



Introduction

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

1. Leader and Deputy Leader of the Council or designated alternates (if appointed)
2. Overview and Scrutiny Committee
3. All Elected Members
4. Chief Executive Officer
5. Strategic Management Board
6. Designated Health and Safety Lead (Head of Communications, Technologies and Business Transformation)
7. Heads of Service
8. Service managers or officers with management/supervisory responsibility
9. Health and Safety Advisors
10. Human resources
11. Facilities
12. Employees, temporary workers and volunteers (under control of Ryedale District Council)
13. The general requirements for joint consultation with the trade union are also outlined

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

1. Leader and Deputy Leader of the Council

The Leader and Deputy Leader of the Council, if appointed, or designated alternates, 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.

2. 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.

Policy	Health and safety policy – organisation		
Responsible officer	Programme Director, People and Resources		
Version	2	Last reviewed	Feb 2022
Next review	Feb 2023		

3. All Elected Members

All Elected Members will ensure that the decisions they make are in line with this policy and any other related policies and procedures of the Council, and will have regard to the health, safety and well-being 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.

4. Chief Executive Officer

The Chief Executive has overall personal responsibility for the effective leadership for health and safety in the Council. The Chief Executive 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
- Ensure that health and safety responsibility is embedded in all senior leader job descriptions
- 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
- Appoint a member of the Strategic Management Board to act as designated Health and Safety Lead

5. Strategic Management Board

Members of 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 embedded in the operation of the teams for which they are responsible, and that health, safety and well-being values and performance standards are met
- Ensure that health and safety is appropriately included in job descriptions for their direct reports, and that direct reports understand, and are able to act upon, their health and safety responsibilities
- 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 to direct reports on health and safety by setting and reviewing targets for achieving improvements in health and safety performance

Policy	Health and safety policy – organisation		
Responsible officer	Programme Director, People and Resources		
Version	2	Last reviewed	Feb 2022
Next review	Feb 2023		

- 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, Safety and Wellbeing Group
- Monitor health and safety performance by identifying areas of concern and receiving both specific (eg incident-led) and routine reports in their area of business
- Ensure that health and safety performance is considered as part of the direct reports' 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

6. Designated Health and Safety Lead

The designated Health and Safety Lead for Ryedale District Council is the Programme Director, People and Resources. The Health and Safety Lead will provide thematic leadership on health and safety, to ensure there is an appropriate focus on health and safety activity in the organisation. However, this role does not detract from the responsibilities of the Chief Executive and senior leaders and managers for implementing this policy.

Duties of the Health and Safety Lead will include:

- Chairing the Corporate Health, Safety and Well-being Group, and ensuring this takes place regularly
- Taking responsibility for the regular review and publication of the health and safety policy
- Commissioning and receiving reports on health and safety matters (including the annual health and safety report) and escalating significant concerns to the Strategic Management Board and/or the Overview and Scrutiny Committee
- Leading the development of an annual health and safety action plan and ensuring these are agreed through the Strategic Management Board, and monitored regularly
- Acting as the main point of liaison for Health and Safety Advisors, and agreeing the focus of their activity with due regard to specialist advice and the direction of the Strategic Management Board
- Providing information to the Chief Executive and the Strategic Management Board, to enable informed decisions to be made on the allocation of financial resources for health and safety

7. 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 also 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.

Policy	Health and safety policy – organisation		
Responsible officer	Programme Director, People and Resources		
Version	2	Last reviewed	Feb 2022
Next review	Feb 2023		

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 that the responsibilities and reporting structure for health and safety in their section are clear and fully understood
- Provide visible leadership on health and safety to staff in their section 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 from within their budget 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
- Consult with the Health and Safety Advisors, and others who may assist with monitoring the need for further health and safety measures

8. 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:

Management and leadership

- 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
- 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 (eg visitors, service users, members of the public, contractors)

Assessment, monitoring and reporting

- Ensure health and safety inspections are carried out in their area of responsibility and ensure that any identified remedial actions are completed
- Ensure suitable and sufficient (minimum annually) health and safety risk assessments are carried out in their area of responsibility, and that all significant risks are adequately controlled

Policy	Health and safety policy – organisation		
Responsible officer	Programme Director, People and Resources		
Version	2	Last reviewed	Feb 2022
Next review	Feb 2023		

- Record the significant findings of risk assessments and bring these to the attention of those affected where appropriate.
- Ensure that arrangements are in place so that accidents, incidents, near misses and health and safety issues occurring in their area of responsibility are reported promptly in line with the appropriate procedures, and that the service lead is advised
- Ensure that accidents and incidents (including near misses) are investigated, that action is taken to prevent a reoccurrence, and learning is incorporated to prevent a reoccurrence

Operations

- Ensure that new staff are given a workplace health and safety induction during their first week at work
- Where specialist equipment or clothing is required (eg personal protective equipment), ensure that all employees, trainees, temporary workers and volunteers (under the control of Ryedale District Council) are given access to the correct equipment and receive information, training and instruction on access, use, maintenance and storage
- Ensure that employees participate in any appropriate occupational health surveillance activities, reviews and clinics

Information and training

- 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
- Ensure that they and their staff are kept up to date with all relevant health and safety information
- Ensure that all employees in their area of responsibility receive appropriate health and safety training and have sufficient knowledge, skills and information to carry out their work safely and healthily
- Monitor the need for any further health and safety measures, instruction and training

9. Health and Safety Advisors

The Council has 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, Safety and Well-being Group. The Health and Safety Advisors will provide health and safety support services to the designated Health and Safety Lead, 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:

Policy, advice and guidance

- Advise and inform on all aspects of health and safety and provide advice on new legislation affecting the work of the Council
- Be the main point of contact and maintain professional working relationships with health and safety enforcing authorities

Policy	Health and safety policy – organisation		
Responsible officer	Programme Director, People and Resources		
Version	2	Last reviewed	Feb 2022
Next review	Feb 2023		

- Provide expert guidance to support the creation and review of health and safety policies, procedures and documentation
- Develop and advise on the implementation of health and safety policies, procedures and management systems for existing and new activities
- Produce and update the health and safety action plan and annual report
- Advise on the implementation of the health and safety risk assessment systems and prioritisation of control measures
- Work with services to develop health and safety action plans in order to address areas of concern, drive improvements and encourage best practice, including advising on the setting of realistic short-term, medium-term and long-term objectives
- Support and empower managers to develop and implement effective health and safety risk management in their service areas

Assessment, monitoring and reporting

- Report to the designated Health and Safety Lead on progress against the health and safety plan, health and safety performance and standards
- Escalate or report as appropriate any failure to implement the health and safety plan to the relevant manager
- 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.

Operations

- Exercise the authority to stop work in cases where there is an intolerable risk of serious injury or likelihood of fatality
- Co-ordinate the incident reporting and investigation system

Information and training

- Promote a positive health and safety culture, based on sensible and proportionate risk management, to secure high standards of health and safety
- Advise on health and safety training for staff at all levels

10. Human Resources

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

Policy, advice and guidance

- Ensure that corporate health and safety requirements are incorporated, as appropriate, in Human Resources policy and procedures, including the provision of a staff induction pack
- Advise managers on medical/health issues to prevent potential work related ill-health
- Advise on employee fitness for work and on adjustments and restrictions for existing and potential employments
- Provide medical advice to inform individual risk assessments on employees who have underlying medical conditions
- Provide medical advice on rehabilitation programmes to assist individuals to return to work from sickness absence

Policy	Health and safety policy – organisation		
Responsible officer	Programme Director, People and Resources		
Version	2	Last reviewed	Feb 2022
Next review	Feb 2023		

Assessment, monitoring and reporting

- Participate in and provide advice on audits to identify areas of risk, and assist in developing appropriate action plans and control measures to prevent ill-health
- Monitor and report on the impact of health and safety performance-related issues and standards

Operations

- Provide 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
- Provide support to all employees experiencing personal and workplace difficulties

Information and training

- Oversee the development and delivery of the corporate training plan and advice on commissioning training
- Provide training to managers and individuals with regards to specific work-related health issues, their prevention and management

11. Facilities

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

- Monitor and report specific health and safety performance and standards in respect of facilities and equipment, and ensure action is taken to improve health and safety as necessary
- 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
- Ensure that appropriate health and safety signs and information is displayed
- Ensure arrangements are implemented for 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.
- 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. Keep accurate records of all tests.

Policy	Health and safety policy – organisation		
Responsible officer	Programme Director, People and Resources		
Version	2	Last reviewed	Feb 2022
Next review	Feb 2023		

12. All employees, temporary workers and volunteers

All employees, temporary workers and volunteers (under the control of Ryedale District Council) 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:

Policy

- Familiarise themselves with, and act in accordance with, the organisation's published health and safety policies and procedures, and any additional guidance that has been issued to them or otherwise brought to their attention

Operations

- 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
- Adopt safe behaviour and avoid interfering with, or misusing anything, provided in the interest of health, safety or welfare
- Co-operate with all managers, supervisors and the Health and Safety Advisors on health and safety matters
- Follow any laid down emergency procedures in the event of serious imminent danger, such as emergency evacuations
- Make full and proper use of any personal protective equipment (PPE) and clothing provided to them, in accordance with instructions or training received, and report any loss of, or obvious defect in, such PPE to their supervisor or manager

Assessment monitoring and reporting

- Report any accident/incident (including work related ill health) or near miss to their supervisor or manager (to be done on the day of accident/incident, in the case of work related ill health when any such ill health has been medically diagnosed, 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

Information and training

- Act in accordance with any safety training, or any verbal safety instructions that have been provided to them

13. Trade Union safety representatives

Trade Union safety representatives will be 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 will be undertaken at corporate and service level through the various management and health and safety groups.

Policy	Health and safety policy – organisation		
Responsible officer	Programme Director, People and Resources		
Version	2	Last reviewed	Feb 2022
Next review	Feb 2023		

Health and safety arrangements

The Council develops arrangements for the management of health and safety, which are to apply systematically 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.

Policy	Health and safety policy – organisation		
Responsible officer	Programme Director, People and Resources		
Version	2	Last reviewed	Feb 2022
Next review	Feb 2023		

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.

Corporate Health, Safety and Well-being Group

This Group is the key mechanism for monitoring performance across the organisation. It will be chaired by the Health and Safety Lead, and consist of:

- The lead health and safety advisor
- Representation from HR
- Representation from facilities management
- Project Director, People and Resources
- Project Director, Place and Resources
- Representation from Streetscene
- Environmental Health Manager
- Health and safety coordinator
- Trades union representation
- Representation from North Yorkshire Building Control Partnership

The Group will meet every quarter to:

- Implement and report on progress against the annual action plan. The 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 key performance indicators
- Escalate concerns, including amber and red risks, through the Health and Safety Lead, so that referral to the appropriate body can be made (SMB and/or Overview and Scrutiny) and to enable assessment to be made regarding the allocation of additional resource(s) to address them

The Corporate Health, Safety and Wellbeing Group will 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.

As required, health and safety matters raised at the Corporate Health, Safety and Well-being Group will be cascaded to all line-managers via the monthly Manager's Meeting.

Policy	Health and safety policy – organisation		
Responsible officer	Programme Director, People and Resources		
Version	2	Last reviewed	Feb 2022
Next review	Feb 2023		

Service-level arrangements

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 Corporate Health, Safety and Wellbeing Group. They will also ensure staff engagement in this area through regular communication and regular training to drive continuous improvement.

Reporting

The Strategic Management Board will annually approve the action plan and receive quarterly performance updates from the Health and Safety Lead as Chair of the Corporate Health, Safety and Wellbeing Group.

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 Chief Executive, the Chair of Overview and Scrutiny Committee, and the Leader and the Deputy Leader or their designated alternates (if appointed) will be consulted for their views on the content of the Action Plan each year.

Policy	Health and safety policy – organisation		
Responsible officer	Programme Director, People and Resources		
Version	2	Last reviewed	Feb 2022
Next review	Feb 2023		