

ISLE OF ANGLESEY COUNTY COUNCIL	
Report to:	Executive Committee
Date:	9th January 2018
Subject:	Revised Corporate Health and Safety Policy
Portfolio Holder(s):	Councillor Richard Dew
Head of Service:	Dylan J Williams Head of Service Regulation and Economic Development
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Local Members:	

A –Recommendation/s and reason/s
<p>That the Authority adopts the revised Corporate Health and Safety Policy. The revisions to the policy reflect the changes within the Authority’s Health and Safety Management System and changes to the Authority’s Senior Leadership Team.</p> <p><u>Executive Summary</u></p> <p>The Isle of Anglesey County Council has a legal duty, under the Health and Safety at Work etc, Act 1974, to ensure the health, safety and welfare of it’s employees.</p> <p>This policy sets out the organisational arrangements and procedures required to ensure that employee health and safety is given due prominence across the Council.</p>

B – What other options did you consider and why did you reject them and/or opt for this option?
<p>Do nothing – this option was dismissed as the authority would be left with an out of date Corporate Health and Safety Policy that did not reflect the current management systems and leadership within the organisation.</p>

C – Why is this a decision for the Executive?
<p>The adoption of this updated policy will influence the way the authority cares for the health, safety and welfare of its employees.</p>

CH – Is this decision consistent with policy approved by the full Council?
Yes

D – Is this decision within the budget approved by the Council?
Yes

DD – Who did you consult?		What did they say?
1	Chief Executive / Senior Leadership Team (SLT) (mandatory)	Revision to the policy has been led by the Chief Executive
2	Finance / Section 151 (mandatory)	
3	Legal / Monitoring Officer (mandatory)	
4	Human Resources (HR)	Feedback provided on amendments incorporated in the revised version.
5	Property	
6	Information Communication Technology (ICT)	
7	Procurement	
8	Scrutiny	
9	Local Members	
10	Any external bodies / other/s	

E – Risks and any mitigation (if relevant)		
1	Economic	
2	Anti-poverty	
3	Crime and Disorder	
4	Environmental	
5	Equalities	
6	Outcome Agreements	
7	Other	HSE action against the authority

F - Appendices:
Copy of the Isle of Anglesey Corporate Health and Safety Policy (Version 6 of 13/11/17)

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FF - Background papers (please contact the author of the Report for any further information):
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The Isle of Anglesey County Council

Corporate Health and Safety Policy

Version 6.0

About this policy

This policy states The Isle of Anglesey County Council 's general aims with regard to employees' health and safety. It also contains our organisation and arrangements for carrying out the policy as required by The Health and Safety at Work etc. Act 1974 and subsequent Regulations.

The Policy is supported by resources on the Council's website.

Revision history

Version	Date	Summary of changes
6.0	12.08.2016	- Policy updated to reflect changes within Authority's Health and Safety Management System and changes to the Authority's Senior Leadership Team

Date of next review	
This policy will be reviewed in:	12 months
The review will be undertaken by:	Corporate Health and Safety Team

Contact Details:

Healthandsafety@anglesey.gov.uk

We are happy to provide this policy in alternative formats on request. Please use the above contact details.

Mae'r ddogfen yma ar gael yn y
Gymraeg.

This document is available in Welsh.

1.0 Statement of Intent

As Chief Executive and Leader of The Isle of Anglesey County Council, we value the health, safety and welfare of its employees and recognise that good health, safety and welfare is integral to our organisational and business performance by reducing injuries and ill health, protecting the environment and reducing unnecessary losses and liabilities.

We recognise that successful implementation of this policy will enhance our overall business performance.

The Isle of Anglesey County Council strives to be a professional and well-run council, innovative and outward looking in our approach, committed to developing our people and partnerships in order to deliver efficient and effective services of good quality, that are highly valued by our citizens.

In order to achieve this, we will need to transform our services and the way the Council works. Transforming our Council will mean that we must listen to what our staff, citizens, service users and businesses say, and allow their views to influence what we do and how we can progress and develop the Council. In doing this we will adopt and promote safe working practices and high health and safety standards.

We will provide, as far as is reasonably practicable, a safe and healthy environment for all our staff and all persons affected by our undertaking. This will be based on providing safe environments for learning, leisure and care work, safe places of work, safe systems of work, safe equipment and materials for use at work and competent individuals and we will ensure that adequate financial and nonfinancial resources are provided to support this policy.

We have a comprehensive wellbeing offer that includes occupational health, employee assistance, health initiatives and a commitment to preventing violence, assaults and threats in the workplace.

The Chief Executive has day to day responsibility for health and safety, including advising on performance and improvement. The Senior Leadership Team, Service Heads, Operational Managers, Head Teachers and Supervisors will make sure health and safety matters are an integral part of all activities and health and safety is given due consideration with other service commitments.

We recognise and will endeavour to meet both common law and statutory health and safety duties. Competent persons will be appointed to assist in fully meeting those statutory duties,

We will maintain an appropriate health and safety management system and organisational structure to ensure adequate health and safety for all people affected by our operations. The Council has adopted, as the model for its health and safety management system HSE's "Managing for Health and Safety (HSG65)" and will measure its health and safety management system against this model (Plan, Do, Act, Check). The Isle of Anglesey County Council is committed to the effective monitoring of health and safety performance through audit, inspection, and statistical review and will monitor and review the effectiveness of this system periodically, in response to significant change, or if monitoring and reporting indicates that acceptable standards are not being achieved.

The most effective approach to preventing occupational ill health, injury and loss is by systematic identification and control of risk. We will continue to strive to improve our performance in reducing and controlling the risks we face in the provision of the services to the community. Details of our health and safety performance will be included in our annual report and will inform our health and safety improvement planning process.

A key resource in our organisation is our workforce and to achieve a successful safety culture we need the active participation of all employees. Employees are encouraged to identify hazards, raise concerns about health and safety issues, give their opinions on suitable solutions to health and safety problems, and contribute to risk assessment and risk control procedures.

Every employee will be given the information, instruction, supervision and training to enable them to safely perform their role and are expected to actively participate.

We recognise that accidents, incidents and occupational ill health result from a variety of circumstances and these are not necessarily the fault of individual employees or the employer.

We will endeavour to consult on significant health and safety issues with the workforce in good time to enable staff to express their views on health and safety issues and consider safety committees to be a vital forum for consultation, joint working and employee engagement.

All staff must actively support the council's efforts by working with due regard for their own safety and the safety of others, by reading and following this Health and Safety Policy, including the specific sections on organisation and arrangements. We expect and encourage similar support from, trainees and volunteers and the co-operation of contractors, clients, parents and other visitors who use our facilities or visit Isle of Anglesey County Council premises. Neglect of health and safety responsibilities will be regarded as seriously as behaviour leading to avoidable damage to plant or equipment, negligent behaviour or any other disciplinary matter.

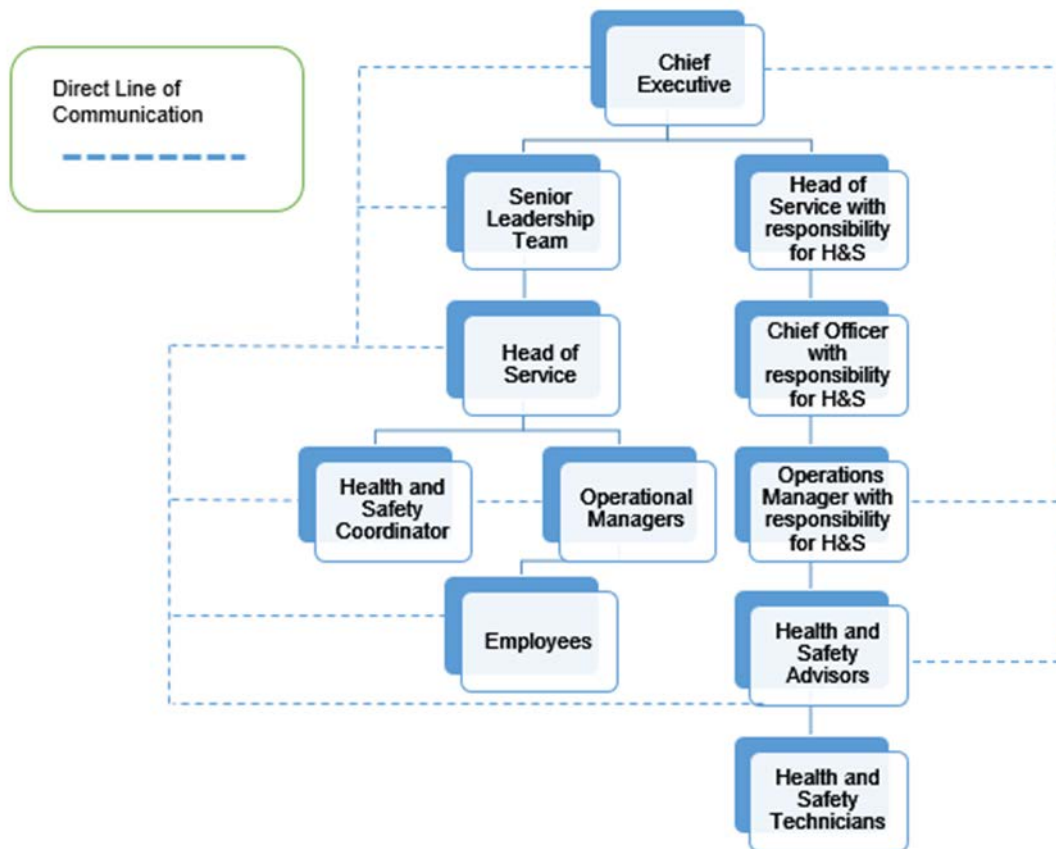
If you have concerns about the policy or your role in helping to achieve high standards of health and safety, you should raise these issues with your Operational Manager/ Head Teacher or Head of Service as a priority

This policy statement will be reviewed at least annually and revised as necessary in light of legislative or organisational changes.

Dr Gwynne Jones
Chief Executive
The Isle of Anglesey County Council
Dated: XXXX

Llinos M Huws
Council Leader
The Isle of Anglesey County Council
Dated: XXXX

2.0 Health and Safety Organisational Chart



2.1 Organisation of People and Responsibilities

The principal responsibilities for health and safety in The Isle of Anglesey County Council are set out below.

Council Leader, Executive and Elected Members shall:

- Take a direct interest in, and support the Chief Executive and wider Senior Leadership Team in fulfilling their roles and responsibilities within the Council's overall health, safety and welfare arrangements
- Develop a reasonable appreciation of health and safety policies relevant to the services and activities for which they hold portfolio responsibilities
- Support the actions of Heads of Service, Managers and Head Teachers in implementing and maintaining programmes for the improvement of health, safety and welfare
- Attend any formal health and safety meeting where an issue relevant to their portfolio has been brought to their attention for action/ assistance
- Promote a positive health and safety culture within The Isle of Anglesey County Council
- Be responsible for routine scrutiny of the Corporate Health and Safety Policy
- Take due regard for their own safety and the safety of those affected by their acts or omissions and will always set a good example

Chief Executive shall:

- Take overall responsibility for health and safety across The Isle of Anglesey County Council and lead in setting corporate policy and direction
- Ensure a member of the Senior Leadership Team (SLT) has responsibility for health and safety strategic leadership; reporting performance and continual improvement
- Approve the General Policy Statement which forms part of The Isle of Anglesey County Council's health and safety policy document and ensure its annual review
- Support the overview, monitoring and review of health and safety performance and produce an annual health and safety report on the Council's performance
- Agree plans for improvement, review the progress of improvement plans, and take responsibility for co-ordinating health and safety arrangements to ensure a **One Council approach**
- Provide adequate resources in time, finance and facilities to ensure, so far as reasonably practicable, the health and safety of the Council's employees and others who may be affected by its endeavours.
- Be responsible for ensuring that each Head of Service complies with the health and safety policy
- Ensure that each Head of Service establishes any additional local policies, and procedures necessary to ensure safe service delivery
- Ensure that effective systems are in place to identify and control workplace hazards, by the implementation of a thorough risk assessment regime
- Ensure that arrangements are in place to involve workforce safety representatives and recognised trade unions in health and safety committees
- Ensure that an effective link is maintained with external organisations such as the Health and Safety Executive, North Wales Fire and Rescue Service etc.
- Always set a good example

Senior Leadership Team (SLT) shall:

- Assist the Chief Executive with his responsibilities as stated above and deputise as required
- Providing advice and assistance to the Chief Executive in conjunction with competent Health and Safety Advisors.
- Inform the Chief Executive of any significant health and safety failures, and of the outcomes of the investigations into their causes
- Ensure that health and safety risk management systems are in place and that they remain effective
- Place relevant health and safety items on the agenda at SLT meetings
- Always set a good example

Head of Service with Specific H&S Responsibility shall:

- Assist the Chief Executive with his responsibilities as stated above and deputise as required
- In addition to the general duties outlined below and service specific health and safety responsibilities, the Head of Service with responsibility for health and safety is responsible for
 - a) Ensuring that adequate resources are provided to ensure competent persons are appointed as Health and Safety Advisors, to advise the Council on health and safety matters. This requirement is met by the Corporate Health and Safety Team
 - b) Keep up to date with changes in health and safety legislation, standards and good practice relevant to The Isle of Anglesey County Council

The Chief Public Protection Officer and Environmental Health Operations Manager (Commercial) shall:

- Maintain The Isle of Anglesey County Council 's Health and Safety Policy and ensure that the Policy and revisions are made available to all staff
- Prepare and publish The Isle of Anglesey County Council 's health and safety policies, procedures and guidance regarding specific health and safety issues with council wide implications.
- Advise on the planning for health and safety including the setting of objectives and deciding priorities
- Ensure that meaningful consultation on strategic health and safety issues takes place with trade union / employee Health and Safety Co-ordinators
- Ensure adequate provision of recording systems for safety management practice and accident recording
- Ensure that competent persons are appointed as Health and Safety Advisors, to advise the Council on health and safety matters
- Ensure that adequate resources are allocated for the Corporate Health and Safety Team
- Take due regard of their own safety and the safety of those affected by their acts or omissions and to always set a good example

Health and Safety Advisor shall:

- Support and challenge the Chief Executive and other officers on all aspects of health and safety and act as the Council's "Competent Person"
- Advise on the content of The Isle of Anglesey County Council's Health and Safety Policy.
- Advise the Chief Executive on the possible health and safety implication of Strategic Leadership Team decisions
- Advise on effective health and safety management systems, including policies, procedures and guidance notes. Particularly in response to new legislation, changes in best practice and the introduction of new methods and systems
- Ensure that the Chief Executive is kept informed of any significant health and safety failures and the outcome of the investigations into their cause
- Suspend activities or service where there is imminent risk of serious injury or ill health to staff or others. (Those activities/ services shall not commence without the written consent of the Health and Safety Advisor)
- Maintain the procedures for recording, reporting, investigation and analysis of accidents, incidents and the cases of ill health
- Work in partnership with the development team to develop, promote and Monitor the delivery of health and safety training and support corporate training programme and advise on adequate provision for the development of health and safety training and skills
- Advise on adequate arrangements for consultation with staff including representatives and unions;
- Liaise with nominated Health and Safety coordinators from Services and Headteachers;
- Represent the Chief Executive regarding health and safety inspections and investigations by enforcement agencies such as the HSE
- Liaise with enforcement agencies and other lead bodies to enable best practice in health and safety management
- Always set a good example

Health and Safety Technician shall:

- Assist the Health and Safety Advisor with their responsibilities as stated above and deputise as required

Health and Safety Co-ordinator shall:

- Support and challenge Service Managers and other officers on behalf of the Head of Service, on all aspects of health and safety and act as Health and Safety Lead Officer for the Service. ”.
- Liaise with managers and Health and Safety Advisor's on all aspects of health and safety Co-ordinate the implementation of corporate and service Health and Safety policies, standards and procedures as applicable in their area of responsibility
- Ensure effective communications across the service on health and safety issues
- Co-ordinate the development of service level policy and procedures as applicable
- Promote a positive health and safety culture to secure the effective implementation of the policy Co-ordinate plans and monitor control measures employing active and reactive techniques
- Ensure periodic feedback to senior management on performance including successes and failures
- Ensure that work related hazards are identified by managers and suitable and sufficient risk assessments are undertaken
- Monitor incidents to promote prevention measures
- Provide escalation route from operational teams to relevant specialists and the Corporate Health and Safety Team, where further assistance is required.
- Escalate evidenced non-compliance/ disregard for health and safety by employees or managers to Head of Service and/ or Health and Safety Advisor for action.

Head of Service shall:

- Implement The Isle of Anglesey County Council 's health and safety policy throughout their service areas
- Appoint competent staff to lead on health and safety matters within their service areas and schools
- Ensure that Managers and Head Teachers provide copies of the corporate health and safety policy to employees and other workers acting on behalf of their service area and ensure that its contents is understood by staff
- Ensure that a competent individual undertakes an annual Service Health and Safety Risk Assessment/ review and produces an annual Health and Safety Service Plan to put into effect the continuous improvement of health and safety standards.
- Address the health and safety implications of Senior Management Team decisions
- Ensure that health and safety is a permanent Management Team agenda item and is discussed purposefully
- Ensure meaningful consultation on health and safety issues takes place with Safety Co-ordinators and employees within Service Level Health and Safety Meetings and generally
- Ensure that health and safety objectives are an integral part of The Isle of Anglesey County Council 's Service Delivery Plan and ensure the participation of employees in the planning process
- Establish management arrangements, risk control systems and workplace precautions together with associated procedures
- Take due regard of their own safety and the safety of those affected by their acts or omissions and to always set a good example

Headteachers, Managers and Supervisors shall:

- Implement corporate and service level health and safety policies, standards and procedures as applicable in their area of responsibility
- Ensure periodic feedback to local Health and Safety Co-ordinator, senior management or governing body on performance including successes and failure
- Ensure that all new starters have undergone appropriate health and safety induction training and emergency procedure training
- Be accountable for arranging for their staff to be given the information, instruction and training they need to undertake work safely and supervise them to ensure they act on it
- Ensure that all work related hazards are identified and suitable and sufficient risk assessments are undertaken and control measures are implemented effectively and regularly reviewed
- Ensure timely feedback to local Health and Safety Co-ordinator, senior management or governing body on deficiencies in plans, standards, procedures and systems
- Ensure that inspections of the workplace are undertaken in order to establish whether appropriate health and safety standards are being met
- Ensure that work equipment and machinery is maintained in good repair and safe working order
- Ensure that appropriate personal protective equipment (PPE) is issued to staff as required and it is correctly worn and used. Adequate storage must be arranged for each employee's PPE
- Ensure good standards of housekeeping are maintained within the workplace, and that it is kept clean and tidy.
- Ensure that all defects in the workplace are promptly reported and, so far as is reasonably practicable, are repaired or replaced.
- Ensure that accidents, incidents, dangerous occurrences and near misses are investigated, recorded and notified to the Corporate Health and Safety Team. Appropriate recommendations for remedial action will be acted upon in a timely manner.
- Ensure that areas where deficiencies/ non-compliance are highlighted by the Health and Safety Co-ordinator/ Advisor are adequately addressed.
- Take due regard of their own safety and the safety of those affected by their acts or omissions and to always set a good example

Employees shall:

- Take reasonable care for the health and safety of themselves, and of others who may be affected by their actions, or failure to act
- Co-operate with their employer or any other person, to enable them to perform and comply with any duties or requirements imposed upon them
- Remedy any unsafe situation within their competence or report such to their Manager or Supervisor in the first instance, who will ensure that appropriate action is taken
- Conform to all health and safety instructions and attend health and safety training as identified by their manager
- Notify their employer of any shortcomings in protective measures, damaged equipment / facilities and health and safety concerns to the service manager or supervisor without delay
- Not misuse or interfere with anything that is provided for health and safety
- Use machinery, equipment, substances and any safety device according to their training or instruction and in compliance with the law

- Wear and use appropriate personal protective equipment (PPE) in the approved manner, when required or instructed to do so
- Report all accidents, incidents, dangerous occurrences and near misses to the Service Manager without delay
- To actively support the service manager in managing health and safety.

3.0 Arrangements for Health and Safety

This Section of the Health and Safety Policy refers to Council wide health and safety management arrangements. This Section does not contain detailed information about the specific health and safety management arrangements in each service area.

Corporate, School and Service Health and Safety Policies will contain additional management arrangements, procedures and the contact details of people responsible for health and safety management.

3.1 Health and Safety Training

It is essential to provide high quality health and safety training for all occupational groups in order to ensure that employees are able to stay safe and free from work related illness and injury whilst at work.

Service managers and Head Teachers must identify the health and safety training needs of employees, to enable them to carry out their work in a safe manner. Information from risk assessments, health and safety audits, inspections and health and safety guidance are all useful in enabling managers to identify training that is suitable and sufficient for the particular workplace and service.

Training should be delivered at induction and on the introduction of new legislation, systems, equipment, substances or processes

Training must be delivered by people who are competent in the relevant discipline and in a manner that is understandable to those receiving the training.

Service managers and Head Teachers must keep accurate records of employee training and ensure that refresher sessions are provided in a timely manner.

Employees must attend training that has been identified as necessary for the purposes of health and safety.

3.2 Monitoring and Auditing

Each service and school should monitor the health and safety performance of their various operations, to ensure that health and safety management systems are working in an effective manner.

To assist in the monitoring of health and safety performance, Heads of Service, Head Teachers, Managers and the Service Health and Safety Co-ordinator should use appropriate management systems.

These include:

- a) **Health and Safety Inspections** – Managers, Headteachers, Governors and supervisors carry out facility/ service health and safety inspections as appropriate
- b) **Health and Safety Inspections and Audits** - The Corporate Health, Safety Team carry out service area health and safety management inspections and audits on a rolling programme
- c) **Monitoring of Accident Reports and Statistics** – Accident reports will be monitored to identify trends and unsafe practices to allow the development of revised and improved procedures. Heads of Service and Headteachers should review these reports at least every quarter. This statistical review will be carried out by the Corporate Health Safety Team. The Chief Executive will review Council wide accident statistics on an annual basis.
- d) **Escalation of Non-compliance or Disregard for Health and Safety Policies and Procedures** - Examples of disregard for Health and Safety Policies, Procedures, Guidelines or the blatant non-compliance of Health and Safety Regulations will be escalated for attention and action through Managers by the Service Health and Safety Co-ordinator or Corporate Health and Safety Advisor in the first instance. If the example persists it will be brought to the attention of the Head of Service or to Corporate Health and Safety Advisor for their attention or action, If the example still persists the Health and Safety Advisor may bring examples of non-compliance/ 'disregard' to the attention of the Chief Executive and/ or Leader of the Council.

3.4 Accident, Incident and Near Miss Reporting and Investigation

All accidents, violent incidents, dangerous occurrences and near miss incidents involving The Isle of Anglesey County Council premises, employees or other people who are affected by the Council's operations, are to be reported without delay

Service Managers and Head Teachers should complete The Isle of Anglesey County Council's accident report form (ADIR1) available on Monitor, or by contacting the Corporate Health and Safety Team, and submit them to the Corporate Health and Safety Team via the team's central email address – healthandsafety@anglesey.gov.uk

Where accidents are reportable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR), the Corporate Health and Safety Team will ensure the necessary report is made to the Health and Safety Executive

Service Managers and Head Teachers are to investigate the circumstances relating to all accidents, violent incidents, dangerous occurrences and near miss incidents. Where necessary, Managers and Head Teachers can rely on the assistance of the Corporate Health and Safety Team.

Where possible, the cause of the accident or incident should be determined and recommendations made regarding methods of preventing a reoccurrence.

3.5 Fire and Emergency Procedures

Each Isle of Anglesey County Council workplace and school will have a written risk assessment and procedure to deal with accidents, fire, bomb threats and other emergencies. Each employees is to be made aware of these procedures and their own role in carrying them out

All Officers responsible for workplaces e.g. Head Teacher in a school or Care Home Manager, must ensure adequate arrangements are in place to ensure the effective operation of emergency evacuation procedures. This will include the identification and training of sufficient Evacuation Marshals and the maintenance of Personal Emergency Evacuation Plans for employees, residential service users or pupils who have difficulty in evacuating the building

All employees are to be made aware of the fire and evacuation procedures for their workplace and are to take part in at least one fire evacuation drill per year.

A Fire Precautions Log Book will be maintained at each workplace building and school It will contain records of inspections, tests, the results of fire drills and remedial action. The use of any fire extinguisher is to be reported to the relevant service manager, supervisor or Headteacher without delay. The service manager is to ensure that the extinguisher is recharged or replaced as quickly as possible.

Detailed fire and emergency arrangements will be displayed in a prominent position at each workplace and school.

3.6 Building Health and Safety

All Isle of Anglesey County Council workplaces and schools have written risk assessments, management plans and procedures to deal with the hazards of asbestos, legionella and fire safety. All employees are to be made aware of these procedures and their own role in carrying them out.

All employees are to be made aware of The Isle of Anglesey County Council's policy for the control of asbestos and legionella. These policies are posted on Monitor, Policy Portal and Addysg Mon.

All Officers responsible for workplaces are responsible for the safety of their designated building including the effective management of hazards such as asbestos, legionella and fire safety etc.

3.7 Communication and Consultation with Employees and Trade Union / Employee Health and Safety Co-ordinators

Effective communication and consultation between management and staff is considered a key factor in ensuring the health, safety and welfare of all employees.

To ensure that meaningful consultation on health and safety issues takes place each Head of service is to establish and maintain a Service Level 'Health, Safety and Emergency Planning Group'. The Group should consist of Operational Managers and Service Health and Safety Representatives. A member of the Health and Safety Team will attend as and when required, as will a member of the North Wales Emergency Planning Team. The Service Health and Safety Group should be chaired by the Head of Service and meetings should take place on a quarterly basis as a minimum. It is expected that sub-groups may be formed and that these may need to meet on a more frequent basis to complete set tasks.

Further to this a Corporate Health and Safety Group will be formed. The purpose of the Corporate Health and Safety Group (CHSG) is to support and inform Services on the development, monitoring and improvement of health and safety standards and to assist with compliance with relevant legislation.

This will be achieved by:

- Monitoring progress of Health and Safety Strategy and Action Plans
- Considering results of Health and Safety monitoring and audits
- Considering accidents and notifiable disease statistics and trends
- Reviewing reports/information provided by internal and external sources
- Reviewing effectiveness of Health and Safety training
- Enabling communication of Health and Safety matters to employees/contractors

Membership of the group shall comprise the following core members:

- Chief Executive Officer (Chair), Assistant Chief Executive Officers to deputise as required
- Service Health and Safety Coordinators
- Corporate Health and Safety Team
- Risk and Insurance Manager
- HR Representation
- Union Representation