

Relevant Legislation

The Management of Health and Safety at Work Regulations 1999
Managing for Health and Safety (HSG65)

General

The Management of Health and Safety at Work Regulations have far reaching implications for the management of health and safety in all County Council establishments and areas of service delivery and require that a thorough and modern system of safety management be adopted. The following summary provides relevant details and guidance on how the regulations should be implemented.

Health and Safety Arrangements

The law requires that a written description is prepared detailing the arrangements for a structured scheme of safety management within the establishment, designed to achieve a progressive improvement in standards and performance. The aim of this is to create an effective 'safety culture' in which the commitment to health and safety is adopted at all levels and where all share a common goal of constantly improving the management of risk.

This modern philosophy of 'risk management' has been adopted by the County Council, not only for the potential benefits, but also as a precondition of its statutory liability insurance

The County Council's health and safety management system is based on the Health and Safety Executive (HSE) model contained in their document HSG-65 (2013). The four key areas are:

	Conventional health and safety management
Plan	Determine your policy Plan for implementation
Do	Profile risks Organise for health and safety Implement your plan
Check	Measure performance (monitor before events, investigate after events)
Act	Review performance Act on investigations

Plan

Corporate health and safety policies are written by the Corporate Health and Safety Team and are readily available to staff via the webpage. In many instances it will be necessary to prepare complementary safety policies for the various establishments and areas of service delivery.

On at least an annual basis, it is necessary that service management teams identify and prioritise all their safety needs and objectives so that the necessary funding can be included in the budget plan and any necessary systems or procedures may be implemented.

To ensure success, it is essential that the relevant members of staff are kept well informed and appropriate training is planned with regard to the identified standards and performance objectives, and be given every encouragement to adopt them.

Procedures for Serious and Imminent Danger and for Danger Areas

Appropriate fire procedures should be developed and made known to all staff, and to any other persons, such as Council Officers or contractors, who may visit or work within County Council premises. Moreover, staff should be made aware of those competent persons nominated to implement any evacuations. Separate advice covering this subject is contained in the Fire Log Book.

Similar procedures should be established for any other severe hazards, and staff informed of the nature of the hazards and the steps taken to protect against them. Emergency procedures covering compressed gas cylinders and/or the accidental release of gases or vapours are two examples of procedures that must be established. The County Council has established overarching emergency arrangements for major incidents via the Emergency Planning Team and these should be referred to as necessary.

Staff should not be allowed entry to restricted areas on the grounds of safety unless adequate precautions are in place.

Arrangements are required to provide all staff (including temporary workers), with 'comprehensible and relevant information' on emergency procedures and those persons nominated to implement them.

Detailed arrangements will be required to disseminate this kind of written information to all staff. Individual safety policies within establishment or area of service delivery will provide a convenient means of setting out how this can be achieved.

It may be necessary to provide specific staff, such as caretakers and cleaning staff, with health and safety information in relation to specialist areas in which they may work, such as workshops and laboratories.

Industrial Action

When industrial action is proposed by employees whose absence from work would seriously affect the safety, health or welfare of those using the County Council's premises, the relevant senior manager should seek advice from the relevant Head of Service immediately to ensure the continued safe use of such establishments or otherwise. Such situations may include:

- contractors leaving unfinished work on site which presents a safety hazard.
- the withdrawal of services resulting in a reduction in the desired standards of health, safety or welfare, such as cleaning, heating and catering standards.
- the withdrawal of services resulting in a reduction in the supervision of employees or clients.

Do

The effective management of health and safety requires the clear assignment of appropriate tasks and levels of responsibility to those designated to manage aspects of health and safety within establishments or areas of service delivery.

The details of the organisation are contained in Section D of this policy. This will allow individual responsibilities at a local level to be described in more detail.

Risk Assessments (Section E6)

A further key requirement which underpins all modern safety legislation is the duty to assess risks to health or safety in all work activities. A written record is required, identifying the significant findings of the process and highlighting any necessary precautions.

Health Surveillance (Sections I1, I2, H1)

Where identified as part of the risk assessment process, employees must be provided with health surveillance.

Normally it is only required when employees routinely work with equipment and substances that have an identified associated health risk. Examples of this would be a joiner who is routinely exposed to wood dust or a grounds person who routinely uses vibrating equipment, such as a hedge cutter. The Occupational Health Unit is able to provide health surveillance, if required.

Further, detailed information on HAVS and Noise is given in the particular sections covering these.

Health and Safety Assistance (section D)

The County Council fulfils its statutory duties by employing qualified Health and Safety Officers to provide a service to all establishments and areas of service delivery. Detailed duties of the Health and Safety Team are included in Section D of this policy.

However, in most establishments and areas of service delivery, it is desirable that an experienced member of staff acts as a co-ordinator in order to facilitate the management of health and safety more effectively on a day-to-day basis.

Capabilities and Training

These topics are discussed in section E2.

Co-operation and Co-ordination between Client and Contractor

This topic is discussed in Section J2 in relation to contractors. Risks arising from activities of other employers (for example, when premises are part of shared sites with other employers) should be addressed in local procedures.

Check

The H&S Groups within each Directorate are charged to identify performance indicators and other assurance sources which are both appropriate and proportionate to the risk being managed by each service. Strategic risk monitoring initiatives are cascaded from the Corporate Health and Safety Group, the Corporate Workforce Committee and the Healthy Workforce Group. Service managers are responsible for implementing such initiatives. Where appropriate, services should document safe working procedures and ensure that risk assessments and systems of work are communicated to staff. All management teams must exhibit high personal regard for safety and make an effort to highlight instances of bad practice as part of their daily routine so as to facilitate the development of a safety culture.

Act

All senior officers must implement a structured scheme for monitoring and reviewing progress within the establishments and areas of service delivery under their control. A thorough audit of safety standards and practices must be carried out on at least an

annual basis. Routine monitoring of more straightforward matters may be conducted daily, weekly or quarterly as appropriate, so that prompt action can be taken, where necessary. The results of all monitoring and review exercises should then be brought into the planning and prioritisation of current safety objectives.

<p>All managers within the Directorate are expected to set a good example in terms of health and safety performance.</p>	
<p>Check Monitoring of standards is carried out on a six monthly basis via the use of the workplace inspection checklist; which is completed by the relevant manager. This is checked as part of the relevant health and safety group</p> <p>Managers undertake periodic health and safety walkabouts.</p> <p>Safe systems of work will be controlled as part of normal supervisory processes.</p>	<p>Divisional Managers & Team Managers</p> <p>Divisional Manager</p>
<p>Act Any required actions arising from the monitoring arrangements are acted upon or submitted to the health and safety group for consideration.</p> <p>Objectives shall be monitored by the health and safety group during the year.</p>	<p>Divisional Managers</p>