

TEWKESBURY BOROUGH COUNCIL

HEALTH, SAFETY AND WELFARE POLICY

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The signed original of this policy is held by the Health and Safety Advisor, Council Offices,
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HEALTH, SAFETY AND WELFARE POLICY

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INTRODUCTION

- 1 Tewkesbury Borough Council recognises its duty under the Health and Safety at Work etc. Act 1974 Section 2(3), to have a written statement of general policy with respect to the health, safety and welfare of employees. Such policy should also determine the organisation and arrangements for implementing the policy and for ensuring that employees are made aware of the policy and revisions to it.
- 2 The council's framework for health and safety is through its policy that comprises:
 - a) Section 1 - Statement of policy.
 - b) Section 2 - Organisational responsibilities.
 - c) Section 3 - The arrangements for implementing the policy.
- 3 This policy is structured on the advice and recommendations set out in the Health and Safety Executive publication "HSG65 - Managing for Health and Safety". The principal aspects being:
 - a) Establishing the policy.
 - b) Establishing the arrangements for implementing the policy.
 - c) Planning and implementing the policy.
 - d) Measuring performance.
 - e) Auditing and reviewing the policy.
- 4 The policy will be brought to employees' notice through publishing it on the council's intranet and making paper copies available where necessary.

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SECTION 1 - POLICY STATEMENT

Tewkesbury Borough Council recognises and accepts its responsibility as an employer for providing a safe workplace and healthy working environment for all of its employees.

The council will take all steps within its power to meet this responsibility, paying particular attention to: -

- a) Plant, equipment and systems of work to ensure that these are safe.
- b) Sufficient information, instruction, training and supervision to enable all employees to work safely and contribute positively to their own safety and health at work.
- c) A safe place of work with safe access and egress to and from it.
- d) A healthy working environment.
- e) Adequate welfare facilities.

Without detracting from the primary responsibility of managers and supervisors for ensuring safe conditions of work, the council will provide competent technical advice on health, safety and welfare matters to support line management in its task.

Consultation with employees will be an essential aspect in the effective implementation of this policy. To achieve this, the council will support the appointment of both trade union and non-trade union safety representatives.

This policy will be reviewed on a 3-year rolling programme as contained in the Keep Safe Stay Healthy Plan, or when changes take place within the organisation, whichever is soonest.

Signed _____

Alistair Cunningham

Chief Executive

September 2022

SECTION 2: Organisation and Responsibilities

2.1 Introduction

Tewkesbury Borough Council is organised into three main service groups with the Chief Executive having overall responsibility for the health, safety and welfare of employees whilst at work, and where relevant, members of the public. The organisational structure and lines of communication are shown in appendix 1 attached to this policy.

2.2 Tewkesbury Borough Council and its elected members

Tewkesbury Borough Council is responsible for ensuring that health and safety standards are set and maintained. The council determines the council's Health, Safety and Welfare Policy and in so doing will ensure that sufficient resources are available to achieve and maintain a high standard of safety proficiency, including provision of any health and safety training and information for employees, safety equipment or clothing, etc. and also to monitor and review the health and safety activities of the council.

Elected members have a responsibility for ensuring that the Chief Executive is adequately resourced and supported in achieving compliance with the legal requirements of the Health and Safety at Work etc. Act 1974 and regulations made under it.

2.3 Chief Executive

The Chief Executive is the council's Head of Paid Service and therefore assumes overall responsibility for health and safety in the council and is accountable to the elected members for the overall operation of the Health, Safety and Welfare Policy. The Chief Executive will monitor and review as necessary the policy on a regular basis and ensure through Directors and Heads of Service that a positive health and safety culture is in evidence across the whole council and in their work activities.

2.4 Directors

Directors are responsible to the Chief Executive for the health and safety performance within their service areas and the implementation of this policy. Each Director will ensure that Heads of Service plan their work programmes with safety in mind and provide the necessary leadership and resources to encourage a positive health and safety culture. Directors will be advised of health, safety and welfare policy issues by the Keep Safe Stay Healthy Group and Heads of Service within their service. In particular Directors are required to:

- a) Initiate and maintain safety procedures, clearly defining the responsibilities of employees for health and safety in the areas over which they have control, and to ensure assessments in respect of Control of Substances Hazardous to Health (COSHH) and risk assessments of all tasks and activities are undertaken.
- b) Ensure that all statutory requirements for health and safety at work and the council's codes of practice are complied with where applicable.
- c) Ensure that all employees are instructed and trained in safe methods of work in order to ensure the prevention of accidents. Particular emphasis is to be placed on the instruction of new employees.

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- d) Provide adequate first aid equipment appropriate to the work being undertaken and ensure that all employees are made aware of the facilities available;
- e) Ensure that all accidents and incidents are recorded and reported as detailed in the accident reporting guidance.
- f) Ensure that all accidents relating to the functions of the council which result in death, major injury or over seven days absence from work, or result in a member of the public being taken directly to hospital are notified to the council's health and safety advisor (or nominated representative in their absence) immediately.
- g) Undertake regular inspections of all areas of the establishment and ensure that all defects are remedied as soon as possible.
- h) Liaise with safety representatives concerning health and safety matters and resolve or refer problems that are outside the scope of authority of an individual manager, to the appropriate level of management.
- i) Attend health and safety meetings when required.
- j) Undertake such responsibilities as detailed for supervisors / Operational Managers as and when these are appropriate.
- k) Nominate representatives to participate in the Keep Safe Stay Healthy Group as detailed in the group's terms of reference.

2.6 Supervisors and Heads of Service

Supervisors and Heads of Service often provide the most important link between individual employees and Directors.

Supervisors / Heads of Service are required to:

- a) Be aware of the council's Health, Safety and Welfare Policy.
- b) Have a sound knowledge of all legislation applicable to their work.
- c) Have a sound knowledge of the council's current codes of practice applicable to their work.
- d) Arrange for all employees under their control to be instructed in all relevant safe working methods and that they comply with all safety instructions.
- e) Ensure that all known hazards are brought to the attention of employees.
- f) Undertake and record safety inspections in order to monitor the safe working practices of employees in accordance with agreed schedules and programmes.
- g) Ensure that employees are aware of first aid facilities.
- h) Record any reported accident/incident on the Accident/Incident Report Form (IR1) and the Accident/Incident Investigation Form (IR2) if required.
- i) Assist as necessary in accident investigations.
- j) Liaise with safety representatives on all matters concerning health and safety.
- k) Resolve problems of a health and safety nature where possible or refer matters to the appropriate level of management.
- l) Take part in safety inspections where required.
- m) Attend health and safety meetings as and when required.

2.7 Employees and other workers

All employees* are required to be safety conscious and continuously be aware of their own safety and the safety of others in the work area. In particular they must:

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- a) Follow correct working procedures as trained, including the wearing of personal protective equipment.
- b) Report accidents, 'near miss incidents, and new or developing hazards to their immediate supervisor or line manager, including any shortcomings in the health and safety arrangements.
- c) Carry out user checks and inspections of plant and equipment, report defects and ensure proper use.
- d) Assist as required in completion of accident reports and accident investigations.
- e) Co-operate with managers to ensure the prevention of accidents, abuse, or interference with plant equipment and materials; to enable management to carry out their duties in the interest of the safety of all concerned.
- f) Study the council's Health, Safety and Welfare Policy and codes of practice relevant to their work, be familiar with them and conform to them at all times.
- g) Not attempt or undertake work of a dangerous nature, nor operate machines or apparatus unless authorised to do so and for which specific training has been given.
- h) Actively suggest improvements in health and safety.

*For the purpose of this policy an "employee" is defined as any individual who has entered into or works under a contract of employment or any other contract, whether express or implied. This includes permanent, temporary and casual employees, contractors, agency, volunteer staff and work experience students.

Elected members, whilst not considered as employees, have the same duties as employees and others to be safety conscious and continuously be aware of their own safety and the safety of others.

2.8 Health and Safety Advisor (Director of Communities or delegated representative: Environmental Safety Officer)

To promote the development and maintenance of sound health, safety and welfare practices and provide competent technical and advisory assistance to elected members and the management team, the council will provide an appropriately trained and qualified health and safety advisor who will have the following responsibilities:

- a) To advise on the formation and development of health and safety policies and procedures.
- b) To co-ordinate and monitor the health and safety activities of the council to ensure a consistent, corporate and prioritised approach to health and safety matters.
- c) To secure an effective health and safety management system based on the systematic identification of hazards so as to reduce the risk of injury or ill health to the lowest level reasonably practicable.
- d) To promote a positive health and safety culture and secure effective communication on health and safety matters.
- e) To attend meetings of the Keep Safe Stay Healthy Group plus attendance at the Corporate Leadership Team meetings and / or Management Team meetings, Audit Governance Committee and Overview & Scrutiny Committee meetings as appropriate or required.
- f) To provide prompt, authoritative and independent advice on health and safety to managers and employees.
- g) To maintain adequate health and safety information systems and to effectively disseminate relevant / useful information to appropriate personnel within the council.

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- h) To liaise with and provide relevant information for health and safety representatives to optimise their contribution to the council's health and safety management system.
- i) To liaise and assist supervisors or Heads of Service, where appropriate, in the investigation of accidents, incidents and occupational ill health.
- j) To liaise with appropriate enforcement agencies (e.g., Health and Safety Executive, Fire Authority, Police etc.) and ensure that recommendations or requirements are implemented as necessary.
- k) To monitor and report to the Corporate Leadership Team and or Management Team, Audit & Governance Committee as appropriate on the safety performance of the council and in particular the achievement of health and safety objectives; the implementation of policies and procedures; accident / incident analysis and the findings of health and safety audits.

2.9 Occupational health service

The council provides a suitable occupational health service to employees and others affected by the council's activities, provided by an appointed occupational health nurse and physician. Its responsibility extends to providing advice, when requested, on all matters relating to occupational health. It will, when requested, carry out medical assessments as part of any medical surveillance required by health and safety legislation.

2.10 Safety representatives

These are employees appointed by their trade union to promote and monitor health and safety standards in the workplace. They are accountable to their trade union for the performance of their responsibilities, as defined in the Safety Representatives and Safety Committees Regulations 1977. Nontrade union safety representatives appointed in compliance with the Health and Safety (Consultation with Employees) Regulations 1996 are responsible for compliance with Regulation 6 of the subject regulations.

SECTION 3: Arrangements

3.1 Management arrangements

This Health, Safety and Welfare Policy sets out a general framework for the organisation and arrangements for health and safety across the council. To support this policy and to effectively manage the health and safety risks and issues within the organisation, a series of topic-based health, safety and welfare policies have been developed. These policies, which are held on the council's intranet, provide the detailed arrangements for effective management of specific health, safety and welfare risks.

3.2 Consultation arrangements

The council recognises the important role of safety representatives and safety groups in consulting with employees on health and safety matters. Staff representatives from the recognised trade unions will form part of these groups. Representatives will be given the necessary time off and facilities to enable them to carry out their duties. The council's Keep Safe Stay Healthy Group will advise the Audit & Governance Committee of health, safety and welfare policy.

3.3 The Keep Safe Stay Healthy Group

The objectives of the group are as follows:

To bring together management, staff, elected members and trade union representatives on a quarterly basis to:

- a) consider matters relating to the health and safety of all employees.
- b) provide a forum on a regular basis for consultation and consideration on matters relating to health, safety and welfare including demonstrating a proactive approach in order to develop a programme of work to inform, advise and train.
- c) report matters to the Corporate Leadership Team and or Management Team if appropriate.
- d) to report an update on the work plan annually to the Audit & Governance Committee.

The Group is chaired by the Director of Communities, vice chair is the Environmental Health Manager. Each meeting includes the following standing items:

- a) health and safety statistics and associated reports.
- b) requirements of the Keep Safe Stay Healthy work plan.
- c) departmental health and safety updates.

3.4 Audit and Governance Committee

An annual report on corporate health and safety matters, along with a work plan for the forthcoming year is considered by the Audit & Governance Committee. The Audit & Governance Committee comprises of 9 members and its role includes control of the council's regulatory framework and specifically in relation to health and safety issues, include:

- a) To maintain an overview of the council's constitution in respect of contract procedure rules, financial regulations and codes of conduct and behaviour.
- b) To review any issue referred to it by the Chief Executive and / or the Management Team, or any council body.

- c) To monitor the effective development and operation of risk management and corporate governance in the council.
- d) To consider the council's arrangements for corporate governance and agree necessary actions to ensure compliance with best practice.
- e) To consider the council's compliance with its own and other published standards and controls.

3.5 The Executive Committee

Authorisation is obtained by the Keep Safe Stay Healthy Group from the Executive Committee for any new health and safety policy or changes to policy if appropriate.

The Executive Committee comprises of 11 members and its Chairman and Vice-Chairman are the Leader and Deputy Leader of the council respectively.

The Executive Committee review and monitor the operation of the policy framework and recommend to council proposals for new initiatives and policy developments.

3.6 Monitoring, review and communication

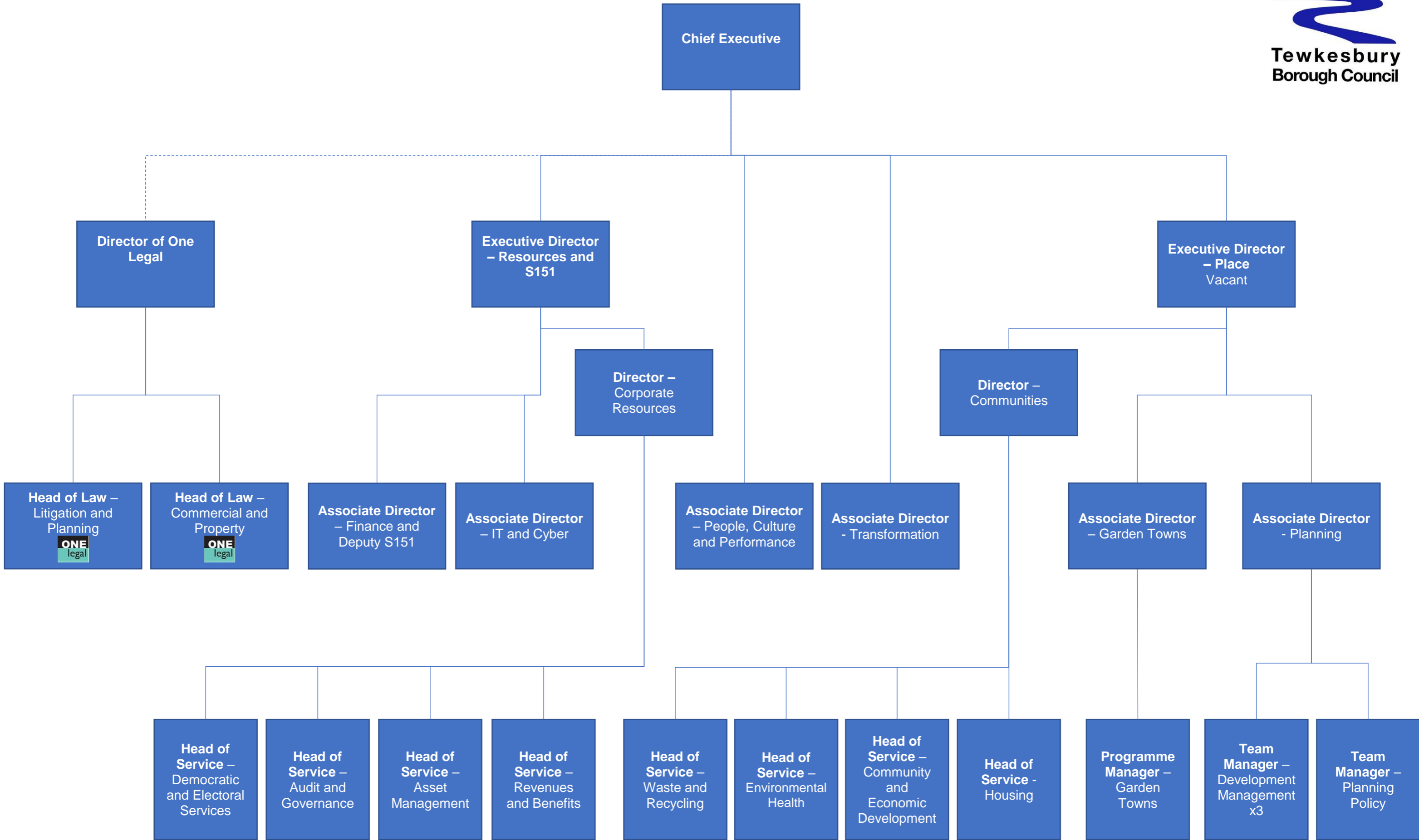
This policy will be monitored actively through health and safety auditing systems carried out by the council's Keep Safe Stay Healthy Group in conjunction with the health and safety advisor or delegated representative. The policy will also be monitored through the role and functions of trade union appointed health and safety representatives / employee representatives. It will also be reactively monitored by the continued collation of accident, near miss, violent incident and ill health statistics produced on a regular basis. This information will be reviewed quarterly by the Keep Safe Stay Healthy Group and reported to the Corporate Leadership Team and or the Management Team and the Audit & Governance Committee where appropriate.

The policy will continually be developed, reviewed and updated as necessary on a 3-year rolling programme as per the Keep Safe Stay Healthy Plan. Any changes will be brought to the attention of all managers and employees through a variety of communication channels, including the Keep Safe Stay Healthy Group, Corporate Leadership Team and or the Management Team, Audit & Governance Committee, employee newsletters, employee notice boards, internal email and the staff intranet.

A copy of this Health, Safety and Welfare Policy, which is a declaration of the authority's commitment to health, safety and welfare, will be made available to all employees via the staff intranet.

3.7 Measuring performance

The performance of the Health, Safety and Welfare Policy arrangements will be measured by collecting data which can be analysed and provide key performance information. This will also allow the council to track continuous improvement. The health and safety advisor or delegated representative will produce an annual report detailing the health and safety performance to be considered by the Audit & Governance Committee and Keep Safe Stay Healthy Group.



Corporate Leadership Team (CLT) - Chief Executive and Executive Directors
 Management Team (MT) - Chief Executive; Executive Directors; Directors and Associate Directors
 One Legal is a shared service with Cheltenham Borough Council, Stroud District Council and Gloucester City Council

Transitional arrangements will be in place until the end of June 2023 with Head of Democratic Services, Head of Development Services and the Corporate Director remaining in their current roles until then.