

HEALTH AND SAFETY STATEMENT of POLICY

1. Statement of Intent

- 1.1 This is a statement of policy by South Hams District Council and West Devon Borough Council (the Councils) about their commitment to and involvement in the organisation and arrangements for ensuring the health, safety and welfare at work of their employees, and the health and safety of any other person working in, visiting the Councils, or who may be affected by the Councils' activities.
- 1.2 It is the intention of the Councils to do all that is reasonably practicable to provide safe and healthy working conditions for their employees and to enlist employee support in achieving this. The Councils also recognise their collective responsibility to ensure the health and safety of elected members, members of the public, visitors and contractors when on their premises and others who may be affected by the Councils' activities.

2. Policy

- 2.1 It is the policy of the Councils, and their trading arms(s), that they will comply so far as is reasonably practicable, with the requirements of the Health and Safety at Work etc. Act 1974 and all other relevant statutory provisions.
- 2.2 This policy is supported by Safety Codes that apply throughout the Councils and their trading arm(s) and which reflect:
- Legal compliance; and
 - continual improvement in occupational health and safety management and performance.
- 2.3 The Councils and their trading arm(s) will do all that is reasonably practicable to prevent personal injury and illness, loss and damage to premises, plant and equipment arising from their undertakings by:
- Appropriate identification of hazards and assessment of risk to eliminate risk or reduce risk to a tolerable level;
 - ensuring appropriate competence of all employees in health and safety by the provision of information, instruction, training, supervision, management support and performance appraisal; and

- ensuring close co-operation and participation of management and staff through routine working relationships, consultation with employee representatives and employee health and safety representatives.
- 2.4 This Policy will be reviewed annually, in consultation with employees and Union representatives, by the Internal Health and Safety Service who will advise the Senior Leadership Team (SLT) on improvements.
- 3. Organisation and responsibilities**
- 3.1 Health and Safety issues are line management responsibilities alongside and of equal importance to responsibilities for the provision of services and the management of resources.
- 3.2 **Head of Paid Service** has overall responsibility to ensure, so far as is reasonably practicable, the occupational health, safety and welfare at work of all the Councils' employees and to ensure, so far as is reasonably practicable, the health and safety of others who work in and visit the Councils or may be affected by the Councils' activities.
- 3.2.1 The **Head of Paid Service** will include Health and Safety in the annual report to Council.
- 3.3 **Group Managers** are responsible for the implementation of this policy in the areas over which they have control.
- 3.3.1 **Group Managers** may nominate officers with Day to Day Responsibility for Health and Safety in their respective teams and inform their staff and the Internal Health and Safety Service accordingly but this will not remove the Head of Services' responsibilities.
- 3.4 **Community of Practice Lead Specialist – Environmental Health** will be responsible for providing an Internal Health and Safety Service to the Councils. The competent assistance role required by the Management of Health and Safety at Work Regulations 1999, Regulation 7 will sit with the nominated Internal Health & Safety Servicer.
- 3.5 **Managers/supervisors** are responsible for ensuring the implementation, co-ordination and monitoring of this policy and associated Safety Codes, and the overall occupational health and safety management of staff within their control. In particular, they must, with assistance from the Internal Health and Safety Service when necessary:
- carry out risk assessments and implement the resulting control measures to ensure that safe working conditions are maintained;
 - ensure that staff within their control are trained and instructed in safe operating procedures and comply with them;
 - ensure that all accidents, incidents and near misses are reported and investigated and control measures implemented to prevent reoccurrence within appropriate timescales agreed with the Internal Health and Safety Service; and
 - manage contractors.

3.6 **Employees** shall:

- take reasonable care for the occupational health and safety of themselves and the health and safety of other persons who may be affected by their acts or omissions;
- co-operate with their manager in the implementation of this policy;
- follow safe working practices at all times;
- report accidents, incidents and near misses to their line manager; and
- report unsafe working conditions and unsafe acts to their line manager or other appropriate person.

3.7 **Key staff with additional health and safety responsibilities are as follows:**

3.7.1 **Community of Practice Lead Specialist – Environmental Health (Internal Health and Safety Service)** provides competent advice to the Councils on matters relating to health, safety and welfare at work across the Councils. Their objectives include:

- providing specialist support and guidance to the Councils on the effective management of health and safety;
- to help promote and maintain a high standard of total health (physical and mental) for all persons working in the Councils;
- the safeguarding of all staff from health and safety hazards arising from their work or the environment by means of accident prevention, environmental control and prevention of injury and illness;
- to receive all Incident/Near Miss reports, maintain an Incident/Near Miss database and publish performance statistics;
- fulfil the 'responsible person' role in relation to Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013, Schedule 1; and
- ensure a process for continual improvement is integrated into the health and safety management system.

3.7.2 In addition the **competent person** will ensure that:

- The Dartmouth Lower Ferry operates in accordance with the South Hams District Council's approved Domestic Safety Management Code as required by the Merchant Shipping (Domestic Passenger Ships) (Safety Management Code) Regulations 2001 and that reviews of the Code take place when necessary and at not less than 3 yearly intervals; and
- The Salcombe Harbour Safety Management System as required by the Department for Transport Port Marine Safety Code is produced and reviewed at the prescribed intervals.

3.8 **Community of Practice Lead Specialist – Human Resources** will have responsibility for:

- Advising elected Members and Officers on the personnel implications of the Councils' Health and Safety Policy;

- Consultations and negotiations with representatives of the staff on those aspects of the Health and Safety policy which affect the staff and their conditions of employment;
- provide for suitable induction and other training for staff in health and safety matters, including the administration of the training programme and the organisation of training courses within the Councils; and
- Ensure that an appropriate paragraph concerning risk management and health and safety is included in each job description.

4. Arrangements for implementation

4.1 **Strategic aims, objectives and the three year action plan** set out the Councils' commitment to and involvement in providing a healthy and safe environment for all those who work in and visit the Councils. The plan reflects a sensible approach to managing risk which reflects best practice and is based on integrated management principles enabling the Council to achieve a correct balance in managing health and safety as part of an overall risk management system.

4.1.1 This approach is designed to address the health and safety implications of the various activities undertaken by the Councils through – hazard profiling; risk mapping and assessment; and application of control measures following the general principles of prevention in the order shown:

- Eliminating or avoiding risk;
- Evaluating the risk which cannot be avoided;
- Combating the risks at source;
- Adapting the work to the individual with respect to workplace design, choice of work equipment and work methods, alleviating monotonous work and work at a predetermined work-rate to reduce their effect on health;
- Adapting to technical progress;
- Replacing the dangerous by the non-dangerous or the less dangerous;
- Developing a coherent overall prevention policy which covers technology, organisation of work, working conditions, social relationships and the influence of factors relating to the working environment;
- Giving appropriate training and instructions to employees; and
- Consulting with staff and integrating feedback into the system to promote continuous improvement.

4.2 **Safety Codes.** Where a need is identified, through legislation, risk assessments, health and safety auditing, the proceedings of committees, industry standards, or other means, a Safety Code will be established to set the standard of implementation and operation for the identified topic. These Safety Codes will be reviewed as and when legislation changes or practice dictates.

4.2.1 Safety Codes shall have the same status as the main policy document.

4.2.2 Safety Codes will be reviewed by the Internal Health and Safety Service as and when legislation changes, best practice dictates or when otherwise necessary.

- 4.3 **Training.** Each Service will ensure that health and safety is included as an integral part of their annual business plan.
- 4.3.1 Each Service will ensure that good working arrangements for health and safety training exist. This training will include attendance at corporate induction training and appropriate special to job induction training.
- 4.3.2 The identification of health and safety training needs is to be part of the performance related appraisal process. Managers are responsible for identifying the training needs of individuals and communicating to HR.
- 4.3.3 Records of safety training provided will be maintained on Team Spirit by HR who will keep Service Leads updated.
- 4.4 **Health and safety standards, audit and inspection.** Each Service will make their own arrangements for reviewing their level of health and safety achievement annually which will be reported in their service plan.
- 4.4.1 The Internal Health and Safety Service will develop a programme of audits to identify whether the management of risk has been carried out in each service area. The programme should be designed to reflect the needs of the Councils and the individual Service and will take into account the particular kinds of hazard or health and safety issues encountered. The timing of health and safety audits will appear in the annual safety plan and will be proportionate to the level and scope of the hazards and risks present.
- 4.4.2 The combination of the review of safety standards and the audit process is designed to ensure that we can demonstrate our level of health and safety management. The results will be analysed, considered, prioritised and shaped into an action programme.
- 4.5 **Occupational health** is concerned with work-related problems and health and safety in the work place. An occupational health service for staff is provided under arrangements made by Human Resources. Further details may be obtained from the Human Resources Office.
- 4.6 **Eye tests for display screen equipment users.** Members of staff who are users of display screen equipments (computers etc) are eligible for a voucher/ refund of the cost of an eye test. A further voucher/ refund may be provided for the cost of a basic pair of spectacles. Details are available from the Internal Health and Safety Service and on the Health and Safety pages of the Intranet.
- 4.7 **Security.** Responsibility for security within the Councils' premises rests with the manager of each site. Staff are expected to exercise all reasonable vigilance and in particular, are responsible for any visitors they may bring onto Council premises.
- 4.7.1 Where there is a need to provide staff with name badges and access cards or for access control the Facilities service will make the necessary arrangements.
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This document is supported by Safety Codes (SC) including:

- Communication of Safety Statement and Policy
- Risk Assessments
- Work at Height
- First Aid
- Control of Substances Hazardous to Health
- Personal Protective Equipment
- Display Screen Equipment
- Manual Handling
- Driving for Work
- Lone Working
- Personal Resilience
- Incident Reporting

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.....
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Date..... September 2015

South Hams District Council and West Devon Borough Council aim to ensure equality of opportunity in the delivery of their policies, services and employment practices. South Hams District Council and West Devon Borough Council will challenge discrimination, and encourages other organisations within South Hams and West Devon to act in accordance with Equality legislation.

This Policy is available in large print or Braille upon request.