


Item 12

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|  | Three Rivers District Council | |
| | Health and Safety Policy | |
| | Date: April 2018 | Version: 5 |
| | Review Date: May 2019 | |
| | Subject: Health and Safety Policy Statement | |

1 Summary

- 1.1 This policy provides a formal statement of Three Rivers District Council's responsibilities regarding managing health and safety at work.
- 1.2 The objective of this document is:
- To set the general direction for health, safety and welfare throughout the District Council.
 - To demonstrate senior management commitment to health & safety.
 - To meet the requirement of Section 2(3) of the Health and Safety at Work etc. Act 1974 for a written statement of General Policy on Health & Safety.
 - To reflect the approach outlined in the Health and Safety Executive publication, 'Successful Health and Safety Management' HS(G)65.
- 1.3 References
- Health & Safety at Work etc. Act 1974.
 - Health & Safety Executive (HSE) publication 'Managing for Health and Safety' – third Edition published 2013 – HS(G)65 - ISBN 978 0 7176 6456 6.

2. Scope

- 2.1 This policy applies to all employees of Three Rivers District Council, including those employed in shared services.
- 2.2 This Health and Safety Policy Statement is the lead document for Health and Safety in Three Rivers District Council. All other health and safety documents at a Corporate or Departmental level will match or exceed the principles set out here.

3. Statement of Policy

- 3.1 Three Rivers District Council recognises that good health and safety management supports the delivery of its services for the people of Three Rivers.
- 3.2 Health and safety will be 'owned' by all managers and employees, with clear leadership from Management Board (MB) to ensure a pro-active approach that delivers compliance with legislation and a safe and productive work environment.
- 3.3 The Council will ensure, so far as is reasonably practicable, the safety of all employees and any other person who may be directly affected by its operations by:
- Ensuring significant health and safety risks arising from work activities are adequately controlled;
 - Providing and maintaining safe plant, equipment and systems of work;

- Managing and maintaining a safe and healthy working environment;
 - Ensuring that employees receive appropriate training, and are competent to carry out their designated responsibilities;
 - Providing sufficient information, instruction and supervision to enable all employees to avoid hazards and contribute positively to their own health and safety at work;
 - Involving employees in health and safety decisions through consultation and co-operation.
- 3.4 The Council will maintain appropriate health and safety management systems, arrangements and organisational structures, monitoring and reviewing its performance against the HSE's model "Successful Health and Safety Management" (HS(G) 65).
- 3.5 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 and safety matters where this is necessary, in order to assist line management in its task.
- 3.6 All employees have duties under the Health and Safety at Work etc. Act 1974 and must actively support the Council's efforts to take reasonable care of their own safety and that of others who may be affected by their actions at work. Failure to observe these duties could result in TRDC disciplinary action in line with the Disciplinary Policy.
- 3.7 The Council will provide and maintain machinery for joint consultation on health and safety matters and will co-operate with safety representatives appointed by recognised trade unions. Consultation will be implemented through the auspices of the Risk Management Group, Local Liaison Committee and at local level.
- 3.8 Managers are responsible for ensuring that processes are in place for consultation with either Trade Union health and safety representatives or, where no such representative is in place, directly with the employees or other duly elected representatives.
- 3.9 The Council expects similar health and safety standards and support in meeting its responsibilities from contractors and partner organisations and will work with them to promote best practice.

4. Responsibilities

4.1 Elected Members

As a corporate body elected members have collective health and safety responsibilities and will ensure that suitable resources and strategic direction are available to discharge the Council's responsibilities.

4.2 The Chief Executive has overall responsibility for health and safety throughout Three Rivers District Council and for ensuring that the objectives of this health and safety policy are implemented.

4.3 The Head of Shared Services HR, as the Management Board (MB) champion for Health and Safety, will ensure that MB:

- Provide health and safety leadership focussed on the management of significant risk.
- Decisions reflect health and safety intentions as articulated in this policy.
- Monitor the overall performance of the Council's health and safety management systems and are kept informed of, and alert to, relevant health and safety issues.

This role is intended to facilitate and promote health and safety at Director level. Its function does not alter or diminish the legal responsibilities held by the Chief Executive and Directors / Heads of Services.

4.4 Directors /Heads of Services are responsible for the implementation of health and safety policy and ensuring robust health and safety management systems within their Departments.

Departmental Management Teams shall ensure that:

- Sufficient resources are allocated to meet health and safety obligations throughout the department.
- Departmental health and safety performance is subject to regular monitoring and review.
- Staff are involved and consulted on relevant health and safety matters in good time and ensure that their views are considered.
- All levels of management under their control know and accept their individual responsibilities regarding health and safety and that health and safety training programmes are in place and monitored.
- Where Departmental health and safety documentation is developed that these meet, as a minimum, the requirements of the law, as well as corporate policies and standards.

4.5 Managers are responsible for implementing this policy in their areas of activity. Health and safety matters shall be given due consideration with other service commitments and form an integral part of their activities.

4.6 All Employees¹, including those with managerial responsibilities, have a responsibility to:

- Familiarise themselves and comply with the contents of this policy and all those policies, procedures and risk assessments that relate to their work.
- Work with due regard for the health and safety of themselves and others and not to misuse or interfere with anything provided in the interests of health, safety and welfare.
- Co-operate with and support managers in meeting their health and safety responsibilities.

¹ For the terms and reference of the District Council's health and safety policy the definition of employee will include volunteers, students on work experience and temporary workers.

- Report all accidents, incidents and any health and safety problems or deficiencies to their manager. Notifying the health and safety team and/ or trade union representative if they feel that their concerns are not being acted upon.
- Take part in health and safety training and development and health surveillance programmes, as required.

4.7 The Health & Safety advisor is responsible for:

- Maintaining, reviewing and monitoring compliance with this policy.
- Developing, promoting, and reviewing procedures / guidance which support this policy.
- Providing H&S advice and assistance to managers and staff to ensure compliance with legislative requirements and best practice.
- Supporting the Head of Shared Services HR and other Departmental Management Team members to meet their health and safety responsibilities.

5 Arrangements

5.1 Health and safety documentation and procedures

Corporate policies and guidance set out the overall position the District Council takes on specific issues and aim to ensure that, as a minimum, the requirements of health and safety legislation are met.

Three Rivers District Council policies and guidance on health and safety are available on the [Health and Safety pages of the Intranet](#) .

All other health and safety documentation at a departmental or local level will as a minimum meet the standards and requirements set out in the corporate documentation.

5.2 Review and authorisation

This statement will be reviewed as appropriate to sustain its effectiveness, and such changes will be brought to the notice of employees. It may be supplemented in appropriate cases by further statements relating to the work of particular departments or groups of workers.

A copy of this statement is made available to all employees.

Statement authorised and signed by:

Steven Halls
Chief Executive

Cllr Diana Barber
Chairman of the Council

Three Rivers District Council

Date: April 2018