

	HEALTH & SAFETY POLICY	
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Introduction

This section describes the general organisational responsibilities and accountabilities for health and safety across the Council for:

- Leader and Deputy Leader of the Council or designated alternate(s)
- Overview and Scrutiny Committee
- All Elected Members
- Chief Executive
- Strategic Management Board
- Deputy Chief Executive
- Heads of Service
- Service Managers or Officers with Management/Supervisory Responsibility
- Health & Safety Advisors
- Human Resources
- Facilities
- Employees, Temporary Workers & Volunteers (under control of RDC)

The general requirements for joint consultation with the trade union are also outlined together with a diagram to provide an overview of the Organisation Structure for Health and Safety Management within the Council.

Please note that although responsibilities can be delegated to a third party, accountability remains with the originally identified individual.

Leader and Deputy Leader of the Council

The Leader and Deputy Leader of the Council, or designated alternate(s), will ensure that the work of Committees and Full Council is conducted in accordance with the Council's policy and procedures for health and safety and with due regard for relevant statutory provisions. They will promote health and safety by acting as the Elected Members' contact point, to ensure that due consideration for health and safety is given when decisions are made. This is to ensure that decisions are consistent with this policy and other Council policies and procedures and any relevant statutory provisions.

Overview and Scrutiny Committee

The Overview and Scrutiny Committee will scrutinise the Council's health and safety performance when appropriate as part of the Council's framework for corporate governance.

All Elected Members

All Elected Members will ensure that the decisions they make are in line with this policy and other Council related policies and procedures and have regard to the health, safety and wellbeing of those who may be affected by the Council's activities. This principle is to be upheld at all Committees and during all contacts with other Elected Members, employees, customers and contractors.

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Chief Executive

The Chief Executive has overall personal responsibility for the effective leadership for health and safety in the Council. They will carry out the following duties:

- Ensure that the health and safety policy and associated management systems are an integral part of the Council's culture, of its values and performance targets
- Provide effective leadership to Senior Leaders by agreeing and reviewing targets for maintaining standards and, where appropriate, for achieving improvements in health and safety performance
- Ensure that adequate resources are made available to achieve high standards of health and safety
- Monitor and review health and safety performance by receiving both specific (eg incident-led) and routine reports.

Strategic Management Board

The Strategic Management Board are responsible for the effective leadership of health and safety within their remit and/or sphere of influence. They will carry out the following duties:

- Ensure that the health and safety policy and health and safety management systems are an integral part of the corporate culture, of its values and performance standards
- Ensure that each Head of Service has a clear management structure, that health and safety responsibilities are effectively communicated and included in Head of Service job descriptions
- Ensure that there are effective and appropriate arrangements to encourage the trust, participation and involvement of all employees on health and safety issues
- Ensure there are effective arrangements so that the required health and safety information is shared between those that need it
- Ensure that there are systems and arrangements to secure the competence and capability on health and safety related matters of all employees and others who are part of the corporate undertakings
- Provide visible leadership on health and safety to Heads of Service by setting and reviewing targets for achieving improvements in health and safety performance
- Ensure that adequate resources are made available to achieve high standards of health and safety performance
- Ensure compliance with health and safety legislation and if practicable best practice
- Ensure a suitable service area representative(s) is appointed to represent their responsibilities on the Corporate Health and Safety Group.
- Monitor health and safety performance by identifying areas of concern and receiving both specific (eg incident-led) and routine reports.

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- Ensure that health and safety performance is considered as part of their Heads of Service annual appraisal
- Keep health and safety performance under review at their management team meetings and ensure a formal annual review is carried out
- Consult with the Health and Safety Advisors and others where appropriate to ensure the monitoring or implementation of health and safety measures are in place across their service responsibilities

Deputy Chief Executive

In addition to the responsibilities outlined above, the Deputy Chief Executive is designated as the 'health and safety senior leader' of Ryedale District Council, to ensure that health and safety risk management issues are properly addressed by everyone in and working to deliver Council business. This role includes providing an adequate resource of Health and Safety Advisors to provide appropriate competent advice, guidance and monitoring and ensuring that a corporate Health and Safety Group is regularly held to review intelligence, escalating significant concerns where appropriate to the Strategic Management Board or Overview and Scrutiny. However, this role does not detract from the responsibilities of the Chief Executive and other Managers across the organisation for implementing this policy.

Heads of Service

Heads of Service are responsible for the effective implementation of this health and safety policy and associated management systems in the areas under their control. They are responsible for ensuring managers are aware of their responsibilities for implementing day-to-day operation of all health and safety systems and procedures within their service areas. In addition to these general duties, they will carry out the following:

- Ensure that the health and safety policy and management systems are an integral part of the culture, values and performance standards in service areas
- Ensure their service area has a clear management structure and that health and safety responsibilities are effectively communicated
- Provide visible leadership on health and safety to their managers by setting and reviewing targets for achieving improvements in health and safety performance
- Oversee implementation of relevant health and safety management system requirements in their service area and monitor its implementation
- Ensure that adequate resources are made available to achieve high standard of health and safety performance
- Monitor health and safety performance by receiving and reviewing both specific (eg incident led) and routine reports
- Keep health and safety performance under review and play a full and active part in the review process at DCX meeting
- Consult with the Health and Safety Advisors and others who may assist with monitoring the need for further health and safety measures

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Service Managers and Officers with Management/Supervisory Responsibility

Service Managers and Officers who manage, supervise or have responsibility for employees, trainees or members of the public are responsible for health and safety within their management control. They carry out the following duties in consultation, where appropriate, with the Health and Safety Advisors, Heads of Service and other appropriate officers:

- Provide effective leadership on health and safety to their staff and support improvements in health and safety
- Ensure health and safety issues are taken into account in all service performance plans and at the design stage of new initiatives and projects
- Satisfy themselves that suitable health and safety standards are maintained and arrange for any shortcomings in safety standards, inspections, training and instruction to be rectified where practicable
- Monitor health and safety performance by receiving and reviewing both specific (eg incident-led) and routine reports
- Ensure that arrangements are in place so they are advised of any accidents, incidents and health and safety issues occurring in their area of responsibility and ensure that these are investigated as appropriate and any learning is acted upon
- Monitor the need for any further health and safety measures, instruction and training
- Ensure that suitable and sufficient risk assessments are carried out in their area of responsibility. These should be recorded, communicated to the relevant staff and reviewed at least annually (or sooner if there is a significant change) and modified if necessary
- Ensure that all employees in their area of responsibility have been informed of any significant risks to their health and safety, and any control measures, workplace precautions, safe systems of work etc. that must be taken to minimise these risks
- Take reasonably practicable steps to ensure the health, safety and welfare of all employees, trainees, temporary workers, volunteers (under the control of Ryedale District Council) and other persons who may be affected by work activities (e.g. visitors, service users, members of the public, contractors)
- Ensure health and safety inspections are carried out in their area of responsibility and ensure that any identified remedial actions are completed
- Ensure health and safety risks are assessed in their area of responsibility and ensure that all significant risks are adequately controlled. Record the significant findings of risk assessments and bring these to the attention of those affected where appropriate
- Ensure that accidents and incidents in their area of responsibility are reported promptly, as required by the incident reporting procedure
- Ensure that accidents and incidents (including near misses) are investigated and where practicable, effective action is taken to prevent a recurrence

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- Ensure that all employees in their area of responsibility receive appropriate health and safety training and they have sufficient knowledge, skills and information to carry out their work safely and healthily. Ensure that employees attend appropriate health surveillance. Ensure that new staff are given a workplace health and safety induction during their first week at work
- Ensure that they and their staff are kept up to date with all relevant health and safety information
- Ensure that all employees, trainees, temporary workers and volunteers (under the control of Ryedale District Council) are supplied with appropriate personal protective equipment (PPE) and clothing that is fit for purpose and used correctly, where it is required, and are given suitable information, training and instruction on its use, maintenance and storage

Health & Safety Advisors

The Council has a team of Health and Safety Advisors who are appointed as competent persons in accordance with the Management of Health & Safety at Work Regulations 1999. The lead Health and Safety Advisor will be a standing member of the corporate Health and Safety Group. The Health and Safety Advisors will provide health and safety support services to Elected Members, managers and staff. This does not relieve either managers or supervisors of their operational health and safety responsibilities that must be met by law and in line with the content of this policy.

Health and Safety Advisors carry out the following duties:

- Work with Services to develop health and safety action plans in order to address areas of concern, drive improvements and encourage best practice. This will include advising on the setting of realistic short-term, medium-term and long-term objectives
- Develop and advise on the implementation of health and safety policy, procedures and management systems for existing and new activities
- Support and empower managers to develop and implement effective health and safety risk management in their service areas
- Promote a positive health and safety culture, based on sensible and proportionate risk management, to secure high standards of health and safety
- Monitor health and safety performance through inspection and audit ensuring that concerns are acted upon or escalated through the management hierarchy where this is appropriate.
- Escalate or report as appropriate any failure to implement the health and safety plan to the relevant manager
- Report to DCX on health and safety performance and standards
- Advise and inform on all aspects of health and safety and provide advice on new legislation affecting the work of the Council
- Advise on the implementation of the health and safety risk assessment system and prioritisation of control measures
- Advise on health and safety training for staff at all levels

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- Co-ordinate the incident reporting and investigation system
- Be the main point of contact and maintain professional working relationships with health and safety enforcing authorities
- Exercise the authority to stop work in cases where there is an intolerable risk of serious injury or likelihood of fatality

Human Resources

Human Resources in conjunction with Occupational Health where necessary will ensure that that the following services are provided across the Council:

- Incorporation of health and safety requirements as appropriate in Human Resources policy and procedures including the provision of a staff induction pack
- Oversee the development and delivery of the corporate training plan and advice on commissioning training
- Advice on employee fitness for work and on adjustments and restrictions for existing and potential employments
- Medical advice to inform individual risk assessments on employees who have underlying medical conditions
- Medical advice on rehabilitation programmes to assist individuals to return to work from sickness absence
- Advice to managers on medical/health issues to prevent potential work related ill-health
- Provision of appropriate health surveillance and advice to individuals and their managers on any risks to their health and the necessary measures to prevent the development of disease and ill-health
- Provision of support to all employees experiencing personal and workplace difficulties
- Provide training to managers and individuals with regards to specific work related health issues, their prevention and management
- Participate in and provide advice on audits to identify areas of risk and assist in developing appropriate action plans and control measure to prevent ill-health
- Monitor and report on the impact of health and safety performance related issues and standards

Facilities

Staff with responsibilities for facilities will ensure that the following services are provided across the Council

- The provision, inspection and maintenance of fire detection and firefighting equipment by a competent, nominated contractor at Ryedale District Council premises
- Arrange for the regular testing of Ryedale District Council premises fire alarm and fire detection systems and that records be kept demonstrating so.

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- Draw up fire plans showing emergency exits, fire precautions and assembly points and ensure the provision and correct display of safety signs for all Council buildings in accordance with legislative requirements
- In conjunction with the Health and Safety Advisors undertake Fire Safety Risk assessments of Council buildings
- Arrange for electrical safety inspections, tests and checks to be undertaken in accordance with legislative requirements and appropriate risk assessments
- Maintain an inventory of all portable electrical equipment and determine a testing frequency based on risk. Records to be kept of all tests.
- Oversee the delivery of any third party delivery service level agreement pertaining to Property Services
- Ensure suitable arrangements are in place for maintaining buildings, plant, equipment and services
- Monitor and report specific health and safety performance and standards and ensure action is taken to improve health and safety as necessary

Trade Union Safety Representatives

Trade Union Safety Representatives are consulted on matters affecting the health and safety of employees they represent, in compliance with relevant statutory requirements. Formal consultation with Trades Unions on health and safety takes place at Corporate and Service level through the various management and health and safety groups.

All Employees, Temporary Workers and Volunteers

All employees, temporary workers and volunteers (under the control of RDC) have an important part to play in protecting themselves and others. Health and safety responsibilities are based on legal obligations and are subject to the Council's disciplinary procedures. In particular, all employees, temporary workers and volunteers (under the control of RDC) are required to:

- Take reasonable care for the health and safety of themselves and others, who may be affected by what they do or fail to do at work
- Co-operate with all managers, supervisors and the Health and Safety Advisors on health and safety matters
- Familiarise themselves with, and to act in accordance with, any health and safety procedures that have been issued to them or otherwise brought to their attention
- Act in accordance with any safety training, or any verbal safety instructions that has been provided to them
- Make full and proper use of any personal protective equipment (PPE) and clothing provided to them, in accordance with instructions or training received. Report any loss of, or obvious defect in, such PPE to their supervisor or manager
- Adopt safe behaviour and avoid interfering with or misusing anything provided in the interest of health, safety or welfare

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- Report any accident/incident or near miss to their supervisor or manager (to be done on the day of accident/incident or as soon as possible thereafter). This includes reporting any accident/incident involving a non-employee while on Council premises or sites or affected by Council activities, which comes to their attention
- Report to their supervisor or manager any work situation they consider to represent a serious and immediate danger to health and safety, or any matter that they consider to represent a shortcoming in current arrangements for health and safety
- Follow any laid down emergency procedures in the event of serious imminent danger, such as emergency evacuations

Health and Safety Arrangements

The Council develops arrangements for the management of health and safety, which are to systematically apply in all activities and services throughout the Council. In addition to these arrangements, supplementary procedures, guidance and other health and safety systems are developed at service, premises and/or local level. Where such arrangements are in place, Council arrangements will take precedence, unless an appropriate risk assessment has been carried out to justify any such deviation. This includes relevant contracted arrangements.

The detailed health and safety arrangements are on the Council's intranet. This enables document control, the sharing of best practice and promoting transparency.

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Appendix A

Health & Safety Governance Framework

The Council's governance framework for Health and Safety is multi-layered to ensure that the organisation acts ethically, socially, sustainably and responsibly and is able to monitor and assess risks and practices across the organisation, escalating and intervening where areas of concerns arise.

The corporate Health and Safety Group is the key mechanism for monitoring performance across the organisation. It will be chaired by the DCX and consist of representatives from across the organisation. This will include the lead Health and Safety Advisor, and representative from HR, Facilities Management, all relevant services, Legal and the Trade Union(s). The Group will:

- Develop, commission the delivery of and monitor progress against an Annual Action Plan. The Annual Action Plan sets out a series of actions under the Plan, Do, Act and Check principles of Health and Safety, and includes programmes for audit and inspection and key performance indicators.
- Monitor a suite of performance indicators.
- Escalate concerns, including amber and red risks, consulting with the CX as soon as these are known so that referral to the appropriate body can be made (SMB and/or Overview and Scrutiny) and so an immediate assessment can be made regarding the allocation of additional resource(s) to address them.
- Meet at least every quarter.

Service level arrangements will enable the corporate Health and Safety Group to undertake its responsibilities effectively and efficiently. Heads of Service and Service Managers are responsible for the proactive, robust and effective management of health and safety arrangements in their service areas, including undertaking regular risk assessments, reviewing and submitting quarterly performance progress reports to the Health and Safety Group. They will also ensure staff engagement in this area through regular communication and regular training to drive continuous improvement.

The Health and Safety Group will also be supported by the organisation's Health and Safety Advisors who have a corporate advisory role and support embedding a positive health and safety culture across the organisation including training and regular communication with Heads of Service and Service Managers.

Reporting

The Strategic Management Board will annually approve the Action Plan and receive quarterly performance updates from the DCX as Chair of the Health and Safety Group.

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An annual report will be compiled and presented to Overview and Scrutiny for their consideration. This will cover performance, the outcomes of inspections and audits, successes and delivery.

The CX, Overview and Scrutiny, the Leader and the Deputy Leader or their designated alternate(s) will be consulted for their views on the content of the Action Plan each year.