

# Health & Safety Policy

## make it happen council of the future

### Contents

Health and Safety Policy Statement .....	2
Council Values .....	2
Roles & Responsibilities .....	3
Chief Executive .....	3
Director of Corporate & Housing Services .....	3
Elected Members .....	3
Corporate Risk Management Group .....	6
Service Directors, Heads of Service and Head Teachers .....	4
Service Unit Managers .....	4
First Line Managers, Team Leaders, Supervisors & Charge-Hands .....	5
Premises Managers .....	5
Safety Management Group .....	6
Trade Union Representatives .....	6
Employees .....	7
Health, Safety & Wellbeing Team .....	7

This policy is part of the Council's safety management system. It supports efforts to continually improve health and safety outcomes for our employees and to promote safety at work.

This policy applies to all Falkirk Council employees.

# Health & Safety Policy

## **Health and Safety Policy Statement**

Falkirk Council is committed to ensuring the health and safety of its employees and those affected by our work. We will do this by:

- Providing safe and healthy working conditions in order to prevent work related injury and ill health.
- Fulfilling our legal responsibilities as an employer and seeking to achieve best practice in our work.
- Eliminating workplace hazards and reducing health and safety risks.
- Continually improving our safety management system.
- Engaging and consulting with our employees and their representatives on matters relevant to their health and safety.

We will ensure that good health & safety management is an integral part of our approach to delivering services to the people of Falkirk.

## **Council Values**

We will apply our organisational values to safety management in the following ways:

Responsive – we will engage with our employees to address their health and safety concerns and involve them in decision making to manage health and safety risks.

Innovative – we will adopt new technology and ways of working to improve the health and safety of our employees.

Trusted – we will be open and honest about how we manage health and safety risks with our staff and those affected by our work.

Ambitious – we will continually improve our health and safety performance and seek ways to improve service delivery safely.

# Health & Safety Policy

## **Roles & Responsibilities**

### **Chief Executive**

The Chief Executive is responsible for ensuring that Falkirk Council fulfils its legal responsibilities regarding health and safety. The Chief Executive will:

- set the health and safety framework for the Council
- determine the management structure through which the Health and Safety Policy and supporting policies & procedures are to be implemented
- delegate the management and implementation of the Council's safety management system to relevant officers
- provide adequate resources for the management and implementation of the safety management system across the Council
- ensure that health and safety is promoted as an integral part of the culture of Falkirk Council
- set performance indicators for health and safety and review these indicators

### **Director of Transformation, Communities & Corporate Services**

The Director of Corporate and Housing Services is responsible for ensuring the development and implementation of strategies to promote and develop health and safety within Falkirk Council. This Director will:

- provide support to the Chief Executive for issues relating to health & safety within the Council
- ensure Services receive sufficient and accurate advice, guidance and updates to allow them to comply with changes in legislation or changes to employee care initiatives
- ensure appropriate consultation with Trade Unions and appropriate involvement of Trade Union Health and Safety representatives.
- monitor Services' implementation of the Council's safety management system
- advise Corporate Management Team of significant health and safety risks to the Council
- publish an annual health and safety report

### **Corporate Management Team**

Corporate Management Team is responsible for decision making within the wider Council for health & safety matters. Corporate Management Team will:

- Receive reports related to specific health & safety issues from the Safety Management Group as appropriate
- Ensure Falkirk Council has adequate resourcing and access to professional advice regarding health and safety

### **Elected Members**

Elected Members, as decision and policy makers, have a key role in establishing health & safety as a priority for Falkirk Council and ensuring appropriate resources are available to implement agreed management arrangements. Elected Members have responsibility for:

## **Health & Safety Policy**

- setting the strategic direction of the Council in relation to health & safety through the relevant portfolio holder (ie the Leader of the Council) considering the health & safety implications of any decision made and policies approved within the relevant committees
- reviewing the performance of the Council's safety management system via Scrutiny Committee as required

# Health & Safety Policy

## **Service Directors, Heads of Service and Chief Officers**

Service Directors, Heads of Service and Chief Officers are responsible for ensuring the health and safety of all employees and others in their respective services.

Service Directors, Heads of Service and Chief Officers will:

- ensure the Council's safety management system is implemented within their respective areas
- ensure all employees are aware of this policy and other relevant policies and procedures
- ensure that employees can undertake the functions of their jobs competently by providing appropriate training and guidance
- ensure that adequate resources are made available within their Services to enable the implementation of the Council's safety management system
- consult with employees and Trade Unions on Service based health and safety matters
- ensure that statutory appointments required by health and safety legislation are made for their Services
- ensure that contractors carrying out work for Falkirk Council comply with their statutory duties and any Council specific requirements.
- ensure promotion of a healthy and safe working environment within their Service.
- ensure their Service is adequately represented on the Council's Safety Management Group.

## **Service Management Teams**

Service Management Teams play a key role in decision making which impacts health and safety within their areas and monitoring of health and safety performance within their Services. Service Management Teams will:

- Ensure a member of the Health, Safety & Wellbeing team is invited to quarterly meetings to provide an update on Health & Safety
- Monitor the outcomes of audits and incident reporting within their Services

## **Service Unit Managers & Head Teachers**

All Head Teachers and managers who have operational responsibility for other employees or for systems and procedures of work will be responsible for ensuring that:

- relevant aspects of the Council's safety management system are implemented within their work area
- encourage an open health and safety culture that values proactive health and safety behaviour and reporting as a part of every employee's role
- all employees are aware of and understand the policies and procedures regarding health and safety
- ensure that the risks related to health & safety of work activities for both employees and non-employees are managed effectively
- safe working practices are implemented, appropriately documented and

## **Health & Safety Policy**

monitored within their areas

- relevant training is provided to all employees to enable them to carry out their duties in a competent manner
- ensuring contractors are managed appropriately within their area of control
- all incidents are reported, investigated and recorded appropriately (including notifying enforcing bodies i.e. Health & Safety Executive).
- Ensure Health and Safety is included as an agenda items for discussion at Team meetings at least quarterly and employees know how to raise health and safety issues within their areas outside of this

# Health & Safety Policy

## **First Line Managers, Team Leaders, Depute Headteachers, Principal Teachers, Supervisors & Charge-Hands**

These employees will have responsibility for implementing, monitoring & reviewing systems of work to achieve the aims of the Council's health and safety policy. These individuals will lead by example and be champions for Health and Safety within their work environment and are responsible for:

- implementing relevant aspects of the Council's safety management system are implemented within their work area
- ensuring that employees within their area of control are aware of the Council's Health & Safety Policy, and specific health and safety information relevant to their role
- ensuring that employees follow safe working practices
- ensuring that incidents are reported and managed appropriately. This includes the reporting and investigation of incidents, and that remedial action is taken, where appropriate
- ensuring that health and safety risks within the area of control are managed appropriately
- assisting in developing appropriate Health and Safety policies & procedures through the consultation process
- ensuring health and safety information is communicated to employees on a regular basis and that issues causing concern are reported to the appropriate line manager and remedial action taken
- ensuring that all new members of staff receive relevant health and safety training as part of their induction process
- gathering, co-ordinating and providing local management teams and the Health, Safety & Care Team with information as required regarding performance/areas of concern and attending Health, Safety & Care Working Groups as required
- determining staff training requirements and ensuring training is provided to all employees to enable them to carry out their duties in a competent manner
- ensuring contractors are managed appropriately within their area of control

## **Premises Managers**

In addition to their role, some employees may also have responsibility for the management of premises. To assist these officers in this role, a Premises Managers Handbook has been developed that provides a toolkit to ensure all areas of responsibility are defined and that record sheets are available for recording of relevant data within the Handbook. The areas the managers are also responsible for include:

- management of fire risks for the protection of employees, visitors and premises
- arrangements for security of employees, visitors and premises
- management of Legionella risks through regular checks of the water systems

# Health & Safety Policy

- liaising with other building occupants to ensure responsibilities for health and safety are clearly defined

## Corporate Risk Management Group

Members of the Corporate Risk Management group have a key role to play in ensuring a co-ordinated approach to risk management. They have collective corporate responsibility for:

- reviewing roles and remits of health and safety sub-groups as required;
- co-ordinating a consistent approach to risk management, including health & safety;
- monitoring compliance with the Corporate Risk register and regularly reporting on such to Corporate Management Team (CMT);
- checking that individual Services' Risk Management and Business Continuity Plans are fit for purpose;
- review significant health and safety risks referred by health and safety sub-groups.

## Safety Management Group

This group will have the responsibility for assisting with the implementation and monitoring of the Council's safety management system. The membership of this group will be determined by Services in discussion with the Health, Safety & Wellbeing team. They will do this by:

- monitoring the implementation of the Council's safety management system
- monitoring and reviewing Services' safety performance
- communicating information relevant to the Council's statutory responsibilities and safety management system to Services
- monitoring the Council's statement of assurance process for the Premises Managers' Handbook
- assisting the Health, Safety & Wellbeing team in the development of the Council's safety management system
- Refer the Council's Annual Health & Safety Report to Corporate Management Team for approval
  - function as the Council's Health & Safety Committee

## Property Compliance Board

The Property Compliance Board oversees a range of issues related to the management of the Council's operational premises. The Board will:

- Monitor the implementation of the Council's Premises Manager Handbook
- Engage with Services on premises-related issues
- Lead on the management of premises related health & safety issues within the Council (asbestos, legionella, electrical and fire safety)
- Address emerging premises-related risk within the Council's operational estate.

## Trade Union Representatives

Trade Union representatives will have responsibility for assisting with the development, implementation and monitoring of health and safety policies and

## Health & Safety Policy

procedures.

They will do this by:

- liaising with the Chief Executive, Service Directors, Managers and employees on health and safety issues affecting the Council and its employees
- representing members' health and safety interests at the Safety Management Group, as well as , Corporate and Service Partnership Forums
- attending service based meetings as required, to discuss health and safety matters

## Health & Safety Policy

- undertaking the responsibilities as listed below for employees

### Employees

In order to create a positive and effective culture in regard to health & safety it is vital that all employees of Falkirk Council contribute positively to the successful management of health & safety. Employees will:

- take reasonable care for their own safety and the safety of others affected by their work
- work in accordance with instruction, safe working methods and training received established in risk assessments
- alert line managers to unsafe practices, conditions or incidents of concern
- seek advice and clarification from Line Managers when unsure of any health and safety requirement relevant to their working environment
- co-operate with Falkirk Council in its endeavours to create and promote a positive health and safety culture
- not intentionally or recklessly interfere with, or misuse, anything which may result in harm to themselves or others
- report accidents/incidents to their line manager as soon as possible
- attend relevant training on health and safety matters as instructed by their manager.

### Health, Safety & Wellbeing Team

The Health, Safety & Wellbeing team is responsible for maintaining the Council's safety management system. They will:

- develop and monitor the implementation of the Council's safety management system
- Develop and publish the Council's annual Health & Safety Annual Report
- Undertake Safety Management System audits of work areas in line with the established audit schedule provide advice, guidance and information to Services regarding health & safety
- support the monitoring and management of the occupational health contract and occupational health arrangements and occupational health surveillance for Falkirk Council
- monitor the Council's performance against health & safety criteria
- maintain records of all HSE contacts
- promote effective lines of communication with stakeholders, including external agencies such as the HSE and professional bodies.