

ORGANISATION DOCUMENT

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Health and Safety Policy - ORGANISATION DOCUMENT

1. THE COUNCIL

1.1 The Council has responsibility for:

- The safety, health and welfare of the Council's employees at work.
- The conduct of the Council's undertakings to ensure the safety, health and welfare of the public and other persons not in their employ.
- Ensuring that the Council fulfils its role as an enforcing body.

1.2 To meet these responsibilities the Council must ensure that:

- There is an effective overall policy for the safety, health and welfare of employees and that adequate funds are available to meet any requirements within the Council.
- Any necessary changes are made to the Council's Health and Safety Policy and that it is reviewed on a periodic basis.
- The general public are made aware of any situations that arise which may affect their safety, health and welfare and, wherever possible, take steps to eliminate such situations.
- The Council's activities do not affect detrimentally the health, safety or welfare of the general public.
- All partners are informed of any changes to the health and safety policy or Council activities that could affect their health, safety or welfare.
- The Council is organised and has sufficient numbers of competent staff to meet its enforcing responsibilities for safety, health and welfare.

2. THE CHIEF EXECUTIVE

2.1 The Council's (Acting) Chief Executive is: **Mike Hill**
Gedling Borough Council
Civic Centre
Arnot Hill Park
Arnold
Nottingham NG5 6LU

2.2 In the absence of the chief executive, the deputy chief executive or a corporate director will act as their deputy. This should be noted by the chief executive.

2.3 The chief executive is responsible for advising the Council and giving effect to the Council's overall health and safety Policy Statement, Organisation and Arrangements documents. Although the Council cannot pass on its responsibility to employees or employee's representatives, the chief executive as head of paid service will ensure that arrangements are made to consult with employees through their CHAS representatives.

- 2.4 The chief executive will ensure that staff, funds and materials, provided by the Council to meet health and safety requirements within the Council, are utilised effectively. He will also continually review the effectiveness of the Health and Safety Policy documents and personnel under their control, to which responsibility for various aspects of health and safety has been delegated.
- 2.5 The chief executive will demonstrate a personal and direct interest in health and safety matters by actively supporting the intent of the Health and Safety Policy. He will also ensure a positive health and safety culture, in accordance with good management practices, in each of the service areas.
- 2.6 The chief executive will be responsible for implementing the Council's Health and Safety Policy and ensure that any specific legal requirements are followed. Steps should also be taken to comply with any changes to those requirements as they occur.
- 2.7 The chief executive is required to implement and support health and safety issues in a positive manner. In particular, arrangements should ensure that:
- Financial resources are available to meet all health and safety requirements.
 - Statutory legislation, regulations and/ or codes of practice are complied with.
 - All plant, transport, tools and equipment are purchased and maintained in a safe and proper manner.
 - Safe systems and methods of work are designed, implemented and remain current.
 - Physical safeguards or personal protective equipment is provided where necessary.
 - Appropriate training, instruction and supervision are provided for all employees under their control.
 - Written records are made and kept for all health and safety arrangements.
 - Arrangements are made for joint consultation with all employees.
- 2.8 The breadth and depth of the various aspects of health and safety legislation, as it affects the chief executive, together with training, administration and day-to-day working requirements, justify the need for delegation to personnel under his control. For this purpose the following deputy chief executive, corporate directors and other officers are nominated as being responsible for health and safety in the areas specified:

PLEASE REFER TO CURRENT SENIOR MANAGEMENT STRUCTURE

3. The Deputy Chief Executive and Corporate Directors

- 3.1 The deputy chief executive and each corporate director will be responsible for all matters relating to health, safety and line management within their service areas. They will ensure that corporate or service area guidance and instructions, relating to health and safety, are practised and information relating to regulations and codes of practice is disseminated to those employees for whom they are responsible. They will also ensure that safe working methods are used at all times and any necessary controls maintained.

- 3.2 Each corporate director is to nominate one or more service managers as a representative on the Corporate Health and Safety Group (CHAS).
- 3.3 Without detracting from their own responsibilities, the breadth and depth of the various aspects of health and safety legislation, as it affects each service area, together with training, administration and day to day working requirements, justify the need for delegation to personnel under each corporate director's control.
- 3.4 In the event of vacant posts, the responsibility will fall to the line managers of that role; this should be recorded by that manager. If this is not recorded the line manager responsibilities will automatically revert to the chief executive as head of paid service.

4. Service Managers / Managers / Supervisors

- 4.1 Each of the aforementioned managers / supervisors will be responsible to their corporate director for all matters relating to health and safety and line management within their service area. They will ensure that corporate or service area guidance and instructions, relating to health and safety, are practised and information relating to regulations and codes of practice is disseminated to those employees for whom they are responsible. They will also ensure that safe working methods are used at all times and necessary controls are maintained.
- 4.2 Each service manager, manager or supervisor will be responsible, within their workplace for ensuring that:
- They are familiar with the H&S Policy, Organisation and Arrangements documents, and any safety rules or codes of practice developed from them.
 - Health and safety provisions or procedures, highlighted in the Arrangements document, or elsewhere are understood and followed by all persons within their service area, including visitors and contractors.
 - All hazardous activities are identified, the necessary risk assessments completed and control measures developed or maintained to reduce or eliminate the risk of harm to all persons who interface with the work area or operations.
 - Once determined, that employees are informed immediately of any item that may affect their health or safety.
 - All new employees attend induction courses, mandatory H&S training, followed by on-the-job training, familiarisation or refresher training to maintain the necessary skills, information and knowledge to perform their work in a safe and proper manner.
 - Protective clothing or safety equipment is provided and the necessary arrangements are in place to store, issue and maintain it.
 - All accidents, incidents, hazards to be reported via the corporate AssessNET system; after which conduct a suitable investigation, and where necessary identify action to prevent reoccurrence.
 - Inspections are carried out to determine the effectiveness of their safety arrangements.
 - The Health and Safety Executive and / or the Trade Union Safety Representative are accompanied during investigations or inspections.
 - They work closely with the H&S officer and safety representatives in respect of matters that may affect the H&S of their employees.
 - They maintain and update their own skills, information and knowledge.

5. Remaining employees

Employees have a duty to co-operate with their employer so far as is necessary to enable the employer to comply with their legal obligations. All safety rules and arrangements relating to the Council's activities will fall within the framework of legal obligation and all employees will be required to:

- Work with due regard for H&S of themselves and others.
- Read, understand and follow the Council's H&S policy.
- Understand and follow all H&S rules and procedures.
- Cooperate with and support management in meeting their H&S responsibilities.
- Use any protective clothing and safety equipment provided by the Council for them.
- Inform management if working conditions are considered unhealthy, unsafe, existence of hazards or defects to plant, equipment, machinery or buildings.
- Not misuse or interfere with any means or appliance provided for their H&S.
- Attend all H&S training or occupational health sessions arranged for them.
- Report all accidents, incidents or near miss incidents as soon as possible.
- Ensure any work related absence is reported to management.

All employees are encouraged to offer suggestions relating to any matter, which may improve the quality of H&S within the Council. These may be passed to a supervisor, manager, or trade union safety representative, the Corporate Health and Safety Group (CHAS) representative, via the H&S / AssessNET 'contact H&S' or directly to the H&S officer.

Note 1. Failure to comply with health and safety instructions, intentional or reckless interference with, or misuse of, anything provided in the interests of health, safety or welfare may lead to disciplinary action including dismissal.

Note 2. Unacceptable delays in reporting an accident may affect any claim for industrial injury. It could also lead to avoidable repeated incidents.

6. The health, safety & emergency planning officer (H&S officer).

6.1 The H&S officer will act principally as the specialist safety professional for the Council, providing appropriate advice and assistance to enable management to meet their statutory obligations and ensure consistent application of the Council's H&S policy. Whilst recognising the formal responsibilities placed upon managers, the H&S officer will, in exceptional circumstances, have a general responsibility and carry the necessary authority to provide an appropriate enforcement role when a discernible breach of health and safety legislation or non-compliance of any corporate H&S procedures is apparent.

6.2.1 In particular the H&S officer will be responsible for:

- The maintenance, amendment and distribution of the H&S Policy documents.
- Advising and assisting line managers to fulfil their responsibilities for the H&S of employees and others affected by their action.
- Advising on the design and implementation of safe systems of work, the selection, provision and use of appropriate equipment and clothing, and safety aspects in the design and use of plant and equipment.
- Generating management guidance for managers and others to supplement the H&S policy Arrangements document.
- Promoting and providing regular safety training for all employees in collaboration with all departments.
- Maintaining a dialogue with all departments, other local authorities and outside bodies, on health and safety matters, to promote and encourage professional development.
- Collation, preparation and submission of accident statistics and other relevant safety reports presenting the information in a suitable form for management to measure safety performance.
- Collation, recording, reporting and submission of all accident information in accordance with legal requirements and ensure that it is available to any official body that may have a legitimate interest like the Health & Safety Executive (HSE), Department of Work and Pensions (DWP), Solicitors etc.
- Completing periodic assessments, inspections or audits to identify unsafe plant, working procedures or practices and, wherever possible, advising on remedial action to overcome any negative observations to the department concerned.
- Advising on arrangements for fire prevention, in liaison with the local fire brigade officer, and organising the training of staff.
- Assisting line managers, through on site visits where appropriate, to ensure that contractors comply with all health & safety considerations and other relevant requirements affecting their undertakings on behalf of the Council.

- Providing specialist input to the Corporate Health and Safety Group.
- Promoting a H&S education programme in conjunction with line management, encouraging safety consciousness at all levels within the organisation and assisting and encouraging supervisory managers to develop safe working practices.

7. Trade Union Safety Representatives

- Trade union safety representatives are nominated by their union and are responsible to their members for the following:
- Prompting co-operation between management and employees and monitoring the local arrangements for affecting the Council's H&S policy.
- Considering the circumstances and causes of accidents and dangerous incidents occurring within the workforce of the Council.
- Making recommendations to the appropriate management for preventing a recurrence of incidents.
- Making periodic inspections of selected areas of the Council's work places and equipment in the interests of safety and health in conjunction with management and according to a prearranged schedule.
- Making appropriate recommendations for the improvement of conditions as regards safety and health and receive and consider reports concerned with monitoring activities.
- Securing the co-operation of all employees in the promotion of H&S.
- Participating in drawing up working safety rules.
- Studying the accident statistics in the Council, including personal injury, property damage and near miss accidents.
- Considering the means whereby any official regulations, instructions, notices and other written and pictorial material relating to safety and health in the Council are brought to the attention of employees.
- Co-operation with and as necessary seeking professional advice from the H&S officer and the environmental health officers (EHO's) of the Council.

8. Arrangements for joint consultation.

8.1 The formal organisation within the Council for joint consultation on matters of health and safety are:

- Joint Consultative & Safety Committee (JCSC).
- Corporate Health and Safety Group (CHAS).

8.2 **JCSC** - The JCSC comprises:

- Elected Members
- Appropriate Trades Union Representatives.

8.2.1 Although not members, The chief executive as head of paid service advises the committee and the corporate director responsible for organisational development advises the chief executive. Other officers may be invited to attend as advisors (e.g. The H&S Officer).

8.2.2 The aims and objectives of the JCSC are in Section 9 of this document.

8.3 **CHAS** - The CHAS Group is the formal organisation within the Council to which one or more competent officers have been appointed to represent one or more service area. CHAS Officers also have a responsibility to represent non-union staff in a similar fashion to union safety representatives (see Section 7). In addition their role is to assist in undertaking the measures needed to comply with requirements imposed under relevant statutory provisions, especially but not exclusively for non – union staff (See also Trade Union Staff Safety Representatives in Section 7). The CHAS Group will meet quarterly, although meetings can be more frequent if the situation arises. It will comprise of service managers or managers nominated by their corporate director and other CHAS members as deemed necessary.

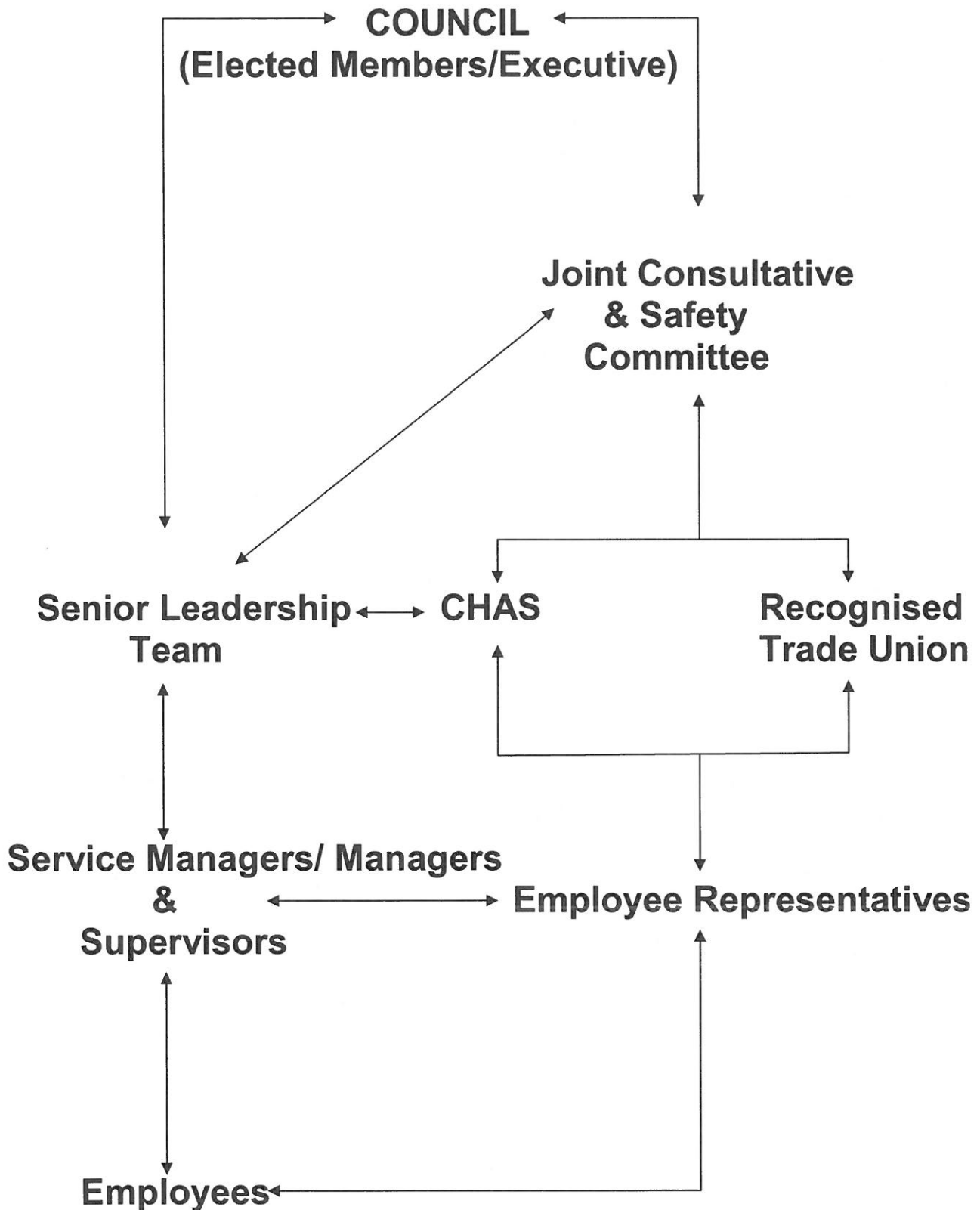
8.3.1 The Group's Chairman will be the deputy chief executive.

8.3.2 The Group will appoint a secretary from one of the above departments.

8.3.3 The aims and objectives of the CHAS Group are in Section 10 of this document.

8.4 A flow chart, outlining the procedure for reporting and addressing health and safety matters is on the following page of this document.

REPORTING PROCEDURE FOR ADDRESSING HEALTH AND SAFETY MATTERS



9. JOINT CONSULTATIVE AND SAFETY COMMITTEE

9.1 The Committee shall be called the Joint Consultative and Safety Committee.

Responsible for:

i) Providing a forum for discussion and consultation between the Council and Trade Union representatives on matters affecting the Council's employees. Such matters to include but not limited to:

1. Employee terms and conditions
2. Employee health and well-being.

Delegation

1. To receive proposals and make recommendations to the Appointments and Conditions of Service Committee in relation to the terms and conditions of Council employees and procedures for disciplinary action and dismissal.

2. To receive proposals and make recommendations to the Head of Paid Service in respect of his proposals for significant change to:

- (a) the manner in which the discharge by the Council of their different functions is co-ordinated;
- (b) the number and grades of staff required by the Council for the discharge of their functions;
- (c) the organisation of the Council's staff.

3. To be consulted on and make recommendations to the Executive in respect of any health and safety functions of the Council to the extent that those functions are discharged in the authority's capacity as an employer

For consultation on Health and Safety policies, the Trade Union Safety Representative will receive consultation documents as they are progressed through the CHAS group. Comments will be received and considered in this forum and if appropriate the Safety Representative may attend. Any other Health & Safety issues may be raised with the employee safety representatives (CHAS Group Members) or the Trade Union Safety Representative for resolution at a local level. If this is not possible they may be referred to the Joint Consultative and Safety Committee.

Formal consultation and negotiation is through the Joint Consultative and Safety Committee. This is the mechanism for resolving differences between management and Trade Unions and ratifying any agreements reached and avoidance of disputes

10. THE CORPORATE HEALTH AND SAFETY GROUP (CHAS)

10.1 General Aims

10.1.1 To provide an informed forum that actively promotes and encourages a co-ordinated approach to health, safety, risk reduction and loss prevention issues.

10.2 Specific Objectives

10.2.1 To plan, review and progress the implementation of all health and safety

legislation, advice, or instructions issued by the HSE or any other safety body as they affect the Council.

10.2.2 To adopt corporate procedures, based on risk assessment that ensures all employees have access to information relating to:

- i risks to their health and safety
- ii the prevention, loss or damage to Council assets.

10.2.3 To recommend to the Senior Leadership Team (SLT) the proposed corporate action for:

- i complying with health and safety legislation;
- ii implementing advice or instructions issued by the HSE or any other safety body.
- iii implementing advice given by our insurance bodies.

10.3 **General Objectives**

10.3.1 Each CHAS Officer is to report within the Group those health and safety matters within their department, which may be addressed in a corporate manner.

10.3.2 Each CHAS Officer is to represent non-union staff on health and safety matters within their service area.

10.3.3 The safety officer is to provide current information, advice, instruction and training concerning health, safety and risk management matters.

10.3.4 The aims and objectives are to be reviewed annually, or as necessary to incorporate or respond to significant operational changes.

10.3.5 Each CHAS officer must ensure that actions from meetings that are assigned to them are addressed in a timely manner, and that the service areas they represent are informed and consulted on actions and feedback provided where necessary.

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