those reporting to them, in particular through the Appraisal and 1:1 system.

3.6 Managers/Supervisors

Managers and Supervisors will implement this Policy, relevant Codes of Practice, risk assessments and SSOW in the area under their control and will:

- Ensure that health and safety work is prioritised to meet declared targets.
- Support and monitor the safety performance of those reporting to them, in particular through the 1:1 and Appraisal performance management process.
- Undertake safety inspections at appropriate intervals in the area under their control and will take action to correct problems identified.
- Establish and enforce safe systems of work for all tasks under their control.
- Ensure that any statutory records that are required are accurate and consistent.
- Carry out and periodically review the risk assessments relevant to their section.
- Carry out investigations into all significant accidents and incidents.
- Ensure that new employees understand all relevant risk assessments, CoP's and SSOW and that there are records in place to confirm this.
- Refer any health and safety issues they feel they are not authorised to deal with to the next level of responsibility.

3.7 All staff

All employees have a responsibility to act in a manner to protect and promote their own health and safety and that of colleagues, members of the public and others and must:

- Co-operate with the efforts of management to ensure effective health and safety.
- Attend all relevant training, read documentation provided and put into practice all instruction intended to ensure effective safety.
- Report all accidents/incidents, near misses and hazards immediately to their line manager.
- Respect and make proper use of all equipment provided.
- Wear any personal protective equipment (PPE) that has been provided.
- Refer any health and safety issues they feel they are not authorised to deal with to the next level of responsibility.
- Carry out any specific health and safety duties that have been allocated to them as part of the normal work activity. Where for any reason those duties cannot be carried out, they must report these issues to their line manager immediately.

3.8 Trade Unions

Trades Unions have the following rights under health and safety legislation. To:

- Investigate potential hazards and dangerous occurrences.
- Examine the causes of accidents at work
- Investigate complaints relating to employees' health, safety and welfare at work
- Make representations to the employer about the above and other general matters affecting health, safety and welfare of employees
- Carry out inspections of the workplace
- Represent employees in consultations with the Health and Safety Executive, or other enforcing agencies and to receive information from the H.S.E.
- Attend Corporate Health and Safety Committee meetings.

In order to carry out the above functions an employer is required to allow Health and Safety Representatives time off with pay, suitable facilities and assistance.

Union representatives sit on the Corporate Health and Safety Committee and participate fully in the discussion and decision making process through these bodies. Safety Representatives are actively encouraged to carry out safety inspections and accident investigations, either independently or in conjunction with management.

4 Documentation

The Council has developed a series of health and safety documents, which are regularly reviewed, that detail safe working practices and procedures. These can be found on the Council's intranet under Health and Safety: <http://occweb/intranet/people-and-learning/health-safety>

4.1 Codes of Practice

The Codes of Practice (CoPs) cover the main safety risks faced by staff, visitors, contractors and members of the public arising from the work activities of Oxford City Council. The CoPs are generic and provide information on how to control the risks involved within a particular activity. The Corporate Health and Safety Advisor will issue updated Codes of Practice after approval from the Union Representatives.

The responsibility for putting the Codes into practice resides with Service Managers. Relevant Codes of Practice are available to all staff.

4.2 Safe Systems of Work (SSOW)

Whenever a Risk Assessment has been carried out on a local work activity or on a piece of equipment and a significant risk has been identified, then a SSOW (sets out a safe system in which the activity should be carried out). Relevant staff shall be provided with copies of the SSOW relevant to their work area or activities. Suitable information, instruction or supervision shall be provided to enable staff to follow the adopted SSOW.

SSOW will need to be reviewed during the risk assessment process (see 4.3 below).

4.3 Risk Assessments

Managers will ensure that risk assessments are carried out and involve relevant staff in the process. Managers will ensure that all risk assessments are reviewed annually or whenever there is a significant change.

Risk assessments must be suitable and sufficient, reflecting how hazards are controlled and managed. For higher risk work an activity specific risk assessment must be carried out. Specific risk assessments can be for a particular task, job role or person.

When a member of staff has declared a disability or a pre-existing medical condition (and may be adversely affected by the work activity), or is a new or expectant mother or is a young person (under 18 years of age) then a specific risk assessment will be carried out.

A SSOW will be prepared when complex control measures are needed to reduce a significant risk of injury or loss (see 4.2 above).

Risk assessments will be recorded by the person carrying them out and made available to staff and others by the relevant Manager. Risk assessments will be reviewed during Inspections and Audits.

Risk assessments need to be reviewed when:

- A set period of time has passed. (At least annually);
- Following an accident or incident when the adopted methods of working were being followed;
- When the risk materially changes;

- When new technology or ways of working affect the risk;
- There are changes in legislation or guidance.

4.4 Record Keeping

Adequate, accurate and consistent health and safety records shall be maintained. Managers are responsible for ensuring that there are suitable and sufficient records of their team's activities. Records may be kept on computer or in hard copy, but must be readily available and secure. The following records are required.

- All risk assessments relevant to the section. (NB When a risk assessment relates to an individual member of staff or customer, it should be kept securely.)
- All SSOW relevant to the service area.
- Statutory and manufactures' recommended inspection records for fire safety, asbestos management, legionella control, electric and gas installations, portable appliance tests, lifts and lifting equipment, powered gates, local exhaust ventilation, work equipment and vehicles. (Note: Housing & Property Services will hold records of building safety related compliance).
- Records identifying the health and safety training received by every service/team member with dates and details. These should include acknowledgement by each staff member that he or she has seen and understood the relevant risk assessments, CoPs and SSOW. Training courses booked via the OD Department will be recorded centrally.
- Copies of self-audits and inspections carried out within the service/team.
- Records of all accidents and incidents reported within the service/team, together with any investigation findings and records of remedial actions undertaken. Accident and incidents forms must be sent to a Health & Safety Advisor or submitted via the [Health and Safety Portal](#).
- Copies of any correspondence with the HSE or other enforcement authority relevant to the service area.

5 Health and Safety Performance

A range of performance indicators are used to monitor safety performance of the Council. A Corporate Health & Safety Action Plan has been established to achieve its targets. Each Directorate will develop their own specific targets.

Managers will ensure that where their direct reports have specific health and safety duties these will form part of the normal Appraisal and 1:1 performance management process.

5.1 Health and Safety Self- Audits – Service Managers

A health and safety inspection and audit regime will be established. Service Managers must carry out an audit of each service area at least annually. Where the self-audit identifies that a manager's direct reports have actions to complete, progress with those actions will be monitored through the normal Appraisal and 1:1 performance management process.

The Health and Safety Advisors may, on a risk basis, participate in the audits. Union Safety Representatives are encouraged to contribute to the audit process. Managers shall engage their staff in the process as well.

5.2 Health and Safety Inspections – Supervisors/Managers

Senior Managers will ensure that safety inspections of every area under their control, and at appropriate intervals will be carried out. (Frequency will be dependent on the level of risk but should as a minimum occur annually). Where the risk identified by the safety inspection is deemed to be sufficiently serious controls will be implemented so that the issue can be resolved.

It should be noted that Union Safety Representatives have the right to carry out their own separate safety inspections.

5.3 Accident/Incident and Near Miss Reporting, Investigation and Monitoring

All accidents/incidents and near misses shall be recorded and submitted via the [Health and Safety Portal](#) or emailed to one of the Health and Safety Advisors.

Managers will investigate all accidents/incidents and near misses to establish whether additional procedures are needed to prevent the likelihood of recurrence. Risk assessments, SSOW, training, instruction or levels of supervision may need to be reviewed following the investigation.

Periodically, managers must review the accidents and incidents that have occurred in their service areas to try and identify any trends. Where a trend has been identified, remedial action shall be investigated.

Accident/Incident statistics are reviewed at the Corporate Health and Safety Committee.

5.4 Control of Contractors

Oxford City Council expects that Contractors working for the Council shall work to the same high safety standards as its employees and shall not put themselves, the Council's staff or members of the public at risk. In order to achieve this, whenever the use of Contractors is being considered, an assessment of their health and safety capabilities will be made by looking at policies, procedures, risk assessments and their history of health and safety compliance

Contractors at work will be checked for safe working during the inspection process. The Council reserves the right to stop the work if a Contractor is found to be operating in an unsafe manner.

APPENDIX A:

Corporate Codes of Practice

Abuse and Violence Zero Tolerance

Accident Reporting

Asbestos Management Plan (in draft)

Construction Activities- CDM

Contractors

Control of infectious diseases

COSHH - Control of Substances Hazardous to Health

DSE- Display Screen Equipment

Electricity at Work (in draft)

Fire Safety

Firearms or Weapons Attack

First Aid at Work

Gas Safety (in draft)

Health & Safety in Offices

Legionella

Management of Health & Safety at Work (Inspections & Auditing)

Manual Handling

Noise

Operations in or around Flood Water

Personal Safety and Lone Working

Risk Assessment (RA) and Safe Systems of Work (SSOW)

Work Equipment

Working at Height