

POEL 5 - CORPORATE HEALTH AND SAFETY POLICY

This Health and Safety Policy Statement is the lead document for Health and Safety in Lincolnshire County Council. All other health and safety documents at a corporate or directorate level will match or exceed the principles set out here.

All those people who work in or with the Council are encouraged to read this policy and consider how they can contribute to achieving its aims.

GENERAL STATEMENT OF HEALTH AND SAFETY POLICY

The Council recognises that good health and safety management supports the delivery of our services to the people of Lincolnshire.

Lincolnshire County Council is committed to providing and maintaining a healthy and safe working environment for all its employees, and in ensuring that their work does not adversely affect the health, safety and welfare of other people such as service users, visitors and contractors.

In order to achieve this aim the Council has the following key objectives:

- as a minimum, to comply with requirements of relevant legislation;
- to identify hazards (the potential for harm), assess risks (the likelihood of that harm being realised) and manage those risks to an acceptable level;
- to ensure that employees (and others as appropriate) are adequately informed of the identified risks and where appropriate receive instruction, training and supervision;
- to engage and consult with employees' representatives on health and safety matters;
- to provide and maintain safe and healthy premises and work equipment;
- to ensure that employees are competent to do their tasks, providing supervision, guidance and training where necessary;
- to ensure we appoint competent contractors who are able to adequately manage the health and safety aspects of any work they are undertaking on our behalf;
- to maintain appropriate health and safety management systems and arrangements;
- to monitor and review the effectiveness of the safety management systems and arrangements and where appropriate implement improvements.

Debbie Barnes
Chief Executive

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ORGANISATION AND RESPONSIBILITIES

The Corporate Leadership Team have overall responsibility for considering proposed changes to the County Council's Health and Safety Policy, within which individual Committees and their Officers will operate. The Corporate Risk and Safety Steering Group hold for has responsibility, on behalf of Corporate Leadership Team to approve those changes.

The Chief Executive has overall responsibility for ensuring that the Council's Health and Safety Policy is implemented effectively by Corporate Directors.

The Corporate Leadership Team shall:

- Provide strategic direction and endorse corporate health and safety strategies.
- Ensure that robust health and safety management systems, arrangements and organisations exist in each department.
- Support the Chief Executive in meeting their safety responsibilities for the Council as a whole.

Executive Directors together with their Directorate Management Team are responsible for establishing their own organisation for:

- ensuring the production of Health and Safety procedures and protocols for their Directorate that supports the Corporate H&S policy and objectives, bringing this to the attention of employees and revising as necessary to ensure that it remains valid;
- ensuring the identification of hazards and relevant legislation applying to their activities and assessing the associated risks;
- gaining assurance that suitable planning is undertaken to ensure the implementation of arrangements to eliminate or control significant risks and to comply with the relevant legislation;
- ensuring arrangements are in place to monitoring the above to ensure that they are working effectively;
- ensuring relevant managers are recording the significant findings of their risk assessments in an appropriate manner;
- ensuring their managers are competent in health and safety management techniques, the minimum standard being as set out in the County Council's Competencies Framework;
- ensure that staff are engaged and consulted on health and safety matters that will have a substantial effect in good time and ensure that their views are considered;

- obtaining assistance from the Corporate Health and Safety Team where necessary;
- reviewing the health and safety performance of their Directorate annually and provide a summary of that review for the Corporate Risk & Safety Steering Group;
- reporting to the Chief Executive any situation where the standards set out in the County Council's General Statement of Health and Safety Policy cannot be implemented.

Managers and Supervisors

All Managers and Supervisors will have specific responsibilities which will be set out in their Directorate's Health and Safety documentation but in any case are required to:

- undertake all relevant health and safety training to ensure they are competent to manage health & safety within their service area.
- comply with the requirements of their department's health and safety documentation;
- ensure all work related hazards are identified and suitable and sufficient risk assessments are undertaken;
- develop local procedures and safe working practices in line with the departmental documentation and local risk assessments;
- ensure that they and their staff have adequate levels of competency to complete their work tasks safely;
- ensure that local health and safety systems are maintained;
- report and investigate incidents as necessary.
- consult with union representatives on health and safety matters that substantially affect the health and safety of employees and provide such facilities and assistance to union representatives as is required;

All employees are responsible for:

- taking reasonable care of their own health and safety and that of others affected by their acts or omissions;
- co-operating with the management of their Directorate so far as is necessary to enable the risks to be controlled and achieve compliance with relevant legislation;
- using all work equipment and substances in accordance with the instruction and training received;
- not intentionally misusing anything provided in the interests of health, safety and welfare; and

- reporting to their supervisor or manager any health and safety problem which they cannot deal with themselves or any shortcoming they consider to be in the health, safety and welfare arrangements.
- completing all mandatory corporate health and safety training as required within the relevant policies.
- reporting any work related incidents that result in injury, damage or loss. Also reporting any near miss or dangerous occurrence that could have resulted in injury, damage or loss.

Health and Safety Advisers

In order to assist the Council the Corporate Health & Safety Team will provide competent advice and make recommendations to the Corporate Leadership Team, and Corporate Risk and Safety Steering Group on the development of the health and safety strategy, policies, procedures and implementation plans.

The Council's Corporate Health and Safety Team will:

- provide competent advice and support to managers on health and safety matters;
- keep up to date on developments in health and safety legislation and practice;
- monitor on behalf of the Council the implementation of health and safety policies and procedures;
- provide health and safety training and instruction;
- receive accident and incident reports, investigate as appropriate, compile and analyse accident and incident data;
- liaise with recognised trade unions and their appointed workplace representatives on issues relating to the health and safety of their members.

Union-appointed Health and Safety Representatives

Recognised trade unions will appoint Health and Safety Representatives to represent the employees

Union appointed H&S representatives will:

- represent employees generally and when you consult them about specific matters that will affect the health, safety and welfare of the employees;
- represent employees when Health and Safety Inspectors from HSE or other authorities consult them;
- investigate accidents, near misses, and other potential hazards and dangerous occurrences in the workplace;
- investigate complaints made by an employee they represent about their health, safety or welfare in the workplace;
- inspect the workplace;

- attend Health and Safety Committee meetings and other Health and Safety meetings as a representative of the employees.

EMPLOYEE ENGAGEMENT AND CONSULTATION

Employees or their representatives will be consulted with regard to the arrangements to control significant risks and to comply with the relevant legislation. This will be done informally by managers and supervisors in the workplace and formally through the Council's joint consultative machinery where health and safety will be a standing item on agendas or, where appropriate, through health and safety committees or panels.

MONITORING AND REVIEW OF THE COUNTY COUNCIL'S HEALTH AND SAFETY PERFORMANCE

An annual report will be presented to the Corporate Risk & Safety Steering Group by the Corporate Health and Safety Team. This will summarise the results of the monitoring activities carried out in Directorates, review the injuries/incidents reported and recommend any actions for improving performance.