



## **2.2 ORGANISATIONAL RESPONSIBILITIES**

### **THE COUNCIL (ELECTED MEMBERS)**

The Council as the employer shall:

- Ensure that suitable and sufficient health and safety measures are in place to satisfy the requirements of the Health and Safety at Work (etc) Act 1974 and any other relevant legislation relating to their activities or undertakings.
- Support and assist 1<sup>st</sup> Tier Management in their role by providing strategic direction for the effective management of health and safety responsibilities and review and endorse those strategies on a periodic basis.
- Make available adequate financial, material and human resources to ensure compliance with relevant legislation and the health and safety of its workforce and other who may be affected by its activities or undertakings.
- Ensure suitable arrangements are in place for the implementation administration and review of the Corporate Health and Safety Policy.
- Ensure that health, safety and welfare responsibilities are appropriately assigned, acknowledged, and fulfilled at all levels of the organisation.
- Make sure sufficient insurance cover is in place to protect the Authority against any liability arising from its activities or undertakings.
- Ensure that access to competent health and safety advice is available for Elected Members, Officers and Employees.
- Ensure staff and their representatives are involved and consulted on relevant health and safety matters and that their engagement is actively encouraged.

## **1ST TIER MANAGEMENT**

The 1st Tier Management shall:

- Provide overall leadership on health and safety matters.
- Ensure overall compliance with the Corporate Health and Safety Policy and relevant Health and Safety Legislation.
- Make sure that adequate training is received by employees to maintain their knowledge and understanding of current health and safety duties.
- Advise the Authority and its Elected Member's on all aspects of health, safety and welfare.
- Identify and understand the significant risks created by the Authorities activities or undertakings in so far as they may adversely affect the health and safety of its workforce, others or the environment.
- Review the overall performance and effectiveness of the health and safety arrangements and ensure measures are put in place to address any significant weaknesses.
- Make sure health and safety documentation is developed based upon risk assessment and meets legal requirements and "best practice" standards.
- Ensure that suitable and sufficient Occupational Health arrangements including health surveillance, sickness absence management, rehabilitation and return to work arrangements are in place.
- Make sure management systems are in place to provide for the effective planning, organisation, control, monitoring and review of health and safety issues.
- Ensure arrangements are in place to assess and monitor the performance of the Authorities suppliers, contractors/subcontractors.
- Make sure that arrangements are in place to facilitate employee consultation and engagement in the development of health and safety provision within the Authority.
- Appoint a member of the Strategic Alliance Management Team (SAMT) to the role of Health and Safety Lead in line with the requirements of the HSE's document "Directors Responsible for Health and Safety.
- Direct the appointed Health and Safety Lead to carry out a review and revision of the Corporate Health and Safety Policy on at least an annual basis.
- The Health and Safety Lead will act as health and safety champion and will liaise with the Health and Safety Team and Safety Representatives to promote continuous improvement of health and safety standards within the Council. This role is currently filled by 1<sup>st</sup> Tier Management

## **2nd TIER MANAGEMENT**

2nd Tier Management shall:

- Be accountable to 1st Tier Management for health and safety performance within their respective areas of operation.
- Provide visible safety leadership and actively support the development of a proactive health and safety culture.
- Ensure compliance with the Corporate Health and Safety Policy and the Health and Safety at Work (etc) Act 1974 within their area of responsibility.
- Make sure employees and others working on the Authorities behalf are aware, accept and undertake their duties and responsibilities in line with the requirements of the Corporate Health and Safety Policy .
- Ensure the competency of all employees by providing suitable and sufficient information, instruction, training and supervision.
- Fully consider the health and safety aspects of all strategies, partnerships, projects, activities and events etc. at the earliest possible opportunity.
- Report to the 1st Tier Management on a regular basis progress against pre determined Directorate wide health and safety targets.
- Ensure a robust regime of health and safety inspections are carried out and findings are used as a basis to continually improve the level of health and safety provision.

### **3rd TIER MANGEMENT**

3rd Tier Management shall:

- Be accountable to their respective 2nd Tier Manager for ensuring that all matters of health and safety performance are suitably managed within their designated operational area.
- Provide visible safety leadership within their operational area and actively support the development of a proactive health and safety culture.
- Ensure all activities undertaken involving significant risk are appropriately assessed and systems of work put into operation to eliminate or reduce the potential risk to an acceptable level
- Make sure safe systems of work are in operation for all tasks with significant risk.
- Ensure all employees within their control are aware of their individual health and safety responsibilities and undertake all actions necessary to fulfil them.
- Make sure health and safety responsibilities are adequately outlined in job descriptions, during recruitment and as part of the appointment process.
- Ensure that all work undertaken in their operational area by contractors and any associated procurement are conducted in accordance with the Corporate Health and Safety Policy and the Health and Safety at Work Act 1974.
- Put in arrangements to regularly consult with employees on health and safety matters.
- Actively engage in the delivery of health surveillance programmes necessary for their employees' protection.
- Ensure adequate instruction, information, training (including the identification of training needs) and supervision is given to employees.
- Make sure adequate programmes of maintenance are in place for their premises.
- Personally carry out safety inspections of their areas in line with designated schedules and report their findings and resolution of any identified actions to their designated 2<sup>nd</sup> Tier Manager.
- Ensure accident reporting and recording systems are effectively used.

## **MANAGERS/TEAM LEADERS**

Managers/ Team Leaders shall:

- Be accountable to their 3<sup>rd</sup> Tier Manager for all aspects of health and safety within their areas of work activity and over which they have control.
- Ensure each employee receives a local induction prior to commencing work to cover the risks they may face in undertaking their work activity.
- Make sure that any information delivered as part of the induction has been understood by the individual receiving the induction and this has been suitably and sufficiently recorded.
- Ensure that each employee under their direct supervision receives relevant information, instruction, training and supervision relating to the hazards/ risks posed by their work activities and the safe system of work which should be utilised.
- Make sure each employee is competent to carry out their duties safely.
- Ensure all work is carried out in accordance with the Corporate Health and Safety Policy, relevant organisational procedures and statutory requirements.
- Organise risk assessment process to ensure safe systems of work are developed and followed.
- Make sure suitable plant, equipment, tools and materials are available for the task in hand and are these are maintained to an appropriate condition.
- Provide suitable and sufficient protective equipment, clothing and first aid facilities.
- Rectify any unsafe or faulty accommodation, plant, equipment, tools or materials.
- Monitor work procedures/ practices and appropriately address any unsafe acts or unsafe conditions they identify.
- Promote good practice identified during workplace monitoring.
- Ensure suitable arrangements are in place for use, storage, handling and transportation of substances as required by relevant legislation.
- Ensure the overall safety of work areas under their control prior to, during, and after each working period, including segregation of areas where required.

- Make sure all accidents, hazards, unsafe acts or good practice reported to them by employees is appropriately investigated, reported and recorded.

## **HEALTH AND SAFETY LEAD**

The Health and Safety Lead shall:

- Be accountable to 1<sup>st</sup> Tier Management for the development of an effective health and safety framework for the Council.
- Advise Elected Members, the 1st Tier Management and 2<sup>nd</sup> & 3<sup>rd</sup> Tier Mangers on implications of national health and safety initiatives, strategies and proposed new legislation.
- Make provision for the pro-active monitoring and advisory service for all aspects of health and safety relevant to the functions and activities of the Council
- Ensure systems are in place to monitor and review the Councils overall health and safety performance and bring this to the attention of the Council Members and the Senior Management Team.
- Make sure the Council has access to competent advice and assistance on health and safety matters.
- Make sure the Council has access to competent advice and assistance on occupational Health issues.
- Promote within the Council training covering health and safety issues.
- Advise the 1st Tier Management and Senior Management Team of Health and Safety Training Issues

## **HEALTH AND SAFETY TEAM**

The Health and Safety Manager will fulfil the role of “Competent Person” as required under health and safety legislation.

In circumstances where there is imminent risk of serious personal injury the Council authorises the Health and Safety Manager to prevent unsafe or illegal practices by stopping all or part of any operation, including any carried out by contractors working on behalf of the council.

In such cases the relevant 1st, 2<sup>nd</sup> and 3<sup>rd</sup> Tier Managers - shall be informed immediately.

The Health and Safety Team shall:

- Provide advice and support to employees, employee representatives, managers and elected members on all aspects of health, safety and welfare relevant to the activities and functions of the council.
- Promote a positive Safety Culture throughout the Council.
- Advise Managers in the development / review of risk assessments and safe system of work.
- Develop the Corporate Health and Safety Policy, specific health and safety arrangements, guidance and advice.
- Assist individuals in the determination of their health and safety responsibilities.
- Liaise with external enforcement bodies and health and safety agencies.
- Monitor compliance with the Health and Safety Policy, and associated safety procedures.
- Provide advice on compliance with current/future legislation.
- Assist in the procurement and delivery of health and safety training.
- Participate in contract monitoring processes as required.
- Assist in accident investigation on request.
- Monitor the reporting, notification and investigation of accidents, reportable diseases and dangerous occurrences.
- Report accidents and incidents to Health and Safety Executive.

- Collate and prepare information on accidents, statistical trends and methods of accident prevention on a periodic basis to the Council's Safety Committee and other relevant groups.
- Review the Corporate Health and Safety Policy on an annual basis.

### **HEALTH AND SAFETY REPRESENTATIVES**

The Council encourages the appointment of Trade Union Safety Representatives in each department/ service area.

Where appointed Trade Union Safety Representatives shall:

- Assist and co-operate with management in assessment of health and safety risks, safety inspections and audits.
- Represent the interest of their employees in matters of health and safety as required.
- Undertake appropriate training.
- Attend the Safety Committee.

## **ALL EMPLOYEES**

All Employees shall:

- Work with due care and regard so as to ensure the health and safety of themselves and others who may be affected by their activities.
- Ensure they understand of any instructions, information, or training provided to them and work in strict accordance with it.
- Co-operate with designated individuals within the authority who have responsibility for management and development of health and safety provision.
- Maintain safe systems of work and not interfere with any machinery and/or safety feature intended to safeguard their and/or others safety.
- Make sure that any accidents or incidents occurring are reported at the earliest opportunity to their relevant manager/ supervisor.
- Report any hazards, unsafe acts, unsafe conditions or good practice they observe in order that the Council continually the standard of its health and safety provision.
- Participate in health surveillance where the need for this provision has been identified.
- Participate in mandatory training identified as appropriate for their specific role.

## **CONTRACTORS AND PARTNERS**

Contractors and Partners shall:

- Work in accordance with the Corporate Health and Safety Policy including the arrangements for External Contractors and any relevant statutory legislation.
- Provide any relevant health and safety or contractor procurement documentation requested by the Council in a timely manner.
- Effectively and efficiently co-operate and communicate with the Council on all matters of health and safety.
- Meet the health and safety standards required of them in the performance of the work activities undertaken with or on behalf of the Council.