

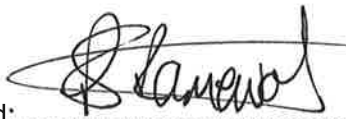
**SEVENOAKS DISTRICT COUNCIL'S
Health & Safety Policy.**

Chief Executive's Statement.

Health and Safety is the interest of everyone working for Sevenoaks District Council and it is important that each one of us is always aware of our actions in respect of Health, Safety and Welfare.

This Health and Safety Policy has been developed with a great deal of care and thought for the protection of all persons, affected by our activities, with the intention of minimising hazards and preventing accidents.

The Council require all staff and other parties working under its control to read and act upon the procedures contained within.



Signed:Chief Executive

Dated: March 2016

SEVENOAKS DISTRICT COUNCIL'S Health & Safety Policy.

HEALTH AND SAFETY AT WORK ETC. ACT 1974. STATEMENT OF GENERAL POLICY FOR HEALTH AND SAFETY.

1.0 Introduction.

It is the Council's policy to provide working conditions that are safe and healthy for all employees and at all times carry out its operations so that, so far as is reasonable practicable, the health and safety of any persons concerned will not be adversely affected.

This policy is compiled in accordance with the Health and Safety at Work etc Act 1974 and all duties and obligations imposed by the Act, and all other Acts and Regulations affecting the activities of Sevenoaks District Council.

These include the Management of Health and Safety at Work Regulations 1999 (as amended in 2003) and the Construction (Design & Management) Regulations 2015. Other Regulations extend these duties to provide that *specific risk assessments* are carried out in order to ensure a safe and healthy place of work for employees and a safe environment for the public is paramount.

The Council has the ultimate responsibility to take all measures within its power to make sure that its premises are safe and without risks to the health of staff and members of the public. It will ensure through the **Council's Health and Safety Advisors**, that the appropriate advice is made available together with the co-ordination of all health and safety activities. **Chief Officers, Heads of Service, Service Managers and any other Managers** will be responsible for the health and safety of personnel and equipment within their areas of control and will undertake *periodic safety checks* and prepare any necessary *risk assessments*.

All staff in the Council has a responsibility for their own health and safety and that of others who may be affected by their acts or omissions and they must co-operate with the Council on all health and safety matters.

A copy of this **General Policy Statement** will be issued to all employees and casual workers and shall be signed and dated by each individual employee as part of their agreement to accept this as part of their Terms and Conditions of Employment. Reviews to the statement will be re-issued as necessary.

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2.0 General Policy Statement.

- 2.01 The Council recognises and accepts its responsibilities as an employer under the terms of the Health and Safety at Work etc. Act 1974 and any subsequent related legislation.
- 2.02 The Council will take all reasonable measures to fulfil its responsibilities and will ensure Competency checks are made and provide adequate resources to meet its commitments. This includes a commitment to: -
- a) provide and maintain plant, equipment and systems of work that are safe;
 - b) provide a safe place of work, safe access to it and safe egress from it;
 - c) provide safe arrangements for the use, handling, storage and transport of articles and substances;
 - d) provide the necessary information, instruction, training and supervision so that all employees and others are aware of the hazards and risks arising from work activities on Council premises and in other places where its employees may from time to time be working;
 - e) provide healthy working conditions and adequate welfare facilities;
 - f) consider and if necessary, take action on any health and safety issues or concerns reported by employees.
- 2.03 Individuals have responsibilities too and all Council employees at work are required: -
- a) to take reasonable care for the health and safety of themselves and of other persons (*especially for example young persons and expectant mothers employed by the Council*) who may be affected by their acts or omissions at work and;
 - b) as regards any duty or requirement imposed on the Council or any other person by or under any of the relevant statutory provisions, to co-operate with them so far as is reasonable practicable to enable that duty or requirement to be performed or complied with;
 - c) no person shall intentionally or recklessly interfere with or misuse any thing provided in the interests of Health, Safety or Welfare;
 - d) also no acts of physical violence towards other employees or members of the public will be tolerated.

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2.4 Specific Action in support of the Health and Safety Policy.

The following measures will form the basis for a Health and Safety Plan through which the Council will seek to continually improve its performance in health and safety matters.

- a) The arrangements set out under this Council Policy will be monitored and amended as appropriate.
- b) The Council Policy document will be reviewed by the **Strategic Management Team** and the **Corporate Health and Safety Advisory Group** whenever necessary to take account of new legislation, technology or information.
- c) Regular team meetings for employees will be a forum for consultation, communication and active co-operation in health and safety matters.
- d) A **Corporate Health and Safety Advisory Group** will operate to co-ordinate Health and Safety responsibilities, disseminate information and raise awareness of health and safety issues in all areas of the Council's activities.
- e) **Unison Representatives** will be invited to be members of the Corporate Health and Safety Advisory Group. Recognised representatives will be invited to accompany Officers on programmed health and safety inspections.
- f) The **Corporate Health and Safety Advisory Group** will ensure that a *programme of risk assessments* are undertaken and will monitor the systems put in place to ensure the health and safety of employees and public.
- g) Safety inspections and Risk Assessment Monitoring will be implemented at regular intervals, which will vary according to the nature of the work undertaken at each location.
- h) All employees will be kept adequately informed on health and safety issues by training courses, team meetings, Council's Intranet and Internal communications.
- i) Training in relevant aspects of health and safety will be provided to all staff as appropriate.
- j) Where necessary *expert external advice* will be sought to *determine health and safety risks* in the Council's operations and the precautions required to deal with them.

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3.0 This General Policy Statement is supplemented by: -

- A Schedule of Responsibilities for Health and Safety at Work within the Council.
- Safety Statements advice and guidance where appropriate.
- Codes of Safe Practice for the work of particular groups of employees and for specific hazards.
- Risk Assessments prepared under Regulation 3 of the Management of Health and Safety at Work Regulations including other relevant legislation e.g. Construction (Design and Management) Regulations, Manual Handling Operations Regulations, Fire Precautions (Workplace) (Amendment) Regulations, Control of Substances Hazardous to Health Regulations, Control of Asbestos at Work Regulations, Personal Protective Equipment Regulations, The Display Screen Equipment Regulations.
- Rules and Procedures for particular types of work, including Construction work, Transportation and storage of chemicals, etc.

These documents will be issued and/or their contents effectively communicated to those employees covered by them and can be inspected during office hours at the office of the team concerned together with being made available on the Council's Intranet.

4.0 Review Procedure for:-

Supplementary Statements and all Rules, Procedures and Codes of Safe Practice will be reviewed by the **Corporate Health and Safety Corporate Advisory Group** as often as may be necessary in the light of new legislation, technology or additional information.

5.0 Strategic Management Team Responsibilities: -

The Chief Executive will have overall responsibility for the Council's Health and Safety at Work Policy and all relevant legislation.

Chief Officers will be responsible within their own sections for compliance with the Council's Health and Safety at Work Policy and all relevant legislation.

6.0 Disciplinary Procedures: -

Where individual cases arise involving a complaint or disciplinary matter concerning safety matters the Council's normal procedures will apply.

7.0 Revised Document: -

This document updates the Health and Safety at Work Policy issued in September 2013.

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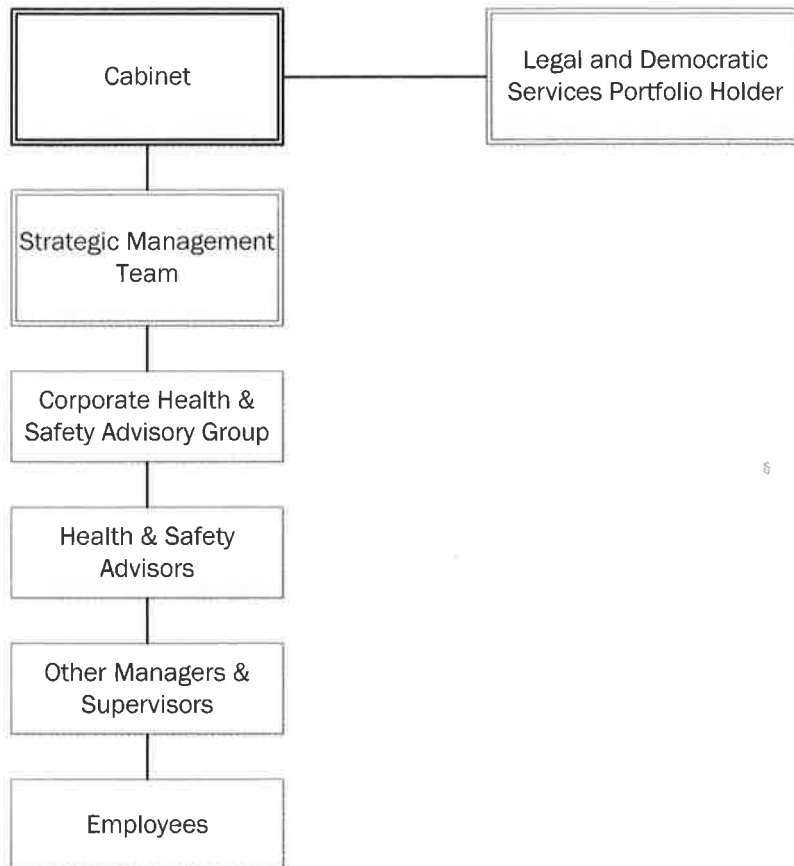
ORGANISATION AND RESPONSIBILITIES

**THIS SECTION INCLUDES THE ORGANISATIONS STRUCTURE
TOGETHER WITH ALLOCATING RESPONSIBILITIES TO INDIVIDUALS.**

Schedule of Responsibilities for Health and Safety.

This document is prepared under Section 3 of the Council's Statement of General Policy for Health and Safety.

Health and Safety Organisation



Contents.

- 1) Chief Executive
- 2) Chief Officers
- 3) Heads of Service/Service Managers
- 4) Other Managers and Supervisors
- 5) Corporate Health and Safety Advisory Group
- 6) Health and Safety Advisors
- 7) Council Employees

1) Chief Executive

- ❑ Will ensure that there is an effective Policy for Health and Safety within the Council.
- ❑ Will be directly responsible for overall compliance with the Council's Health and Safety Policy and all other relevant legislation.
- ❑ Will, as often may be necessary, appraise the effectiveness of the Policy and ensure that any necessary changes are made.
- ❑ Will ensure that the attention of the Council is drawn to any relevant information concerning Health and Safety matters within the Council, which is of direct interest to them.
- ❑ Will ensure, in conjunction with the Management Team, that competency checks are made together with providing adequate resources in the form of time and funding to meet all Health and Safety requirements.

2) Chief Officers

- ❑ Will ensure that they are familiar with the Council's Health and Safety Policy and all Health and Safety information relevant to the work under their control.
- ❑ Will be directly responsible within their own Section for compliance with the Council's Health and Safety Policy and all other relevant legislation.
- ❑ Will ensure that responsibility for Health and Safety in the Section's operations are properly assigned and accepted at all levels.
- ❑ Will periodically appraise their Section's arrangements for Health and Safety in the light of reports from the Health and Safety Advisor.
- ❑ Will ensure that all Risk Assessments for the work of their department are written and that Safe Working Procedures are developed.
- ❑ Will ensure that where Contractors/Consultants are engaged to work on council controlled premises or site adequate competency checks are made together with providing adequate resources to ensure all relevant Health and Safety information is exchanged before any works are carried out.
- ❑ Will promote an understanding by everyone in the Section of all relevant Health and Safety information through team meetings and suitable training courses and attend or be represented at Health and Safety meetings.
- ❑ Will seek to ensure, in conjunction with the Chief Executive, that adequate competency checks are made together with providing adequate resources in the form of time and funding to meet all Health and Safety requirements.
- ❑ Will involve as appropriate the Corporate Health and Safety Advisory Group when ordering new machinery and equipment, other than hand tools, and when proposing revisions to office and other council buildings layouts at the planning stage.

3) Heads of Service/Service Managers

- ❑ Will ensure that they are familiar with the Council's Health and Safety Policy and all Health and Safety information relevant to the work under their control.
- ❑ Will ensure that Risk Assessments are prepared for all tasks carried out by their staff and that Safe Working Procedures are developed from them.
- ❑ Will seek to ensure that all the people for whom they are responsible know and understand and comply with the Safe Working Procedures and the reasons for them.
- ❑ Will promote an understanding by all of the people for whom they are responsible of all relevant Health and Safety information including Risk Assessments through team meetings and training courses.
- ❑ Will seek to ensure that all safety rules are observed, personal protective equipment is worn or used and that all safety devices are fitted and properly maintained and adjusted.
- ❑ Will maintain a system to ensure that they are informed of all accidents that occur in their section and that these are reported promptly on the appropriate form after investigation into the causes has been made.
- ❑ Will ensure that all machinery and equipment in use by the people for whom they are responsible is properly maintained and that all defects found are promptly reported and rectified.
- ❑ Will consult with the people for whom they are responsible on any Health and Safety matters causing them concern and seek the advice of the Health and Safety Advisors when necessary.
- ❑ Will ensure that adequate supervision is available particularly where young or inexperienced workers are concerned.
- ❑ Will seek to ensure, in conjunction with the Chief Officer, that adequate competency checks are made together with providing adequate resources in the form of time and funding to meet all Health and Safety requirements for employment of Staff, Contractors and Consultants.

4) Other Managers and Supervisors

- ❑ Will ensure that they are familiar with the Council's Health and Safety Policy and all Health and Safety information relevant to the work under their control.
- ❑ Will prepare and periodically review Risk Assessments for all tasks carried out by their staff.

- Will prepare and periodically review Safe Working Procedures for all tasks carried out by the people for whom they are responsible.
- Will ensure that all of the people for whom they are responsible understand the Safe Working Procedures for their work and that the procedures are complied with.
- Will promote an understanding of the relevant Health and Safety information, including Risk Assessments, by all of the people for whom they are responsible, at team meetings.
- Will give clear instructions on the Health and Safety implications of each task when assigning an employee to that task.
- Will ensure that all safety rules are observed, personal protective equipment is worn or used and that all safety devices are fitted and properly maintained and adjusted for individual employees.
- Will investigate all accidents involving their staff, occurring during the work of their section or occurring at a site under their control. Will notify and involve the Health and Safety Advisors in the investigation immediately if the accident is reportable under the “Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995. (As amended)
- Will ensure that all machinery and equipment in use by the people for whom they are responsible is properly maintained and that all defects are promptly reported and rectified.
- Will seek to ensure, in conjunction with their Line Manager, that adequate competency checks are made together with providing adequate resources in the form of time and funding to meet all Health and Safety requirements for employment of Staff, Contractors and Consultants.

5) Corporate Health and Safety Advisory Group

- To study the accident and notifiable diseases (under RIDDOR 2013) statistics and trends so that reports can be made to Management Team on unsafe and unhealthy conditions and practices, together with recommendations for corrective action.
- To receive and consider reports and factual information provided by the Health and Safety Executive appointed under the Health and Safety at Work etc Act. 1974 and Regulations thereunder.
- To receive and consider reports which Members of the group may wish to submit.
- To consider the adequacy of health and safety communications and publicity for all employees.
- To provide a link with Inspectorate of the Enforcing Authorities.

- ❑ To receive reports of action taken to safeguard health and safety of employees.
- ❑ Generally to consider any long or short term issue or information, which is relevant to health and safety at work.
- ❑ Promote greater awareness within the Council of current health and safety issues and to clarify responsibilities.
- ❑ To consider periodic reviews of risk assessments and recommend actions to relevant Chief Officers and Heads of Service/Service Managers.
- ❑ Promote greater awareness within the Council of general health and safety training through Training Reviews.
- ❑ To promote systematic and organised methods of improving occupational safety and health and to advocate, advise upon, disseminate, explain and advance the principles, methods and systems of their application at work generally.
- ❑ To facilitate the exchange of information and ideas amongst the members of the Council and of other professional bodies in the field of occupational health and safety and to work together with other professional bodies in pursuit of mutual objectives; and
- ❑ To do all such other things as may be necessary or desirable for maintaining and improving occupational health and safety throughout the Authority.
- ❑ Considers the mechanism for establishing the budget required for Health and Safety, where the budget should be located, and makes recommendations to Management Team with regards to these issues.
- ❑ Ensures a consistent approach is applied to the implementation of the Health and Safety Policy across the Council.

6) Health and Safety Advisors.

- ❑ Will act as the Council's "Internal Competent Person" under Regulation 7 (1) of the Management of Health and Safety at Work Regulation 1999.
- ❑ Will monitor the Council's Health and Safety Policy by:-
 - 1) Requiring periodic reviews of risk assessments at a frequency to be determined in conjunction with the Corporate Health and Safety Advisory Group. Reports on the reviews will be sent to Heads of Service/Service Managers responsible for the service area. Any recommendations will be monitored.
 - 2) Reviewing any Health and Safety information and guidance received.
 - 3) Attending and supplying information for Health and Safety meetings.

- 4) Advising on and assisting in the provision of Health and Safety training for the Council's employees.
- 5) Promoting an understanding of Health and Safety matters by employees by the provision of information for team meetings, Council's Intranet and internal communications.
- 6) Investigating Accidents, recommending corrective action and reporting to the Health and Safety Executive where required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013.

7) Council Employees.

- Will make themselves familiar with the Council's Health and Safety Policy and any relevant supporting documents e.g; Risk Assessments and Safe Working Procedures or Policy.
- Will observe all Health and Safety rules at all times and comply with Health and Safety instructions given by their Manager/Supervisor or other persons with a responsibility for Health and Safety.
- Will wear all appropriate Personal Protective Equipment (PPE) and use safety devices where appropriate.
- Will report to the Section Supervisor/Manager all accidents or incidents whether or not injury has occurred.
- Shall not wilfully damage or abuse anything provided in the interests of Health and Safety.
- Shall report to their section Supervisor/Manager any work, methods of work or equipment that they consider to be likely to be unsafe or injurious to health.
- Are encouraged to make suggestions to improve Health and Safety at Work.