



# Health and Safety

## Occupational Health and Safety Policy



**Health & Safety  
is My Responsibility**

<b>Approved By</b>	Strategic Policy & Resource Committee
<b>Date Approved</b>	14 December 2010
<b>Groups Consulted</b>	Executive Officer Team Corporate Management Group Corporate Health & Safety Consultative Committee
<b>Status</b>	Current
<b>Policy Replaced</b>	Occupational Health & Safety Policy (2005)

# CONTENTS

	<b>Page</b>
<b>1. GENERAL POLICY STATEMENT</b>	<b>3</b>
<b>2. SCOPE OF POLICY</b>	<b>4</b>
<b>3. ORGANISATION</b>	<b>5</b>
3.1. Elected Members	
3.2. Chief Executive	
3.3. Executive Directors	
3.4. Head of Performance & Resource (Environment)	
3.5. Heads of Service	
3.6. Managers/ Head Teachers	
3.7. Employees	
3.8. Strategic Policy & Resource Committee	
3.9. Executive Officer Team	
3.10. Corporate Management Group	
3.11. Service Management Teams	
3.12. Divisional Management Teams/School Senior Management Team	
3.13. Consultation	
3.14. Competent Health & Safety Advice	
<b>4. ARRANGEMENTS</b>	<b>13</b>
4.1. Emergency Procedures	
4.2. Fire Precaution and Prevention	
4.3. First Aid Arrangements	
4.4. Incident Reporting	
4.5. Occupational Health Arrangements	
4.6. Risk Assessments	
4.7. Information, Instruction and Training	
4.8. Contractors	
<b>5. MONITORING</b>	<b>17</b>
<b>6. REVIEW</b>	<b>18</b>

## 1. GENERAL POLICY STATEMENT

This policy “Perth & Kinross Council’s Occupational Health & Safety Policy” is designed to build on the success of the Occupational Health & Safety Policy which was introduced previously in 2005. This policy document sets out how Perth & Kinross Council manages the health, safety and wellbeing of its employees and those who are affected by the organisation’s work.

The Executive Officer Team, made up of the Chief Executive & Executive Directors, has the core responsibility for providing leadership on health & safety issues and this is discharged by setting a policy, ensuring that business plans are in place, that regular consultation takes place with employees and trade unions, and that the Council’s overall approach is rigorously monitored and reviewed.

Within this framework, all managers are responsible for ensuring they understand fully the Council’s commitment to protecting the health & safety of employees and others, that they are aware of any risks which may arise in their own areas, and that these, together with identified control measures, are communicated to and understood by their teams.

### **Aims and objectives**

The main aims of this policy and any documents created under its authority are:

- To identify hazards to employees and third parties affected by the work of Perth & Kinross Council
- To maintain healthy and safe working conditions including the provision of safe systems of work, safe plant and safe equipment
- To work, through continuous improvement, to prevent accidents and work-related ill health
- To develop employee occupational health services by promoting health screening, health surveillance and preventative medical services, and to advise on and provide management systems to ensure this occurs
- To develop proactive health promotion and education initiatives as appropriate as part of the Council's health promotion programme
- To ensure that employees are competent to do their work and provide them with appropriate and comprehensible information, instruction and training
- To ensure the safe transport, storage, handling and use of hazardous substances
- To consult with employees on health & safety issues affecting their well-being, providing the necessary information, instruction & supervision as appropriate

Perth & Kinross Council is committed to encouraging all employees to play an active role in securing their own health & safety and that of others.

Chief Executive  
Perth & Kinross Council

## **2. SCOPE OF POLICY**

This policy applies to all Elected Members and employees of Perth & Kinross Council. The policy sets out the Council's arrangements for the successful management of health & safety. This Corporate Policy Statement is supported by Service Health & Safety Policies, which detail the organisation and arrangements in place within Services to ensure the aims of the Corporate Policy are met. Therefore, only an outline of the organisation's arrangements and individual responsibilities are set out in this policy.

This policy will also be supported by detailed, subject specific, policies, procedures and guidance. During the development of this policy there was no direct consultation carried out with the defined equality protected characteristic groups.

During the revision and development of subject specific policies and procedures there will be due consideration given to the impact on the equality protected characteristic groups with appropriate levels of consultation conducted.

### **3. ORGANISATION**

The organisational structure for the implementation and management of the Council's statutory health & safety duties is the same as that for managing Council Services. The structure outlining the interaction between individuals, management meetings and committees for the purpose of managing health & safety is shown in Appendix 1. Key areas of responsibility are allocated to particular personnel and these are described as follows:

#### **3.1 Elected Members**

Elected Members have a general duty to take reasonable care of their own health & safety and anyone else who could be affected by their actions. Elected Members will also take account of the health & safety implications of their decisions.

#### **3.2 Chief Executive**

The Chief Executive has overall responsibility for the administration and implementation of the Council's Occupational Health & Safety Policy. The Chief Executive will ensure the implementation of this policy by delegating responsibility for its implementation in Services to Executive Directors.

The Chief Executive will ensure that Services implement and maintain an effective Health & Safety Management System.

#### **3.3 Executive Directors/Depute Directors**

Executive Directors/Depute Directors are responsible for ensuring that supplementary Service Health & Safety Policies are produced, reviewed annually and revised as often as necessary. The Statement and arrangements should contain suitable and sufficient detail in respect of the particular nature of the Service's operations and services provided. Executive Directors/Depute Directors must satisfy themselves that the arrangements for implementing the policy are effective.

Executive Directors/Depute Directors will further ensure that persons designated as having responsibilities for health & safety matters are trained and competent and are provided with the resources necessary to ensure the implementation of this Corporate Policy, so far as is reasonably practicable.

Executive Directors/Depute Directors will establish and maintain a forum for staff and management representatives to oversee the management of Health & Safety within the Service and take steps to address areas for improvement. This will be achieved through Service Health & Safety Committees or Joint Consultative Committees which

incorporate a health & safety element. The suggested remit for these Committees is outlined in section 3.13.2 below.

Executive Directors/Depute Directors will produce a formal annual review of health & safety performance for their Service covering the previous financial year and submit this to the Chief Executive, by 31 May each year. The framework for undertaking this review is contained in Appendix 2.

Executive Directors/Depute Directors will, within 48 hours of their receipt, submit copies of any prosecutions, prohibition notices or improvement notices to the Chief Executive & the Corporate Health, Safety & Wellbeing Team. This includes any enforcement or unsatisfactory condition notices/letters received from the Fire & Rescue Service.

Executive Directors/Depute Directors will nominate an appropriate person for each workplace to undertake the role of head of establishment, as outlined in Appendix 3.

### **3.4 Head of Performance & Resource (Environment)**

The Head of Performance & Resource (Environment) has particular responsibility for keeping the Executive Officer Team sufficiently informed of developments internal and external to the organisation to allow them to develop, implement and direct an effective health & safety management system which:

- Maximises the well-being and productivity of all people working for Perth & Kinross Council
- Prevents people getting injured, ill or killed through work activities and service provision
- Improves the organisation's reputation in the eyes of service users, suppliers, other stakeholders and the wider community
- Avoids damaging effects on service budgets
- Encourages effective relationships with contractors and partner organisations that promote the highest standards of health & safety
- Minimises the likelihood of prosecution and consequent penalties
- Complies with and where possible exceeds the requirements of the relevant statutory duties imposed by health & safety and fire safety legislation.

### **3.5 Heads of Service**

In the areas under their control, Heads of Service will ensure that conditions are consistent with the objectives of the Occupational Health & Safety Policy. This will be achieved by ensuring:

- Standards are set for all services provided and functions carried out, which comply with legislation and reflect good practice
- Regular checks are carried out to ensure that adequate standards are being maintained, through health & safety monitoring arrangements

- Deficiencies highlighted by these checks are corrected timeously
- Reports are made to the Executive Director of significant problems, in relation to securing the health & safety of employees or others affected by the divisions work activities.
- The Occupational Health & Safety Policy is monitored to ensure its effectiveness;
- Compliance with all relevant legal statutory provisions

### **3.6 Managers/Head Teachers**

Managers/Head teachers have a pivotal role in the management of health & safety and are required to:

- Ensure, so far as is reasonably practicable, that conditions within their work area are safe and without risk to health, by conducting risk assessments or ensuring they are completed by a competent person trained in risk assessment
- Implement the Occupational Health & Safety Policy in relation to their area of responsibility
- Ensure that all employees are made aware of the Occupational Health & Safety Policy, arrangements and procedures relevant to their area of work
- Consult the Service's Health & Safety Team or Corporate Health, Safety & Wellbeing Team when professional health & safety advice is required
- Report all accidents and dangerous occurrences using the incident reporting form as soon as possible after the incident, regardless of whether an employee, client, volunteer, contractor's worker or visitor has been affected
- Investigate the causes of accidents and dangerous occurrences and advise all persons who may be at risk of the steps necessary to remove or control the identified hazard to prevent a recurrence
- Respond promptly to employee concerns where they believe there is serious or imminent danger to themselves or others
- Ensure staff receive the necessary training to enable them to work safely, training needs should be identified as a part of the risk assessment process

In the event of an accident resulting in a fatality or major injury, advise the Head of Service immediately, the Service Health & Safety Team and the Council's Corporate Health, Safety & Wellbeing Manager by telephone during office hours. The location of the accident must be secured to prevent access and to allow for an immediate investigation by the appropriate authority e.g. Police, Health & Safety Executive.

### **3.7 Employees**

All employees must take reasonable care of themselves and of any other persons who may be affected by their actions, or what they fail to do at work.

All employees must:

- Co-operate with the Council in its efforts to comply with the Health & Safety at Work etc. Act and related Regulations
- Use correctly and safely all work items provided by the Council in accordance with the information, instructions, and training given
- Inform their immediate manager of any work situation where they believe they or any other person is at risk of serious or immediate danger
- Any work situation where they consider there to be the potential for harm to employee or others as a result of work activities
- Familiarise themselves with health & safety policies, risk assessments, safe working procedures and arrangements as detailed in this and other Health & Safety Policies relevant to their work activities.

Note: where an employee believes they or another person's health or safety is in imminent danger, they must temporarily suspend the dangerous activity and report this to their line manager.

### **3.8 Strategic Policy & Resource Committee (SP&R)**

The Strategic Policy & Resource Committee have the role of formally approving Health & Safety Policy, as they do with other organisation level policies. Policies will be submitted to SP&R for their approval once the formal consultation with trade unions has been completed and the Corporate Management Group & Executive Officer Team have recommended a policy for approval.

### **3.9. Executive Officer Team (EOT)**

The Executive Officer Team's principal role in managing health & safety within the organisation is to set organisational improvement targets and monitor Health & Safety performance through quarterly performance reports.

The EOT will also recommend health & safety policies for approval once employee consultation has been undertaken and the Corporate Management Group have considered the implications of implementing new policy.

### **3.10 The Corporate Management Group (CMG)**

The CMG have a strategic role to manage and improve health & safety performance. To achieve this CMG:

- Monitor Health & Safety Performance through quarterly reports prepared by the Health, Safety & Wellbeing Manager
- Act on areas of low performance, including audit results
- Receive quarterly updates on health & safety matters both internal and external to the organisation, which have the potential to impact on the organisations operations

- Instruct the development of key policy and procedural documents
- Consider health & safety policies presented by the Health, Safety & Wellbeing Manager following consultation with Employee and Service representatives
- Take action to reduce risks faced by the organisation, on the basis of advice given by the Health, Safety & Wellbeing Manger

### **3.11 Service Management Teams (SMT)**

Service Management teams are responsible for taking forward actions highlighted as a result of reports to CMG and ensuring Services are taking suitable measures to control the risks faced by the respective Service. This will be achieved by SMTs:

- Monitoring Health & Safety Performance through the quarterly reports prepared by the Health, Safety & Wellbeing Manager for CMG
- Acting on areas of low performance, including audit results
- Taking action to reduce risks faced by the Service, on the basis of advice given by the Health, Safety & Wellbeing Manger.

### **3.12 Divisional Management Teams (DMT) / School Senior Management Team (SSMT)**

DMT/SSMTs are responsible for taking forward actions highlighted as a result of reports to CMG and ensuring Divisions and School Senior Management Teams are taking suitable measures to control the risks faced in the respective Division/School. This will be achieved by DMTs/SSMTs:

- Monitoring Health & Safety Performance through the quarterly reports prepared by the Health, Safety & Wellbeing Manager for CMG
- Acting on areas of low performance, including audit results
- Taking action to reduce risks faced by the Division/School, on the basis of council policy, procedures and guidance.

### **3.13 Consultation**

The Council will co-operate fully in the appointment of Safety Representatives and will provide such facilities and assistance as they may reasonably require to carry out their functions.

The Council actively encourages employee and Trade Union participation in the development of health & safety policy, procedures and arrangements by operating Health & Safety Committees at Council and Service levels.

#### **3.13.1 Perth & Kinross Council Corporate Health & Safety Consultative Committee**

The role of the Corporate Health & Safety Consultative Committee shall be:

- To provide a means of regular consultation between Perth & Kinross Council and employees, providing a forum for the discussion of corporate Health & Safety matters
- To consider reports and make suggestions on any Health & Safety matter which may be referred to the Committee by Perth & Kinross Council or by any of the employee organisations;
- To consider minutes/notes of meetings from Service, Division or Section Health & Safety Committees where the issue or issues raised are considered to have corporate Health and Safety implications
- To recommend the approval of Corporate Health & Safety policies by the Strategic Policy & Resource Committee

### 3.13.2 Departmental Health & Safety Committees

As mentioned above, Executive Directors are responsible for establishing Service Health & Safety Committees or Joint Consultative Committees, which incorporates a health & safety element. The remit of these groups shall be:

- To provide a means of regular consultation between Service Management representatives and employees, providing a forum for the discussion of Service health & safety matters
- To consider reports and make suggestions on any health & safety matter which may be referred to the Committee by the Service Senior Management Team or any of the Services employee representatives
- To consider minutes/notes of meetings from Service or Divisional Health & Safety Committees where the issue or issues raised may have Service level health & safety implications
- To recommend the approval of Service Health & Safety Policies, by the appropriate Service Committee

## **3.14 Health & Safety Advice**

### 3.14.1 The Corporate Health, Safety & Wellbeing Team

The role of the Corporate Health, Safety & Wellbeing Team is primarily to lead and assist in the preparation, formulation, development, monitoring and auditing of the Health & Safety arrangements throughout the Council.

The Management of Health & Safety at Work Regulations requires organisations to have access to competent Health & Safety assistance. This is the role of the Corporate Health, Safety & Wellbeing Team at an organisational level and Service Health & Safety Teams at a Service level.

This does not absolve Executive Directors, Depute Directors, Heads of Service or line managers from their responsibility to manage health and safety under the Health & Safety at Work etc. Act 1974.

The Corporate Health, Safety & Wellbeing Team (CHSWT) will:

- Keep the Chief Executive and Executive Directors informed of developments in health & safety. The CHSWT will also provide the Corporate Management Group with advice, highlighting health & safety areas for improvement at a corporate level
- Provide advice on all health & safety matters, including fire prevention and precautions through the production of Health & Safety Policy, Procedures and Guidance
- Co-ordinate corporately-led health & safety training, and, where appropriate, arrange, prepare and deliver training courses in conjunction with Service staff
- Maintain liaison with and act as a principal contact with external bodies regarding health & safety, including the Health & Safety Executive, Fire & Rescue Service and the National Health Service
- Investigate serious accidents/incidents and dangerous occurrences; advising and taking action as necessary
- Audit the application and implementation of Health & Safety policies across the organisation, providing a strategic perspective.
- Collate and provide health and safety monitoring information at a Strategic level for EOT, CMG and the Corporate Health & Safety Consultative Committee.

### 3.14.2 Service Health & Safety Teams

These officers are responsible for the following functions:

- Advising on matters concerning health & safety within their Service
- Assisting in the interpretation of Health & Safety legislation and Corporate Policies relevant to the Service's activities and the setting of standards
- Monitoring the application of the Corporate and Service Health & Safety Policies and Procedures and advising on their effectiveness
- Supporting managers to investigate accidents/incidents and dangerous occurrences as appropriate; advising on follow up action as necessary
- Acting as an ex-officio member of the Service's Health & Safety Committees/ Joint Consultative Groups
- Advising on safety aspects of specialised plant and equipment, substances, or processes being considered for incorporating into new and existing establishments

- Arranging, preparing and delivering health & safety training as appropriate within their Service
- Assisting in the provision of health & safety training at a Corporate level
- Advising on matters relating to fire prevention and fire precautions
- Supporting their Executive Director/Depute Directors in the preparation of the Service's annual review of health & safety

## **4. ARRANGEMENTS**

### **4.1 Emergency Procedures**

The Management of Health & Safety at Work Regulations requires procedures to be established where there is a possibility of serious or imminent danger to employees or other persons.

### **4.2 Fire Precaution and Prevention**

A fire risk assessment will be completed by the person in charge of any premises, building or service to ensure that suitable arrangements are in place. These arrangements must include procedures for the safe evacuation of all employees and visitors to the location, with special provision for the evacuation of disabled persons.

The Fire Evacuation arrangements will be tested by carrying out an evacuation drill at least twice annually. The audibility of any fire alarm system will be tested weekly using, where appropriate, a different call point. Any fitted systems, e.g. fire alarms, emergency lighting, smoke detection and fire extinguishing equipment will be tested and examined by competent persons in line with established standards.

A regular inspection of fire evacuation signs and notices and the adequacy of means of escape from the premises will be conducted by the person in charge of the building or premises.

The person in charge of the building or premises will ensure the fire precaution and evacuation arrangements are brought to the attention of all staff and visitors. Fire action notices will be completed and displayed at suitable locations.

A written record of all of the above must be retained on the premises for inspection by the Fire & Rescue Service.

Emergency arrangements, other than those to deal with the risk from fire will be highlighted at Service, Divisional or Team level as part of the general risk assessment process.

### **4.3 First Aid Arrangements**

An assessment of first aid needs will be made by the person in charge of any premises, building or service to determine the number of trained personnel and quantity/distribution of first-aid materials. Suitable numbers of first-aid personnel will be appointed to deal with incidents and emergencies in the workplace. These personnel will have sufficient training and qualifications in accordance with the Health & Safety (First-Aid) Regulations 1981. Identities of first-aiders and locations of facilities will be clearly displayed in each workplace.

The registered first-aid or appointed person will ensure that first aid facilities are readily available and adequately stocked.

#### **4.4 Incident Reporting**

All incidents and near-misses must be reported to line managers, they in turn will ensure that an accident/incident report form is completed and submitted to their Service Health & Safety Team.

It is important that all incidents and near-misses are reported for the following reasons:

- To prevent reoccurrence of similar incidents;
- To fulfil legal obligations to report certain incidents;
- To reduce the costs incurred by the council as a result of incidents.

It is important that even the minor incidents, including near misses, are reported as this knowledge could be used to prevent a more serious incident in the future.

- A copy of Perth & Kinross Council's incident reporting procedures will be held at each council establishment detailing what actions should be taken following an incident.

#### **4.5 Occupational Health Arrangements**

The aim of the council's Occupational Health Policy is not only to prevent ill health but to promote good health at work. The broad aims are to:

- Develop employee health services by promoting health screening and surveillance and preventative medical services
- Develop health promotion and education initiatives as appropriate.

All Service areas will have access to Occupational Health Services, which will normally be co-ordinated through Human Resources. The Corporate Health, Safety and Wellbeing Team will provide advice on occupational health hazards where appropriate. They will also provide information and guidance on other occupational health related subjects including, but not restricted to, stress, personal safety and smoking.

#### **4.6 Risk Assessments**

Managers have been identified as being responsible for ensuring activities and workplaces are assessed to identify risks and determine the suitability of preventative measures put in place.

It is widely accepted that the most effective method of achieving high standards of health & safety is to consider the effect of work activities and service delivery on people and premises prior to their commencement.

There is a legal requirement for risk assessments to be conducted and it is the responsibility of each manager to ensure these assessments are carried out prior to work activities being undertaken. Such assessments will identify significant hazards, specify any existing control measures and stipulate any further action necessary to control risks adequately. The risk assessment must be made in writing.

In addition to general risk assessment, there are particular regulations which require more in-depth and specific assessments to be made. Examples of work activities that may require more in-depth assessment include:

- Exposure to hazardous substances
- Manual handling
- The use of display screen equipment
- The use of personal protective equipment
- Exposure to noise
- General fire safety
- The selection and use of lifting equipment

The law requires that risk assessments are suitable and sufficient, therefore they require to be conducted by a person who is considered to be competent, normally someone from within the workplace, who is aware of the hazards involved in the tasks or workplaces and can call upon specialist advice when faced with unfamiliar risks.

Risk assessments will be reviewed and, where necessary, revised at regular intervals, the frequency of these reviews depend on the nature of the hazards and risks encountered. The assessments will also be reviewed and modified at other times, including:

- Changes in legislation
- Where significant changes are made to the activity or workplace
- Following an incident or near miss

#### **4.7 Information, Instruction and Training**

The council recognises the importance of having well informed and competent employees if it is to achieve a safe working environment. On commencement of employment all employees will receive health & safety training as part of an induction programme. This will include, but is not limited to:

- The routine in case of fire
- Their role, if defined in the emergency evacuation plan
- Any specific skills/knowledge necessary to work safely, e.g. safe lifting and handling, use of display screen equipment as identified in risk assessments for activities undertaken by the employee

The training needs of all employees will be regularly assessed using the employee review and development scheme and where appropriate information, instruction and training on health & safety matters will be provided. Ongoing consideration will be given to the requirements of new legislation and the outcomes of job related risk assessments.

The effective communication, by managers, of policies, procedures and safe working practice will assist in achieving high standards of health & safety performance.

Information and training will be provided in a way that is easily understood and takes into account the intended audience.

#### **4.8 Contractors**

The Council is required to use contractors to carry out specialist work or to provide additional short term staffing. The Council will therefore set standards and monitor the activities of contractors to minimise the risk presented to employees and other persons, and to the public.

Each Head of Service will ensure that contractors engaged by their Division are properly vetted with regard to their health & safety competence. Only contractors who can demonstrate their competence and commitment to safeguard all who may be affected by their activities will be employed. The health & safety performance of contractors will be assessed and monitored appropriately as part of the procurement process by those who engage contractors.

Contractors will be required to operate in accordance with relevant legislation, and policies and procedures specified by the Council. When necessary, contractors will be required to provide detailed risk assessments and health & safety method statements, and other information deemed necessary to ensure the Council meets its legal obligations and internal management standards.

The council has developed specific arrangements for the appointment and management of contracts in relation to construction work, this is set out in the 'Construction Design and Management Policy'.

## 5. MONITORING

Perth & Kinross Council recognises the benefits of conducting active monitoring as a means to measure health & safety performance and to prevent accidents, incident or cases of ill health before they occur. This includes monitoring the achievement of health & safety improvement plans, and compliance with the standards set out in this and supporting policies and guidance documents. This type of monitoring measures success and reinforces positive achievement by recognising good work, rather than penalising failure after an event.

Active monitoring methods used include:

- Inspection of premises, plant and equipment
- Environmental monitoring
- Health surveillance
- Observation of work behaviour by line managers
- Health & safety management audits

While active monitoring provides feedback before an accident/incident or case of ill health, reactive monitoring is necessary to enable the organisation to learn from accidents/incidents, ill health cases or other deficiencies in health & safety performance.

The reactive arrangements are therefore triggered by an event and include identifying and reporting of:

- Injuries and cases of ill health, including monitoring of sickness absence
- Damage to property
- Near miss incidents
- Hazards
- Weaknesses in performance standards.

## 6. REVIEW

Perth & Kinross Council places an emphasis on continual improvement; this is demonstrated in the arrangements developed to improve the health, safety and wellbeing of our employees and those who can be affected by our activities.

The council aims to learn from all relevant experiences and apply the lessons learnt. This is achieved through the systematic review of performance based on data gathered from monitoring as outlined above.

Performance is assessed by:

Internal reference to key performance indicators

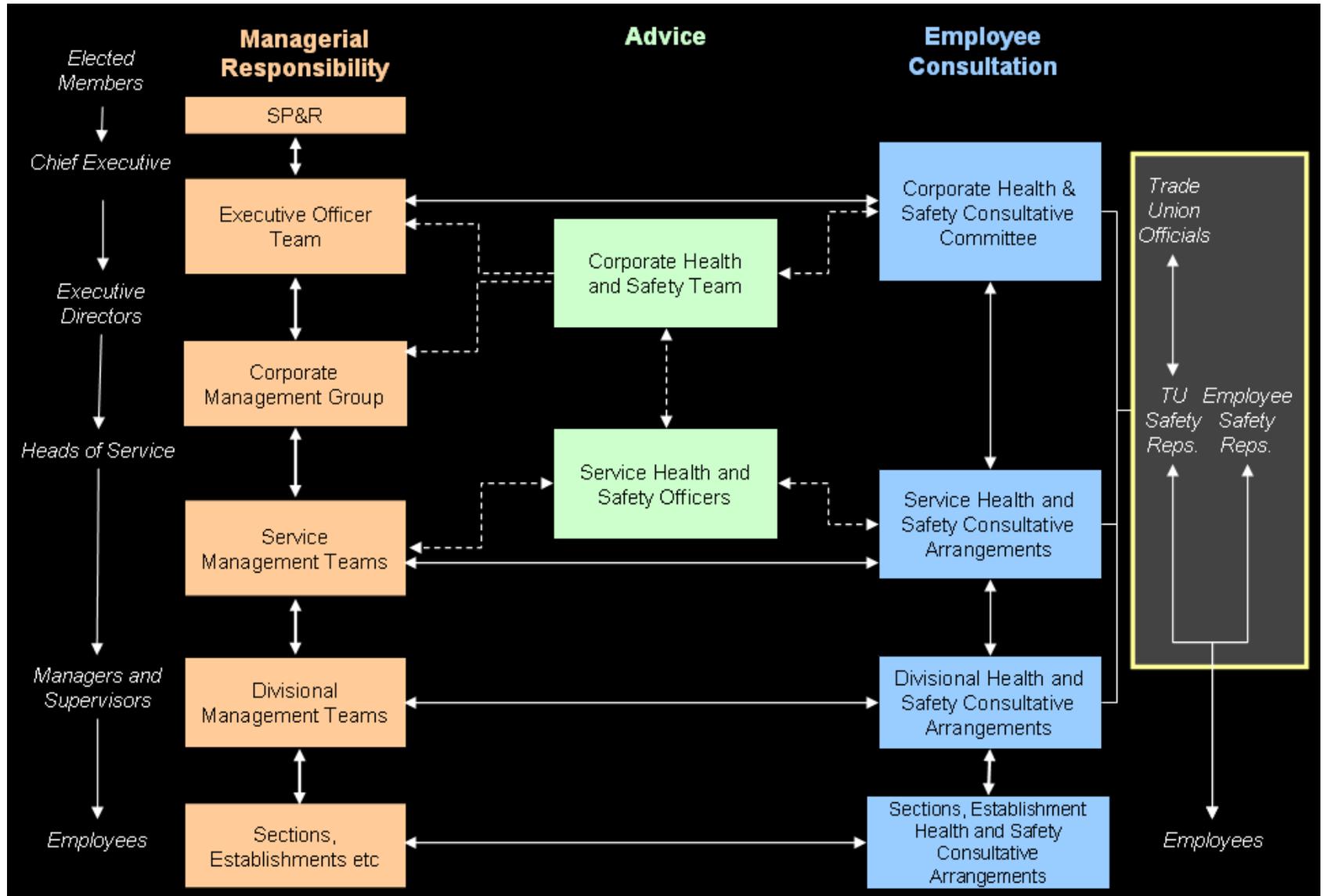
External comparison with the performance of business competitors and best practice

Performance is also recorded in Service level and Corporate level annual health & safety reports.

This policy will be kept under review by Perth & Kinross Council's Corporate Health & Safety Consultative Committee and Senior Management Team on an ongoing basis. This Policy will be supported by a range of detailed, subject specific, policies, procedures and guidance documents.

Perth & Kinross Structure for Managing Health & Safety

Appendix 1



**Service Health & Safety  
Annual report template**

**Structure of Report**

All reports should reflect the model for successful health & safety management given below.

Section	Details	Measures/type of information required
<b>Policy</b>	What arrangements, e.g. procedures have been developed and implemented within the Service in the previous year in pursuance of the Councils' Health & Safety Policy objectives.	What arrangements were in place at 31 March and what further arrangements does the Service expect to have to develop.
	How have Senior and middle managers within the service demonstrated visible leadership of health and safety over the last year.	e.g. Chairing H&S Committee, having H&S on meeting agendas
<b>Organisation</b>		
Control	Review of management arrangements for H&S – i.e. success/otherwise in how responsibility section of H&S Policy has been implemented	
	How has progress been made to identify workplace hazards and the associated controls necessary to protect people.	How many risk assessments or what percentage of risk assessments had been completed for work activities/ work equipment at 31 March and how many or what percentage of risk assessments are required. It may be easier for Services to present this as a series of Team or Divisional figures rather than on figure for the Service
Co-operation	Review of H&S Committee meetings, i.e.: <ul style="list-style-type: none"> <li>• Structure (who are committee members)</li> <li>• number of meetings</li> <li>• attendance rates</li> <li>• summary of significant issues discussed and actions arising</li> </ul>	
	What steps have the Service taken to encourage worker involvement in workplace risk assessments or worker suggestion schemes	This may be on going promotion of existing arrangements.
Communication	Review of H&S communications – how well have guidance, procedures or policy been communicated and understood.	This could include examples of promotion and testing to demonstrate understanding
	Have minutes of health and safety committees been clearly communicated to employees	Are they presented on Eric, H&S notice boards or discussed as part of regular team meetings.
Competence	Review of training needs and	Some training is clearly linked to

Section	Details	Measures/type of information required
	training provided Details of any competency-based standards that have been developed or implemented	the roles of Managers in the Service with all managers expected to attend Manager Guide Training. How many managers have been identified to attend each of the key H&S management training, how many had attended this at 31 March , how many attended during this period and how many still require training
	Training completed in the following areas:  a) Managers Guide b) Managing Safely (IOSH) c) Manual Handling risk assessment d) Risk Assessment e) Fire Risk Assessment f) First Aid – Competent Person - Designated First Aider g) Fire Safety Management h) Display Screen Equipment (e-learning) i) any other health and safety training	For a) - i):  - Number of people identified as requiring such training and the number of people who have actually undergone this training and successfully completed it.  - Overview of any health and safety training programmes planned or current.  - Details of process for identifying health and safety training needs.
<b>Planning and Implementing</b>	How have the outcomes of risk assessments been used to inform future priorities	At a team or service level
	How have the outcomes of the Services performance monitoring informed future priorities	
<b>Measuring Performance</b>		
Active	What progress has the Service made towards fulfilling the objectives from the previous years health & safety improvement plan.	What items were fully achieved, which were partially achieved, which continue to require to be addressed.
	What activity has the Service undertaken in the past year under the following headings: <ul style="list-style-type: none"> <li>• Inspection of premises, plant and equipment;</li> <li>• Environmental monitoring;</li> <li>• Health surveillance;</li> <li>• Observation of work behaviour by line managers;</li> <li>• Health &amp; safety management audits.</li> </ul>	

Section	Details	Measures/type of information required
Reactive	Number of: <ul style="list-style-type: none"> <li>• incidents broken down by division/team and type</li> <li>• Injury rate per 100,000 employees for all reportable injuries per division/department</li> <li>• All injury accidents to employees – count of accidents by cause as per the HSE standard list of causation on F2508 forms</li> <li>• Lost time injury accidents to employees - total amount of time lost for each cause on the HSE standard list of causation</li> <li>• All injury accidents to 3<sup>rd</sup> parties – count of accidents by cause as per the HSE standard list of causation</li> <li>• Occupational ill health incidents to employees – count of incidents by cause</li> <li>• Occupational ill health incidents to employees – total amount of time lost for each cause, including work-related stress</li> </ul>	
	a) Civil claims for work related personal injuries to employees and non employees  b) Sickness absence due to days lost as a result of work related injuries and ill health  c) Damage to property, premises and downtime/disruption to service as a result work related accidents and incidents	a) Numbers and costs associated (insurance payouts, legal fees ....)  b) Numbers and cost associated with work related injuries and ill health for example sickness absence costs, temporary replacement staff and retraining costs....  c) Numbers and Costs associated.
Review of Performance	What significant lessons have been learned as a result of the performance monitoring carried out by the service.	
Audit	Summary of any audits carried out and the steps taken to address their key findings	
Continuous Improvement	Overview of Service Health & Safety improvement plan for the coming year, including the Service specific actions to reduce its top 3 causes of injuries and ill health.	
Visits by enforcement bodies	a) Number of letters and visits received	a) outcome of letters and visits

Section	Details	Measures/type of information required
i.e. HSE/ Fire & Rescue Service	b) Number of Notices Served c) Number of Prosecutions	b) Number of Notices complied with on time c) Level of fines and other costs

### Timescale

The following milestones are recommended:

End April	Draft Reports copied to Health, Safety & Wellbeing Manager for preparation of Corporate Health & Safety Annual Report and discussion amongst Health & Safety Professionals.
Start of May	Final Reports agreed by Service Management Teams
Mid May	Service reports considered at Corporate Management Group
Start of June	Reports presented to Corporate Health & Safety Consultative Committee

### Head of Establishment

Each workplace will have an identified Head of Establishment at an appropriate senior level to co-ordinate Health and Safety matters within that workplace. Where there is only one Service operating within a building then this will normally be the most senior person from that Service.

Where there is more than one Service represented within an establishment then the most senior person present will normally undertake the role of Head of Establishment. The role of the other represented Services' most senior people will be to co-operate and interface with the head of establishment.

Where the workplace is not permanently staffed the head of establishment will depend on the use of the building. Where there is only one Service managing the building e.g. sports pavilions, public toilets, then the Head of Establishment will be someone from the Service managing the facility. In some circumstances therefore one person may perform the Head of Establishment role for a number of workplaces or establishments.

#### **The Head of Establishment must:**

- fulfil the requirements of the 'Nominated Person' role as set out within the Fire Safety Management Policy,
- ensure employees and contractors are made aware of Asbestos Containing Materials (ACM's) within the workplace,
- ensure that safe working practices are followed within the workplace/establishment particularly in common areas,
- ensure good communication between all users of the workplace/establishment on health and safety related matters,
- ensure a repair report system is in operation and that repairs are followed through,
- ensure all contractors carrying out work in the workplace are made aware of any known hazards in the workplace and work in a safe manner, without risk to other users,
- establish a safety committee/forum/group where appropriate,
- ensure there is a person to take control of the workplace/establishment during an emergency,
- ensure an adequate level of first aid provision is made.

#### **Procedures required include:**

- fire prevention (storage, non-blocking of exit routes etc).
- fire precautions (drills, alarms tests etc).
- fire emergency evacuation procedures.
- routine workplace inspections.
- system for addressing items requiring urgent and immediate repair, relating to the workplace/establishment and checking repairs are completed timeously and without risk to others.

Further details of the Head of Establishments role will be set out within supporting documentation currently being developed.

*Produced by:*

