

## Document Control Sheet

<b>Document title</b>	Health and Safety Policy
<b>Summary of purpose</b>	A legal requirement: sets out the Council's intentions with regards to health and safety and who is responsible for ensuring health and safety controls are implemented
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<b>Status</b>	
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<b>Approval date</b>	
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**Validity Statement**

This document is due for review by the date shown above, after which it may become invalid. Users of the strategy or policy should ensure that they are consulting the currently valid version of the document.

Health and Safety at Work etc. Act 1974

**HEALTH AND SAFETY POLICY STATEMENT**



**MALDON DISTRICT  
COUNCIL**

of

**MALDON DISTRICT COUNCIL**

**It is the Council's intention to ensure, so far as is reasonably practicable, the health, safety and welfare at work of all its employees and all others who may be affected by its work activities.**

**It will: -**

- undertake suitable and sufficient assessments of the risks;
- provide and maintain safe plant and systems of work;
- ensure the safe use, handling, storage and transport of articles and substances;
- provide sufficient information, instruction, training and supervision;
- ensure employees are capable of carrying out their designated work activities;
- work to reduce the number of accidents and incidents of work-related ill health;
- provide and maintain a safe and healthy workplace or working environment with adequate facilities and arrangements for welfare;
- consult with our employees or their nominated representatives on matters affecting their health and safety; and
- review and revise this policy statement including the organisation and arrangements in place as necessary

Signed:

Leader of the Council

Director of Service Delivery

Date:

Name	Function
Members	<p>The Council Leader</p> <ul style="list-style-type: none"> <li>• To sign off the Health and Safety Statement alongside the Director of Service Delivery.</li> <li>• To be informed of serious accidents, investigations, potential and actual enforcement, including the serving of notices and prosecutions.</li> </ul> <p>Committee Members</p> <ul style="list-style-type: none"> <li>• To agree health and safety policy.</li> <li>• To endorse the corporate health and safety improvement plans.</li> <li>• To receive regular reports on health and safety.</li> <li>• To be made aware of significant health and safety issues.</li> <li>• To ensure adequate resources are allocated when setting budgets and determining capital expenditure to secure the health and safety of the workforce and others who may be affected by the work activity.</li> <li>• To ensure mechanisms are in place to consult with union and non-union staff representatives on health and safety issues.</li> <li>• To promote a positive attitude towards health and safety.</li> </ul>
Director of Service Delivery	<ul style="list-style-type: none"> <li>• To be overall responsible for health and safety.</li> <li>• To provide effective corporate governance to manage corporate risk.</li> <li>• To ensure effective management structures and arrangements are in place to deliver policy and procedure.</li> <li>• To make available adequate resources for health and safety.</li> <li>• To promote a positive attitude towards health and safety.</li> </ul>
Directors – CLT	<ul style="list-style-type: none"> <li>• To ensure effective management structures and arrangements are in place to deliver policy and procedure within their area of responsibility.</li> <li>• To ensure that staff within their area of responsibility are aware of their health and safety responsibilities.</li> <li>• To consider health and safety reports presented to the Corporate Leadership Team and agree an appropriate course of action when considered necessary, ensuring compliance with legal requirements.</li> <li>• To promote a positive attitude towards health and safety.</li> </ul>
Tier 2 Managers	<ul style="list-style-type: none"> <li>• To ensure effective management structures and arrangements are in place to deliver policy and procedure within their service areas.</li> <li>• To ensure that staff within their service area are aware of their health and safety responsibilities and of the arrangements for health and safety.</li> </ul>

Name	Function
	<ul style="list-style-type: none"> <li>• To ensure that: risk assessments are undertaken by operational managers in accordance with <a href="#">corporate risk assessment procedure</a>; the significant findings are brought to the attention of all staff; copies are readily available to employees affected; and a copy is provided corporately.</li> <li>• To ensure that: training requirements specific to their service areas are identified and addressed; employees under their control are capable and competent through adequate information, instruction, training and supervision; and records of such are kept.</li> <li>• To consider health and safety training whilst undertaking personal development plans, ensuring that any training needs are identified and recorded.</li> <li>• To undertake regular monitoring and review of the health and safety arrangements within their services to ensure policy and procedure is being followed.</li> <li>• To consider health and safety concerns reported to them by their managers and to take action where considered necessary: to report any health and safety concerns that cannot be resolved within their service to their Director or Corporate Leadership Team.</li> <li>• To provide health and safety information to designated competent health and safety personnel.</li> <li>• To promote a positive attitude towards health and safety.</li> </ul>
Operational Managers	<ul style="list-style-type: none"> <li>• To undertake suitable and sufficient assessments of risk within their areas of responsibility in accordance with corporate procedures.</li> <li>• To ensure the significant findings of risk assessments are brought to the attention of all employees who may be affected by the work activity; that copies are readily available to employees; and a copy is provided corporately.</li> <li>• To document and periodically review departmental guidance relating to health and safety issues, having regard to corporate procedures.</li> <li>• To fulfil their responsibilities outlined in the corporate procedures.</li> <li>• To ensure all employees are aware of corporate and departmental health and safety procedures and guidance: in particular, that all employees, contractors and visitors are aware of the emergency arrangements with regard to the workplace.</li> <li>• To identify and address training requirements within their areas of responsibility; to ensure that employees under their control are capable and competent to undertake the task, receiving adequate information, instruction, training and supervision; and to keep records of such.</li> <li>• To consider health and safety training whilst conducting performance reviews, ensuring that any training needs are identified and recorded.</li> </ul>

Name	Function
	<ul style="list-style-type: none"> <li>• To report any health and safety concerns that cannot be resolved within their area of responsibility to their manager.</li> <li>• To monitor and review of health and safety arrangements to ensure corporate and service procedures and guidance are being adhered to and to take appropriate action if employees fail to follow safety procedures.</li> <li>• To provide health and safety information to designated competent health and safety personnel, including the Council's Health and Safety officer on request.</li> <li>• To promote a positive attitude towards health and safety.</li> </ul> <p>Where applicable: -</p> <ul style="list-style-type: none"> <li>• To co-ordinate health and safety with contractors having regard to corporate procedures: adopt procedures for the management of vetting and monitoring of health and safety competencies of contractors; to undertake checks on their performance, training and accident records; to monitor their performance to ensure the workforce is complying with company procedures and standards defined in their contract specifications.</li> </ul>
Facilities Managers	<ul style="list-style-type: none"> <li>• To ensure that: routine maintenance, inspections, tests and servicing, in particular statutory inspections and tests, of plant, equipment and workplace precautions; that these are undertaken at a pre-determined frequency; and records are kept of inspections, tests, checks, servicing; to prioritise any work required according to health and safety risk and keep records of any remedial work.</li> <li>• To ensure that: the physical aspects of the workplace, e.g., access, egress, traffic routes, rest facilities, common parts, ventilation, heating, etc., are considered for risks; that regular checks at a pre-determined frequency are undertaken; and records are kept of these checks; to prioritise work according to health and safety risk and to keep records of any remedial work undertaken.</li> <li>• To assist in evacuating and securing the building in the event of an emergency or practice drill; to co-ordinate and maintain the emergency evacuation plans and the security of buildings; to review the site-specific fire risk assessments and procedures on an annual basis.</li> <li>• To ensure all contractors are aware of the emergency arrangements regarding the workplace; and to undertake and review the arrangements for out of hours working and visitors.</li> <li>• To implement the Council's controls with regards to asbestos containing materials where they are the responsible person; to identify risks through assessment, implementing adequate controls to mitigate the risk, including during any refurbishment or maintenance activities.</li> <li>• To implement the Council's controls regarding Legionella where they are the responsible person; to identify risks through assessment and implementing adequate controls to mitigate the risk.</li> <li>• To co-ordinate health and safety regarding contractors having regard to the</li> </ul>

Name	Function
	<p>corporate procedure: adopt procedures for the management of vetting and monitoring of health and safety competencies of contractors; to undertake checks on their performance, training and accident records; to monitor their performance to ensure the workforce is complying with company procedures and standards defined in their contract specifications.</p> <ul style="list-style-type: none"> <li>• To ensure that: staff and contractors are competent to undertake the work activities; and receive adequate information, instruction, training and supervision</li> <li>• To ensure that responsibilities delegated to the Facilities personnel as set out in corporate health and safety procedures / arrangements are fulfilled.</li> </ul>
Lead Specialist – ICT Infrastructure	<ul style="list-style-type: none"> <li>• To ensure that functions delegated to them as set out in corporate health and safety procedures / arrangements are fulfilled</li> <li>• To ensure that the computer room firefighting system is maintained and checked / tested annually by the supplier and that a record / log of such checks is kept.</li> <li>• With regard to IT equipment, IT personnel to: - <ul style="list-style-type: none"> <li>➢ position equipment in such a manner that it does not expose people to risk, e.g., where it may cause an obstruction in walkways, including emergency exits;</li> <li>➢ where possible, not locate cables in walkways or where it may cause a trip hazard;</li> <li>➢ ensure that cable covers and ties are used where appropriate;</li> <li>➢ remove any computer packaging and store in such a way to prevent a tripping / fire hazard before appropriate disposal;</li> <li>➢ address any concerns relating to the DSE hardware or software, e.g., flickering.</li> </ul> </li> </ul>
Health and Safety Officer	<ul style="list-style-type: none"> <li>• To give advice on health and safety issues to Directors and managers on request and to advise them of any known health and safety failings.</li> <li>• To maintain a corporate record of service risk assessments.</li> <li>• To clarify health and safety responsibilities.</li> <li>• To ensure effective means of communication and consultation.</li> <li>• To provide information about the Council's Health and Safety Policy, organisation, procedures and arrangements and to ensure it is readily available to employees and to the Health and Safety Executive (HSE) on request.</li> <li>• To ensure all employees are aware of the emergency arrangements regarding the workplace.</li> <li>• To keep a record of accidents or incidents.</li> <li>• To report notifiable accidents, diseases and dangerous occurrences to the Health and Safety Executive (HSE).</li> </ul>

Name	Function
	<ul style="list-style-type: none"> <li>• To report any health, safety and welfare failings and make recommendations to the Corporate Leadership Team.</li> <li>• To report regularly to the Performance and Audit Committee on the corporate management of health and safety.</li> </ul>
First Aiders	<ul style="list-style-type: none"> <li>• To give first aid assistance on request.</li> <li>• To ensure their allocated first aid kit is adequately stocked with first aid items and to report to Facilities when central stocks are low.</li> <li>• To follow arrangements as set out in the corporate First Aid Procedure.</li> <li>• Facilities Co-ordinator to ensure the first aid room is kept clean and tidy and there are adequate stocks of first aid items / materials.</li> </ul>
All employees	<ul style="list-style-type: none"> <li>• To co-operate with the Council and their line managers on all matters relating to health and safety.</li> <li>• To take reasonable care of their own health and safety and to ensure that their activities do NOT put others at risk.</li> <li>• To make proper use of equipment provided, including personal protective equipment (PPE).</li> <li>• NOT to interfere with anything that safeguards their health and safety or the health and safety of others.</li> <li>• To report all health and safety concerns to their line manager or another appropriate person.</li> <li>• To report all accidents, incidents or near misses to their line manager and complete the accident and near miss reporting forms if they are able to.</li> <li>• To report all incidents of unacceptable behaviour (including verbal abuse, intimidation, assault) to their line manager and complete the incident report form.</li> <li>• To follow corporate and departmental health and safety procedures including any control measures identified through risk assessment.</li> </ul>
Union Health and Safety Representatives	<ul style="list-style-type: none"> <li>• To participate in the Council's consultation process representing Union members in matters relating to health and safety.</li> </ul> <p>They may: -</p> <ul style="list-style-type: none"> <li>• undertake regular inspections of the workplace;</li> <li>• investigate potential hazards and examine the causes of accidents in the workplace;</li> <li>• investigate complaints by a Union member relating to their health, safety and</li> </ul>

Name	Function
	<p>welfare;</p> <ul style="list-style-type: none"> <li>• represent employees in consultation with Health and Safety Executive (HSE) inspectors and receive copies of associated reports;</li> <li>• liaise with management on matters relating to health and safety and have access to certain information;</li> <li>• attend Health and Safety Committee meetings.</li> </ul>
Health and Safety representatives	<ul style="list-style-type: none"> <li>• To fully participate in the Council's consultation process on matters relating to health and safety.</li> <li>• To make representations to the Council on potential hazards and dangerous occurrences at the workplace which affect, or could affect, the group of employees he/she represents.</li> <li>• To make representations to the Council on general matters affecting the health and safety at work of the group of employees he/she represents and on such matters as he / she is consulted.</li> <li>• To represent the group of employees in consultation with Health and Safety Executive (HSE) inspectors and received copies of associated reports.</li> </ul>