

THE HEALTH & SAFETY POLICY

SAFETY POLICY STATEMENT

References:

- A. Health and Safety at Work etc. Act 1974.
- B. Management of Health and Safety at Work Regulations 1999.
- C. Safety Representatives and Safety Committees Regulations 1977.
- D. Health and Safety (Consultation with Employees) Regulations 1996.

Gedling Borough Council (the Council) recognises and fully accepts its responsibilities and duties under Reference A, other Health and Safety Legislation and Codes of Practice, and will, as far as is reasonably practicable, ensure the health, safety and welfare of all its employees, while they are at work. Particular attention will be paid to the following:

All management personnel with the legal duties and any further requirements relating to occupational health and safety as specified in this policy and documents will be complied with by all levels of management.

- Assessing risks to the health and safety of employees, while they are at work, and recording the management action required to effectively prevent and protect the workforce from those risks, (Reference B),
- Providing and maintaining plant, equipment and systems of work that are safe and without risks to health,
- The safe use, handling, storage and transport of articles and substances,
- Providing sufficient information, instruction, training and supervision for the health and safety of all employees at work,
- Maintaining the workplace in a safe condition with safe access and egress,
- Providing and maintaining a safe working environment with adequate welfare facilities,
- Providing adequate and suitable Personal Protective Equipment when it is required,

Without detracting from the primary responsibility of managers and supervisors for ensuring safe conditions at work, the Council will arrange for the provision of competent, technical advice on safety, health and welfare matters, where this is necessary.

The Council recognises the benefits of employee engagement through consultation, to aid in managing risk, reduce loss and safeguard the Council's reputation.

No safety policy is likely to be successful unless it actively involves those at work. The Council will, therefore, fully co-operate in the appointment of Safety Representatives, by recognised Trade Unions, and where necessary, provide them with sufficient facilities and training to complete their duties. (Reference C). This Council will also co-operate in the formation of Safety Committees to represent all employees (Reference D). They will act as a forum for:

- Discussing the introduction of measures which substantially affect the health and safety of employees,
- Arranging the appointment or nomination of a competent person(s),
- Planning and organising health and safety training,
- Discussing the health and safety consequences of introducing new technology,
- Ensuring that health and safety information is disseminated to all employees.

The Council also recognises that it has a duty to persons not in its employ that may be affected by Council work activities and will, as far as is reasonably practicable, ensure that any such persons are not exposed to risks to their health and safety.

Where other employees share the same workplace, the Council will fully co-operate by co-ordinating its activities to ensure that those persons are not exposed to unnecessary risks. The Council will also ensure that full and comprehensive information regarding their activities is provided when that situation arises.

The Council reminds all Council employees, whatever their status, of their duties under Reference A to take care of their own safety and that of others. They should also co-operate with management to enable them to carry out and fulfil their legal duties and responsibilities successfully. All employees will contribute positively to health, safety and welfare arrangements to build a strong safety culture.

The Council is commitment to continuous professional development across the organisation to maximise the resources and standards of health, safety and welfare arrangements.

The Council will comply with all relevant legislation in addition to those stated within this statement of intent.

In addition to this statement, the organisation document and arrangements document make up the full H&S policy. The H&S policy will be brought to the attention of all employees via the H&S policy leaflet. The H&S policy leaflet is a succinct version of this policy and is issued to all employees i.e. through the corporate induction process & H&S internal facilitated training. Any updates will be circulated to all CHAS officers who will in turn ensure these updates are brought to the attention of all the employees they represent. A series of management guidance Notes will supplement, and expand where necessary, the Arrangements Document. All documents will be added to or modified as legislation or the local situation dictates.



Mike Hill
(Acting) Chief Executive
Gedling Borough Council

Date: 6/8/18

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Amendment Sheet

All H&S Policy amendments are shown in ***bold italics***

No.	ISSUE DATE	Amendment comments	Updated By whom	Date signed by CEO
1	Feb 14	The 2014 version has a full list of amends back dated to Nov 96.	For Information	February 2014
2	2014/15 issue	See archive for amendments made during 2014/15 financial year	For information	May 2016
3	2015/16	See archive for amendments made during January 2015 – March 2016 (H&S Policy signed 13 June 2016)	For information	June 2016
4	<i>2016/17</i>	<p><i>Amendments</i></p> <p><i>Legionella guidance rewrite completion</i></p> <p><i>Asbestos guidance rewrite completion</i></p> <p><i>Fire and Emergency guidance review</i></p> <p><i>Contractor management (Client Officer and Construction Management Guidance) review</i></p> <p><i>Vibration management guidance</i></p> <p><i>Permit to work guidance introduction</i></p> <p><i>Corrections and updates made to CHAS representative duties</i></p> <p><i>Manual Handling guidance – review August 2017</i></p> <p><i>Control of Substances Hazardous to health – Dec 2017</i></p>	<p><i>GI/SW</i></p> <p><i>GI</i></p> <p><i>GI</i></p> <p><i>GI</i></p> <p><i>GI</i></p> <p><i>GI/MH</i></p> <p><i>GI</i></p> <p><i>GI</i></p>	
5	<i>2018/19</i>	<p><i>Amendments</i></p> <p><i>Refer to CHAS briefing notes for more detailed information on H&S guidance updates.</i></p> <p><i>Fire and Emergency guidance updates</i></p> <p><i>Permit to work guidance review Jan 2018</i></p> <p><i>Contractor management (Client Officer and Construction Management Guidance) amendments April 2018</i></p>	<p><i>GI</i></p> <p><i>GI</i></p> <p><i>GI</i></p> <p><i>GI/ PG</i></p>	

	<p><i>Stress management Guidance – review July 2018</i></p> <p><i>Change of Senior Leadership Team structure (John Robinson left organisation) – July 2018</i></p> <p><i>Mike Hill – amendments incorporated into revised H&S policy – August 2018</i></p>	<p><i>GI</i></p> <p><i>GI</i></p> <p><i>MH/GI</i></p>	<p><i>Aug 18</i></p>
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Foreword by the Chief Executive

1. Attention to health and safety is common sense and good business sense. It is not something that is just the job of the Health and Safety (H&S) officer. We all have a role to play.
2. The Gedling Borough Council, Managers H&S management guidance have been produced in response to the requirements of the Health and Safety at Work etc Act 1974, the Management of Health and Safety at Work Regulations 1999 and other applicable legislation applicable to Council workplaces and activities.
3. The aim of the guidance documents is to provide for management, in Gedling Borough Council, a readily accessible reference to H&S Legislation as it affects this Council.
4. The guidance should enable the reader to understand how to complete, or comply with corporate documentation and procedures, and provide instructions on how to adapt them within their own service areas.
5. The H&S officer will be responsible for issuing further management guidance and reviewing existing sections as and when the situation arises. This will be accomplished by issuing amendments to this policy.
6. H&S management guidance can be found on the H&S / AssessNET – portal  all corporate H&S documents and information are stored within the 'Company Documents' section. This is accessible via the Council's intranet page. Where managers deem it necessary hard copies will still be provided to those who do not have access to or ability to use computers. The H&S Officer has copies of all corporate H&S management guidance, this includes a 'live' copy of the H&S policy and other documents.
7. An Equality Assessment was carried out on the H&S Policy to determine the Impact it would have on different racial groups; men / women and transgender; disabled people; gay / lesbian / bi-sexual people; people of different faiths; and people of different ages. The method of communicating the policy was also considered and included. Such as briefing notes and email correspondence. H&S training for those who had reading and writing limitations. The Health, Safety and Emergency Planning Officer carried out the Equality Impact Assessment.

Mike Hill



**(Acting) Chief Executive Officer
Gedling Borough Council**

Date: 6/8/18

CONTENTS SHEET

The Health and Safety Policy

1. **Policy Statement** (statement of intent, shows commitment from the highest levels of management to health, safety and welfare)
2. **Organisation Document** (explains the roles and responsibilities of the Council and the structure and consultation processes)
3. **Arrangements Document** (this document is 'how we do it'. The objectives to be achieved).

<u>Document Number and Guidance Note title.</u>	<u>Arrangement document page</u>
1 Accident and Incident Investigation Reporting	3
2 Asbestos	5
3 Consultation	6
4 Contractors	7
5 Control of Substances Hazardous to Health (COSHH)	7
6 Display Screen Equipment (DSE)	8
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18 Vibration, Hand Arm and Whole Body	16

19	Violence & Aggression	17
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Copies of Health and Safety management guidance and other safety related documents can be accessed by employees on the H&s / AssessNET – portal, within the company documents folder.

Planned Guidance Note updating (2018 – 2019)

No.	Planned review date	Amendment required	By whom
1	Nov 18	Construction management guidance –	GI
2	Jan 19	Asbestos management guidance & Legionella management guidance – review (*2)	GI
3	Feb 19	Noise management guidance (deferred)	GI
4	Mar 19	Employee Protection Register	GI
5	May 19	Accident and Incident Investigation guidance	GI
6	Sept 19	First Aid Guidance (regulations amends)	GI
7	Dec 19	Personal Protective Equipment Guidance	GI

**Health and Safety Policy list of Officers with copies and other stored locations
(circulation list for updating)**

Copy No. and COPY HOLDER	TITLE	DIRECTORATE/SERVICE/SECTION
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SENIOR LEADERSHIP TEAM

1	Vacant	Chief Executive	
2	M Hill	Acting Chief Executive	Current CHAS group chair
3	D Wakelin	Corporate Director	
4	H Barrington	Corporate Director	

Signed H&S policies will also be stored in the following locations:

- o The Council's website
- o H&S / AssessNET portal – 'company documents' folder

CHAS Officer details and details of service areas they represent or are responsible for circulating the document too.

5	G Ilett	Health, Safety and Emergency Planning Officer	Occupational Health & Safety – updates the H&S Policy periodically. Holds the 'Live' H&S policy.
6	L Juby	Community Relations Service Manager	Representative for: Leisure Centres & Community Relations.
7	M Hurst	Transport & Waste Services Manager	Representative for: Transport Services and Waste services
8	D Adamson	Revenues & Welfare Support Service Manager	Representative for: Revenues & Welfare Support, & Financial Services (Creditors).
9	D Archer	Organisational Development Service Manager	Representative for: Personnel, Democratic services, Legal services,
10	P Goodwin	Building Services Manager	Representative for: Property Services Responsible for circulation of the H&S policy to partners operating within Council premises.
11	S Palmer	Food, Health and Housing Manager	Representative for Public Protection
12	M Cryer	Parks and Street Care Service Manager	Representative for: Parks and Street Care
13	R Caddy	Customer Services and IT service manager	Representative for: Customer services, communications and IT.
14	M Avery	Development services	Representative for: Development services, Economic growth and regeneration, planning policy,
15	A Nicholson	Insurance and risk management officer	CHAS member
16	P Gibbs	UNION safety representative	CHAS member

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