



THE RUGBY BOROUGH COUNCIL

An ordinary meeting of the Rugby Borough Council will be held via Microsoft Teams at 6.00pm on Tuesday 20 April 2021.

Members of the public may view the livestream of the meeting via the link on the Council's website.

Mannie Ketley
Executive Director

A G E N D A

PART 1 – PUBLIC BUSINESS

1. Apologies for absence.

2. Minutes.

To approve the minutes of the meeting held on 16 March 2021.

3. Declaration of Interests.

To receive declarations of -

(a) non-pecuniary interests as defined by the Council's Code of Conduct for Councillors;

(b) pecuniary interests as defined by the Council's Code of Conduct for Councillors; and

(c) notice under Section 106 Local Government Finance Act 1992 - non-payment of Community Charge or Council Tax.

4. To receive the Mayor's Announcements.

5. Questions pursuant to Standing Order 10.

6. To receive and consider the Reports of Officers.

(a) Health and Safety Policy – report of the Deputy Executive Director.

7. Notices of Motion pursuant to Standing Order 11

(a) “This Council recognises the significant contribution that heritage and the blue plaque scheme can play in promoting Rugby as a place to visit.

One example is the contribution made by the expedition of HMS Blonde (1824-1826) to South America, Galapagos Islands and the Hawaiian Islands and that two members of that expedition came from Rugby namely Andrew Bloxam, a naturalist, and his brother Richard Bloxam, who was the Chaplain on this voyage. Andrew Bloxam identified and named many new species on this voyage he also wrote three books on roses, brambles, and fungi. His findings and works are on display in the British Museum. Andrew later went on to be the Rector of Harborough Magna until his death in 1878. The small garden to rear of the Percival Guildhouse and adjacent to the Rugby Art Gallery and Museum would be a fitting place to display a blue plaque to Andrew Bloxam with an information board.

The Town Centre Heritage Task and Finish Group report (November 2017) made a series of recommendations and, in light of the emerging town centre strategy, the Scrutiny Committee be requested to review and, where possible, the recommendations be implemented in order to enhance Rugby as a heritage visitor destination.”

Proposer: Councillor Sandison
Seconder: Councillor Roodhouse

8. Correspondence.

9. Common Seal.

To order the affixing of the Common Seal to the various orders, deeds and documents to be made or entered into for carrying into effect the several decisions, matters and things approved by the Council and more particularly set out in the Committees’ Reports adopted at this meeting.

10. Motion to Exclude the Public under Section 100(A)(4) of the Local Government Act 1972.

To consider the following resolution:

“under Section 100(A)(4) of the Local Government Act 1972 the public be excluded from the meeting for the following items on the grounds that they involve the likely disclosure of information defined in paragraph 3 of Schedule 12A of the Act.”

PART 2 – EXEMPT INFORMATION

1. To receive the private report of Cabinet which has met since the last meeting of the Council and to pass such resolutions and to make such orders thereon as may be necessary:

(a) Cabinet – 29 March 2021

- (1) Human Resources Management – Corporate Resources Portfolio Holder.
- (2) Project Management posts – Corporate Resources Portfolio Holder.
- (3) Property Repairs Team - Resourcing and Commercialisation – Corporate Resources Portfolio Holder.

2. To receive and consider the private Reports of Officers.

(a) Procurement of a digital Health and Safety Management solution – report of the Deputy Executive Director.

DATED THIS 12th day of April 2021

To: The Mayor and Members of Rugby Borough Council

QUESTIONS AT COUNCIL

A Councillor may ask a Question at the meeting by giving notice in writing of the Question to the Executive Director no later than midday on Wednesday 14 April 2021. The rules relating to Questions are set out in Standing Order 10 of Part 3a of the Constitution.

Agenda No 6(a)

AGENDA MANAGEMENT SHEET

Report Title: Health & Safety Policy

Name of Committee: Council

Date of Meeting: 20 April 2021

Report Director: Deputy Executive Director

Portfolio: Environment and Public Realm

Ward Relevance: None

Prior Consultation: Executive Director, Deputy Executive Director
Senior Management Team

Contact Officer: Dan Green

Public or Private: Public

Report Subject to Call-In: No

Report En-Bloc: No

Forward Plan: Yes

Corporate Priorities: This report relates to the following priority(ies):

(CR) Corporate Resources To provide excellent, value for money services and sustainable growth

(CH) Communities and Homes Achieve financial self-sufficiency by 2020

(EPR) Environment and Public Realm Enable our residents to live healthy, independent lives

(GI) Growth and Investment Optimise income and identify new revenue opportunities (CR)

Prioritise use of resources to meet changing customer needs and demands (CR)

Ensure that the council works efficiently and effectively (CR)

Ensure residents have a home that works for them and is affordable (CH)

Deliver digitally-enabled services that residents can access (CH)

Understand our communities and enable people to take an active part in them (CH)

Enhance our local, open spaces to make them places where people want to be (EPR)

Continue to improve the efficiency of our waste and recycling services (EPR)

Protect the public (EPR)

- Promote sustainable growth and economic prosperity (GI)
- Promote and grow Rugby's visitor economy with our partners (GI)
- Encourage healthy and active lifestyles to improve wellbeing within the borough (GI)
- This report does not specifically relate to any Council priorities but

Statutory/Policy Background: Health and Safety at work act 1974, The Management of Health and Safety at Work Regulations 1999

Summary: The report proposes of a revised, clear, and robust Corporate Health & Safety Policy that sets out RBC's general approach and commitment to managing health safety performance and compliance, together with the arrangements put in place to identify, prioritise and eliminate or reduce the risks from hazards in our business.

Financial Implications: There are no direct financial implications from adopting the revised Health and Safety Policy. Any financial implications identified through the implementation of the policy will be presented in future reports to Cabinet for consideration.

Risk Management Implications: Significantly enhanced management of Health and Safety risks across RBC operations

Environmental Implications: None

Legal Implications: Set out within the body of this report

Equality and Diversity: This policy is a legal requirement under Health and Safety Law however during implementation of the policy individual needs in respect of Equality and Diversity will be taken into account and risk assessed

Options:

- 1) To adopt the Health and Safety Policy
- 2) Not to adopt the Health and Safety Policy

Recommendation: (1) The Corporate Health and Safety Policy, as attached in appendix A be adopted; and

(2) delegated authority be granted to the Executive Director to make any necessary non-material amendments.

Reasons for Recommendation: The Health & Safety Policy is a regulatory requirement under Health and Safety at work act 1974 and The Management of Health and Safety at Work Regulations 1999.

Council 20 April 2021

Health and Safety Policy

Public Report of the Deputy Executive Director

Recommendation

- (1) The Corporate Health and Safety Policy, as attached in appendix A be adopted; and
- (2) delegated authority be granted to the Executive Director to make any necessary non-material amendments.

1. BACKGROUND INFORMATION

- 1.1 The Health and Safety at work Act requires employers to have a Health and Safety Policy. The Management of Health and Safety at Work Regulations define the steps which employers must take to manage health and safety.
- 1.2 The Health and Safety Policy sets out the organisations general approach to health and safety, explaining how the employer will manage health and safety in their business.
- 1.3 Through ongoing Health and Safety improvement activity, it has become apparent that the existing Health and Safety Policy should be rewritten to reflect current organisational arrangements and industry best practice.
- 1.4 A Health and Safety squad was formed to oversee this work and subsequently produced a draft Health and Safety policy (appendix A) for consideration.

2. PROPOSED HEALTH AND SAFETY POLICY

- 2.1 In line with legislative requirements and best practice, the proposed Health and Safety Policy consists of the following three parts.

Part 1: Statement of Intent

Stating the Council's general policy on health and safety at work, including a commitment to managing health and safety and our aims in relation to Health and Safety.

Part 2: Responsibilities for Health and Safety

Listing the names, positions and roles of the people within the Council who have specific responsibility for health and safety.

Part 3: Arrangements for Health and Safety

Giving details of the practical arrangements the Council has in place, showing how the Council will achieve the health and safety policy aims.

- 2.2 Once adopted, the policy will be reviewed at least annually and following any significant changes to responsibilities and arrangements.
- 2.3 Officers have developed the proposed H&S Policy to meet HSE Guidance for Managing Health and Safety (HSG65).
- 2.4 Once adopted, the policy will be published to provide safety information to all staff and others affected by our business in accordance with statutory regulations.
- 2.5 The proposed revised document has been reviewed and agreed by the recently formed H&S Officer Committee and the Council's external safety consultants, MAKE UK.

3. NEXT STEPS

- 3.1 Subject to Council approval, the new Health and Safety Policy will be published, added to Council notice boards and shared with all staff.
- 3.2 Training and guidance will be offered to all staff to ensure that they both understand and comply with the requirements of the policy.
- 3.3 Implementation of and adherence to the new policy will be monitored by the Council's Health and Safety Officer Committee.

Name of Meeting: Council
Date of Meeting: 20 April 2021
Subject Matter: Health & Safety Policy
Originating Department: Deputy Executive Director

DO ANY BACKGROUND PAPERS APPLY YES NO

LIST OF BACKGROUND PAPERS

Doc No	Title of Document and Hyperlink

The background papers relating to reports on planning applications and which are open to public inspection under Section 100D of the Local Government Act 1972, consist of the planning applications, referred to in the reports, and all written responses to consultations made by the Local Planning Authority, in connection with those applications.

Exempt information is contained in the following documents:

Doc No	Relevant Paragraph of Schedule 12A

RUGBY BOROUGH COUNCIL

HEALTH & SAFETY POLICY (APRIL 2021)

1. HEALTH AND SAFETY POLICY STATEMENT

Rugby Borough Council (RBC) is fully committed to meeting its responsibilities under the Health and Safety at Work, etc Act 1974 and The Management of Health and Safety at Work Regulations 1999 (and as amended) in that, so far as reasonably practicable, steps shall be taken to ensure the health, safety and welfare of its employees and the protection of those not in its employ, such as contractors, visitors, and members of the public, who may be affected by its undertakings.

The Council will seek to provide the safest working conditions possible by requiring the involvement of all members and employees in this effort.

The Council will pay particular regard to ensure: -

- Competent designated members of staff to be responsible for key components of the health and safety management system; to keep risk assessments and welfare procedures under constant review; to liaise with, where appropriate, specialists from outside the organisation; the Health and Safety Executive or other enforcing authorities. Furthermore, where necessary to keep the Council abreast of new legislation, regulations, standards and guidance to ensure continued compliance and best practice.
- Assessment of all significant hazards and put in place arrangements to control these hazards. It will monitor its health and safety performance regularly to enable remedial action to redress deficiencies and ensure continuous improvement.
- The Council's policy will accord with the principles of the Health and Safety Executives' guidance: Successful health and safety management (HSG65). The policy will be checked against the health and safety policies of comparable organisations.
- The organisation for carrying out this policy and the provision of sufficient resources will be provided within the Council's established divisional structures. Each individual must exercise responsibility at a level equal to any of their other functions to ensure the policy is put into practice.
- This policy will be reviewed annually or if required by any significant changes to the Council's activities and approved by the Corporate Health and Safety Committee.
- The provision and maintenance of facilities, plant and systems of work that are safe and without risk to the health and safety of all employees, contractors, visitors, and members of the public.
- The provision and maintenance of a safe working environment, together with adequate facilities and arrangements for the welfare of all employees, contractors, visitors, and members of the public.
- The safe use, handling, storage and transport of chemicals and work equipment.

- The provision of all necessary information, instruction, training, and supervision.
- Safe access and egress to all places of work under the Council's control together with specified procedures to be followed in the event of an emergency.
- A safe working environment with appropriate welfare facilities including first aid provision.
- Consult staff and contractor representatives on health and safety arrangements and ensure that adequate facilities and arrangements will be maintained to enable employees, contractors, and their representatives to raise issues of health and safety.
- Make regular risk assessments available to all employees, contractors, and visitors.
- Council employees and contractors will, as a condition of their employment:
 - take reasonable care for themselves and others.
 - co-operate and follow training and instructions.
 - not interfere with or misuse anything provided for safety and
 - report shortcomings in safety arrangements and immediately report serious danger.
- As a condition of employment, all staff and contractors must remember that a health & safety breach is a disciplinary offence.

This policy will be regularly monitored to ensure that the objectives are achieved. It will be reviewed every year and, if necessary, revised in the light of any legislative or organisational changes.

Signed:

Date:

Executive Director

Rugby Borough Council

2. HEALTH & SAFETY ORGANISATION AND RESPONSIBILITIES

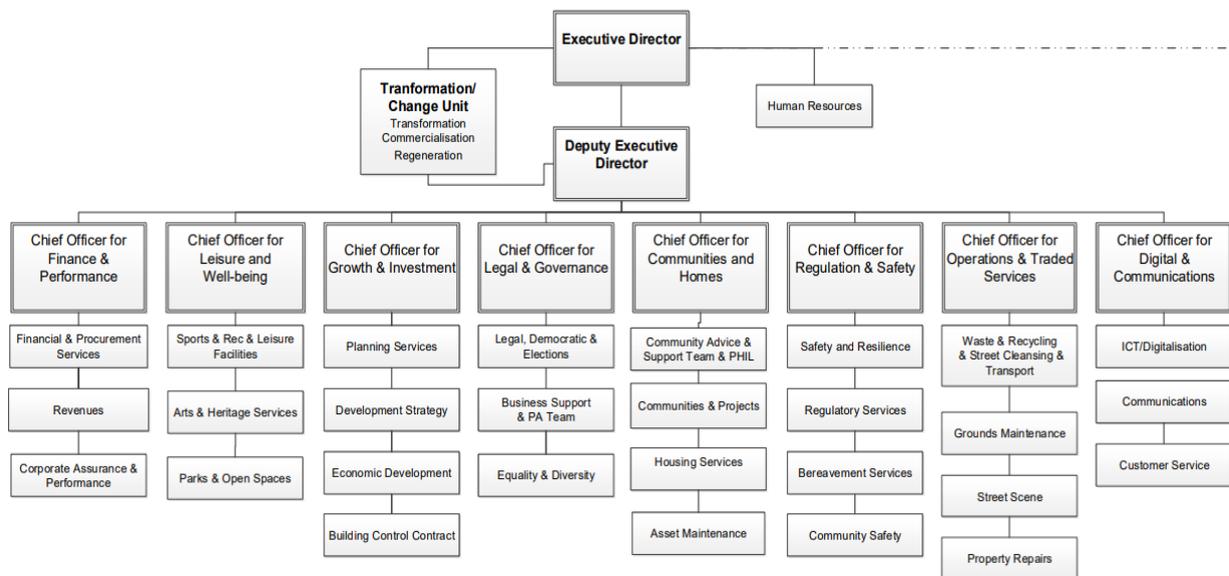
This section of the health and safety management policy outlines the organisation for safety within the Council.

Organisational Responsibility

The Council is committed to:

- Establishing and implementing a health and safety management system to manage the risk associated with our premises and activities.
- Regularly monitoring performance and revising the health and safety management system as necessary.
- Providing sufficient resources to meet the requirements of current health and safety legislation and to achieve the standards of good practice applicable to our activities.
- Actively promoting an open attitude to health and safety issues, encouraging staff to identify and report hazards to create and maintain a safe working environment.
- Communicating and consulting with staff on all issues affecting their health and safety and, in doing so, bringing this policy to their attention.
- Providing adequate training for staff to enable them to work safely and effectively, and to ensure they are competent and confident in the work they carry out.
- Carrying out and regularly reviewing risk assessments to identify hazards and existing control measures; prioritising, planning, and completing any corrective actions required to reduce risk to an acceptable level.
- Maintaining Council premises and work equipment to a standard that ensures that risks are effectively managed.
- Ensuring that responsibilities for health and safety are allocated, understood, monitored, and fulfilled.
- Providing health surveillance for staff where appropriate and maintain records.
- Co-operating with other organisations in Council premises to ensure that they are aware of any risks to their staff and other people posed by our activities, that we are aware of any risks to our staff from their activities, and that we comply with the relevant requirements of legislation.

Corporate Safety Structure



Senior Management Team

The Senior Management Team understands the key health and safety risks of the organisation and ensures action to control and manage those risks. The Senior Management Team collectively ensures compliance with this policy and seeks continual improvement of Health and Safety performance.

Executive Director

Maintains overall responsibility for ensuring that the Council achieves and maintains a satisfactory performance in health and safety matters. The Executive Director ensures that this health and safety policy is applied across the whole council and that all relevant and appropriate matters are brought to the attention of the elected members.

Deputy Executive Director

Acts as the nominated Health and Safety Champion who will co-ordinate actions to meet the requirements of this policy. They will drive corporate HSE objectives and provide adequate resources, whether financial and/or human, to be able to meet the requirements of this policy and compliance with statutory health and safety corporate responsibilities.

Chief Officers

Chief Officers are initially and ultimately responsible for ensuring the implementation of the policy within their designated service areas. They hold responsibility for measuring health and safety performance and take overall responsibility and accountability for their services areas to provide safe and healthy workplaces and activities.

- By leadership and personal example foster positive attitudes towards health, safety welfare and security throughout their services such that their beliefs and commitment to health and safety become the shared values of all staff.
- Have oversight of health and safety performance in their areas of responsibility and actively contribute to achieving the Council’s overall health and safety strategic aims.

- Support the Executive Director with responsibility for health and safety in that role and champion staff with health and safety remits.
- Agree, with Service Managers, targets on health and safety performance in support of the delivery of this policy.
- Report on and/or recommend to the Health and Safety Committee trends in the performance and prioritisation of health and safety issues and on associated resource implication, as required.
- Ensure that their management teams know and fulfil their individual responsibilities regarding health and safety that they receive relevant information and training so they can be competent to carry out the health and safety tasks assigned to them.

Service Managers

Each Service Manager is delegated responsibility for all health, safety and welfare matters within their area of responsibility, from the Executive Director, through the respective Chief Officer. They are responsible for ensuring that this policy is implemented within their own departments. They must monitor the workplace to ensure that safe conditions are maintained. Where risks are identified the manager must ensure that these are rectified, so far as is reasonably practicable.

Service Manager's duties include the following: -

- Carrying out and regularly reviewing risk assessments to identify hazards and existing control measures; prioritising, planning, and completing any corrective actions required to reduce risk to an acceptable level.
- Establishing that all equipment, plant, and substances used are suitable for the task and are kept in good working condition; this includes the regular maintenance and servicing of equipment.
- Providing adequate training, information, instruction, and supervision to ensure that work is conducted safely.
- Monitoring the workplace to ensure that safe conditions are maintained.
- Taking immediate and appropriate steps to investigate and rectify any risks to health and safety arising from the work activity.
- Bringing to the prompt attention of senior management any health and safety issue that requires their attention.
- Ensuring that all accidents and "near misses" are properly recorded and reported and that an investigation is carried out to determine causal factors.
- Maintaining safe access to and egress from the workplace.

Supervisors and Principal Officers

Supervisors and principal officers must be competent to supervise the workers and know the critical safety aspects of the job. They should co-ordinate day to day work activities, assessing the risks, implementing controls, supervising, and monitoring.

They should: -

- Maintain attention on the significant risks and implementation of adequate controls.
- Lead by example.
- Ensure consultation with the workforce on health and safety.
- Challenge unsafe behaviour and intervene to prevent an incident/accident.
- Coach, help and guide workers to maintain safe conditions and adhere to safety procedures.

All Staff, Contractors and Visitors

All staff, contractors and visitors must: -

- Take reasonable care for their own health and safety.
- Consider the safety of other persons who may be affected by their acts or omissions.
- Work in accordance with information and training provided.
- Refrain from intentionally misusing or recklessly interfering with anything that has been provided for health and safety reasons.
- Report any hazardous defects in plant and equipment, or shortcomings in the existing safety arrangements, to a responsible person without delay.
- Not undertake any task they are not trained or authorised to do.

Health and Safety Assistance

Competent persons have been appointed to assist the Council in meeting its health and safety obligations. These people have sufficient knowledge and information to ensure that statutory provisions are met, and that this corporate health and safety policy is being adhered to.

- Health & Safety Practitioners and Officers
- First Aiders
- Fire Marshals
- Welfare Officers
- Employee safety representatives (safety co-ordinators)

The Council recognises that there may be occasions when specialist advice is necessary. In these circumstances, the services of competent external advisors will be obtained.

Governance and Scrutiny

The following forums are scheduled to ensure that the Council understands and regularly reviews the context of its operations to continually improve Health and Safety performance.

- A Health and Safety Members Working Party– Comprising of Councillors (Chair), Senior Management Team, Safety & Resilience Manager, High Risk Service Chief Officers, Staff Representatives
- An Audit and Ethics Committee – Comprising of Councillors (Chair), Senior Management Team, Safety & Resilience Manager, High Risk Service Chief Officers
- A Health & Safety Committee - Comprising of Senior Management Team (Chair), Safety & Resilience Manager, High Risk Service Managers, Staff Representatives
- A Strategic Managers Health & Safety Meeting - Comprising of Senior Management Team (Chair), Safety & Resilience Manager, High Risk Service Chief Officers.
- A Departmental Health & Safety Meeting – Comprising of Service Chief Officer (Chair), Health & Safety Officer, Departmental Manager, Team leaders, Staff Representatives.

3. ORGANISATIONAL ARRANGEMENTS

This section of the health and safety management policy explains the systems and procedures in place for managing individual topics or subjects for which the Council is responsible.

First aid

The Council will maintain a suitable number of first-aid personnel to deal with minor accidents and emergencies at the workplace. These personnel will have sufficient training and qualifications in accordance with statutory requirements. Identities of first aiders will be displayed throughout the workplace.

First Aid Risk Assessments will be developed by Service Managers to identify specific resources needed for their operations.

Fire and Emergency Arrangements

These are designed to give warning of imminent danger and to allow personnel to move to a place of safety. Fire & Emergency Risk Assessments will be developed by individual service managers to identify specific resources needed for their operations. The manager of each department is responsible for ensuring that all employees and visitors within the area are informed of, and are fully conversant with, emergency procedures.

All managers must clearly explain the procedure for everyone to follow in serious and imminent danger. Employees and others at work need to know when they should stop work and how they should move to a place of safety. In some cases, this will require full evacuation of the workplace, in others it might mean some or all the workforce moving to a safer part of the workplace. To achieve this a local emergency procedure plan should be developed and implemented in line with compliance with corporate emergency arrangement policy.

All emergency measures/systems will be tested regularly, and emergency evacuation drills will take place at least once a year. Records will be maintained of alarm test and drills. Lessons learned to be incorporated and procedure updated.

Fire Marshalls are appointed for each area to assist with an evacuation. They will be given adequate instruction and training to ensure effectiveness.

Fire & Emergency Risk Assessments will be developed by individual service managers to identify specific resources needed for their operations.

Occupational Health

The Council will ensure that adequate procedures are in place to identify and address occupational health risks and that health surveillance of individuals is provided where required under statutory provisions or where this would be of benefit to maintaining health, safety, and welfare.

Health surveillance of operatives will be carried out in accordance with the Council's corporate policy on health surveillance to meet the health and safety regulations.

Local risk assessments will identify circumstances in which health surveillance is required by following the below criteria.

- there is an identifiable disease or adverse health condition related to the work concerned, i.e., Asma, Hand and Arm Vibration, Asbestos
- valid techniques are available to detect indications of the disease or condition.
- there is a reasonable likelihood that the disease or condition may occur under the particular conditions of the work, e.g., WEIL'S disease.
- surveillance is likely to help protect the health and safety of the employees to be covered e.g., working with oils and lubricants.

Corporate Risk Management

The Health and Safety Committee will identify the risks, and in particular major risks, associated with the Council's operations and draw up a risk profile to identify the health and safety risks, by business area, and prioritise them. To ensure that risks identified are owned, the Committee will create a Risk Register with allocated responsibilities to competent persons (Register), with appropriate resources to meet timescales.

The Risk Profile and Register will be regularly reviewed to ensure it addresses latest changes to external/internal influences e.g., Change Management and ageing assets/plant/equipment/new technology.

Risk Assessments

Risk assessments and safety systems of work will be undertaken and produced for all activities that pose a significant risk of harm in accordance with the Corporate Risk Assessment policy. All risk assessments will be documented, and the outcome of risk assessments communicated effectively to employees and others.

Consultation with Employees

The Council shall consult with its own employees, either directly or through representatives, on relevant health and safety matters. This to include measures required to ensure their health and safety in the workplace.

Managers should find appropriate ways to involve their workers in managing health and safety by encouraging open communications (e.g., toolbox talks, suggestion schemes, notice boards, or health and safety walkabouts) where workers can discuss or raise their concerns.

Consultation is achieved in the following manner: -

- Daily briefings
- Accident/incident and near miss reporting procedure.
- Concerns Reporting
- Defect Reporting
- E- bulletins
- Formal Scheduled Safety Committee meeting

- Health Monitoring
- Individual 1 to 1 meeting
- Inspections and audits
- Intranet safety hub
- Return to Work consultations
- Risk assessments
- Safety Notice Boards
- Senior Management Corporate updates
- Toolbox talks

Control of Contractors

Contractors may be at particular risk; they may be strangers to our workplace and therefore unfamiliar with our organisation's procedures, rules, hazards, and risks. The level of control needed will be proportionate to the complexity of the task.

Local procedures must be developed to allow safe co-ordination of contractors work on Council sites. Such procedures will include: -

- Contractor competency assessment.
- Consultation with Safety and Resilience representatives.
- Assessment of COSHH
- Emergency preparedness
- Induction training including site rules.
- Inherent hazards
- Provisions for welfare facilities
- Receipt and review of health and safety documentation in advance of works
- Safe co-ordination (e.g., Permit To Work (PTW), Lock Out Tag Out (LOTO) procedure).
- Security
- Traffic Management
- Waste Management
- Review of contractor's health and safety plans.
- Planned inspections and checks on all contractor's activities.
- Regular progress meetings and raise health and safety issues as they occur.

- Monitoring the contractor's health and safety performance.

Health and Safety Training

Employees, agency staff, contractors, supply chain and visitors must be given information about the risks involved in their work at the Council, and the steps that need to be taken to remove or reduce those risks so far as reasonably practicable.

There are situations where health and safety training is particularly important, for example:

- when people are new to the job (e.g. New staff, agency staff, contractors, supply chain, and visitors).
- on exposure to changed, new or increased risks.
- where existing skills may have become rusty or need updating.

Service Managers must ensure employees, agency staff, contractors, supply chain, and visitors are competent in the skills, knowledge, and experience necessary to carry out their duties at the Council safely.

Following the hazard identification and risk assessment of work tasks, Service Managers should assess the competence of employees, contractors etc. for their given role and identify any gaps requiring further instruction or training by: -

- Complete and issue a Training Matrix in accordance with the Council's Corporate competency procedure.
- Task-specific safety training to be arranged as required by the line manager.
- Regular review training records to ensure the competency of employees remains up to date, is suitable and sufficient to the task in hand. (e.g., annually and prior to any changes to work tasks)
- Managers should update and maintain the corporate I-Trent database with personnel training records.

Training is not limited formal 'classroom' courses – it can be delivered in a number of ways including:

- informal, 'on the job' training
- written instructions
- online information
- simply telling someone what to do.

Managers and supervisors should have sufficient coaching skills and support, where necessary, to deliver information and instructions.

Service managers are responsible for ensuring that their employees have received appropriate and timely training for their role.

All employees have a responsibility to ensure that they are up to date with Health and Safety training required for their role. This includes:

- An awareness of any H&S training required for their role.
- Attend and actively engage in the 1:1 Support and Supervisory Meetings process – where Health & Safety training requirements will be identified.
- To attend and actively engage in training, briefings and Toolbox Talks when scheduled.
- To prepare for the training beforehand and implement the learning after the event with the support of the line manager.
- to co-operate with line managers, trainers.
- adhere to safety instructions and directives.

Information, Instruction and Communication

The Council will ensure that suitable and relevant information relating to health, safety and welfare at the workplace is disseminated to staff and non-employees: -

- Statutory notices will be displayed throughout the workplace.
- A Health and Safety Information Hub will be maintained on the corporate intranet
- Safety committee meetings will be held regularly, during which time matters arising in connection with health and safety will be discussed.
- New Employees, agency workers and contractors employed by the Council will receive Corporate and relevant site-specific Health and Safety Inductions.
- Videos, and written guidance (e.g., HSE Bulletins) – on various health and safety related topics, available in the council's intranet safety library (Safety Hub).
- Safety alerts, bulletins, safety meeting minutes, informative posters and awareness campaigns published on the Corporate intranet and safety notice boards.

Accident, Incident Reporting and Investigation

Details of all accidents, incidents, dangerous occurrences or near misses shall be reported and recorded on the Council's Incident/Accident Report Form. Respective line managers shall review reports and carry out investigation with stakeholders and safety and resilience team as appropriate. Managers are required to ensure that corrective actions are identified, recorded and appropriate control measures are put in place.

Reporting Health and Safety Concerns

The Council encourages employees to raise concerns whenever they identify an activity or situation that could lead to harm to employees, property and others affected by the way we work. Health and Safety Management at the Council requires the cooperation of everyone to:

- To prevent harm to the Council's workforce and property
- To prevent harm to those who are not Council workers but can be affected by the way the Council work.
- To encourage the provision of safe working practises by Council workers in cooperation with the organisations safety management system.
- To assist everyone, as their duty of care for themselves and others, to report concerns in an effective and efficient manner.
- To support the Council's health and safety management plan to operate for the benefit of everyone.

Inspections and Audits

Corporate Inspections and Audits

The Council will develop and implement a range of internal and external scheduled safety inspections and audits across the various Council services to measure safety performance and ensure compliance with statutory regulations and safe systems of work.

Audits and inspections may be carried out by approved external organisations to ensure Health & Safety Management Policy and Procedures comply with statutory regulations and industry standards.

Corrective and Preventative Actions (CAPA) arising will be registered and tracked to closure in a combined Corporate Safety Action Plan.

Local Inspections and Audits

Service Managers shall ensure suitable auditing and inspections are scheduled and carried out to monitor operational compliance with statutory regulations and safe systems of work.

Health and Safety Audits shall be scheduled to ensure appropriate frequency and levels, working from prescribed checklists on all business activities. Results of these audits will be communicated through the organisational structure for review and any action, as necessary.

Auditing of Contractors

The Council will ensure that contractors employed to carry out services on its behalf are audited for safety performance at tender stage. Contractor safety performance is to be monitored and reviewed at appropriate intervals throughout the tenure of the contract.

Corrective and Preventative Actions (CAPA) arising from all the above audits shall be registered and tracked to closure.

Key Performance Indicators Procedure

As part of the Council's commitment to continual improvement within the business, and maintaining current standards, annual key performance indicators will be set to monitor Health and Safety performance. The Health and Safety Committee will ensure targets are suitable and reviewed on a regular basis. The procedure will also define the responsibility for completion of statistics and the frequency and method of reporting.

Review

This policy will be reviewed by the Health and Safety Committee annually or following any significant change.