

ORGANISATION

A. Responsibilities

The Chief Executive

The Chief Executive has ultimate responsibility for ensuring the Health and Safety of all people who are affected by the work of the council, whether that work is carried out by its own staff or by contractors.

Health and Safety Director

The Director nominated for health and safety will lead on all operational health and safety issues and is appointed as the "Health and Safety Director". He/she will:

- Ensure competent people are appointed to provide advice and guidance on health and safety;
- Inform Leadership Team (LT) of any significant and/or emerging health and safety issues;
- Ensure health and safety remains on the Corporate agenda;
- Ensure arrangements are in place to monitor, inspect, audit and review health and safety activities;
- Ensure there are effective arrangements for consulting with employees on health, safety and welfare issues and for promoting collaborative working with Trade Union appointed Health and Safety Representatives;
- Ensure that a suitable training programme is maintained that addresses the needs of staff at all levels.

Directors/Assistant Directors

Directors and Assistant Directors play a strategic role in supporting the Chief Executive to meet their responsibilities. However they are also responsible for ensuring that robust health and safety management systems exist in their respective Services, such as:

- Ensuring that the council's overall health & safety policy objectives are achieved within their areas of responsibility;
- Ensuring that their managers are adequately trained to carry out their health and safety functions;
- Carrying out all the health and safety duties of a line manager in respect of staff reporting directly to them.

The Service Manager (Health and Safety)

The Service Manager (Health and Safety) responsibilities are:-

- To maintain an up-to-date awareness of all new health and safety legislation and review the safety policy and its codes of practice to reflect these developments and current best practice;
- To keep managers informed of changes in safety law and practice, which directly affect them and advise on the implications and implementation;
- To assist section heads in the preparation of local safety procedures;
- To provide a day-to-day safety advisory service to all managers;
- To answer safety questions from staff in an impartial manner;

- To assist managers to identify safety training requirements;
- In conjunction with the Learning and Development Consultant maintain a central database of the training requirements for posts and current qualifications of post holders;
- To visit periodically, all locations within the Council, in the company of the relevant manager, to carry out safety inspections;
- To meet periodically, individual managers and carry out an audit of the safety function within their section(s);
- To receive reports of all accidents, near misses etc., and investigate as appropriate;
- To maintain the accident data base and report all accidents and dangerous occurrences as per the Reporting of Injuries, Diseases, Dangerous Occurrence Regulations;
- To monitor accident trends and instigate appropriate action to reduce accident numbers;
- When necessary, issue instructions as to what action should be taken, and when;
- Offer advice on the operational safety of such design proposals before construction commences;
- To act as lead officer for the Joint Health and Safety Group and West Suffolk Joint Health and Safety Panel;
- To advise and assist in the assessment of potential contractors.

Service Managers, Line Managers and Supervisors

Service Managers, Line managers and supervisors are responsible for:-

- The health and safety of their staff;
- Ensuring that their staff are aware of and have access to the health and safety policy and all safe systems of work/codes of practice that are relevant to their work;
- Ensuring that their staff follow all the health and safety policy, safe systems of work and codes of practice;
- Ensuring that suitable and sufficient risk assessments are undertaken recorded and regularly reviewed for all work related activities within their area;
- Having identified the risks within the risk assessment, implement control measures to reduce the risks to an acceptable level;
- Ensuring that the risk assessments and subsequent safe systems of work/codes of practice are communicated to their staff;
- Ensuring adequate financial provision is made within their budgets for the resources needed to meet their health and safety responsibilities (this includes training);
- Identifying the health and safety training needs of their staff and arranging such training with advice and assistance from the Health & Safety Manager and Learning and Development Consultant;
- Monitoring the activities of their staff to ensure compliance with the health & safety policy;
- Preparing such additional safety procedures as are required within the section to ensure a safe system of work for their staff;
- Following accident and incident reporting procedures;
- Ensuring staff (where necessary) have appropriate personal protective equipment.

Employees

It is the duty of all employees, while at work, to take reasonable care for their health and safety, and of other persons who may be affected by their activities, including colleagues, contractors and members of public.

Each employee must, in addition to any specific responsibility delegated to them:-

- Familiarise themselves with this health and safety policy;
- Familiarise themselves with and follow all health and safety safe systems of work, codes of practice, general procedures and local procedures which their managers have indicated are relevant to their work;
- Use correctly all work items, including personal protective equipment in accordance with the training and instructions, which they have received;
- Inform their supervisor/manager of all accidents, near misses, safety hazards or potential hazards. This will include machine defects, protective clothing defects and damage to plant equipment and property;
- Inform their supervisor/manager of any aspects of their health or medical treatment, which may affect their ability to carry out their duties safely. For female staff this includes pregnancy and the early months of motherhood. Employers have specific statutory duties to assess the risks to these staff and to make appropriate arrangements to protect the health of mother and child.

Safety Representatives

Proper consultation with employees on health and safety matters can make a significant contribution to creating and maintaining an effective "health and safety culture" within the organisation. Information on Council nominated safety representatives can be found next to the Health and Safety law poster in your building or by contacting the Service Manager (Health & Safety).

The role of safety representatives is:

- To be consulted by colleagues on matters relating to local health and safety at work issues;
- To make representations to management on potential hazards and dangerous occurrences at the workplace that affect, or could affect, the group of employees they represent. These representations should be copied to the Service Manager (Health & Safety);
- To attend Joint Health and Safety Group and West Suffolk Joint Health and Safety Panel meetings.

B. Committees

Health and Safety Group (HSG)

The membership of this group is made up of:

- Non-management representatives, to broadly reflect:
 - Trade union membership across the authority and
 - Adequate representation of non-union employees
- Management representatives as nominated by Departments, this number does not exceed the actual number of representatives from the trade union and non-union group.

The main function of the group is to consider and make recommendations on all matters relating to health and safety of all employees and where appropriate, members of the public.

The Health and Safety Group reports up to the West Suffolk Health and Safety Panel.

West Suffolk Health and Safety Panel (WSHSP)

West Suffolk Joint Health and Safety Panel comprises of members of elected councillors and employees who are members of the Health and Safety Group.

The Panel's role is to review all matters relating to health, safety and welfare of the Council's employees and to the protection of other persons against risks arising out of the work activities of the employees and of persons working under contract.

In particular the Panel shall:

- Study accidents and incidents, especially those reportable to the HSE;
- Consider and make recommendations in respect of items submitted by the HSG;
- Consider reports from Safety Representatives.

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