

Health & Safety Policy

Why do we have a Health and Safety Policy?

The law says that every business must have a policy for managing health and safety. A health and safety policy sets out your general approach to health and safety. It explains how you, as an employer, will manage health and safety in your business. It should clearly say who does what, when and how.

It is generally accepted that a 'good' Health and Safety policy will consist of 3 parts:

1. Statement of Intent –

A general statement of the school's intention to ensure a safe environment.

For example:

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.

Mark J Hill
Councillor MJ Hill OBE
Leader of the County Council

Debbie Barnes
Debbie Barnes
Head of Health Services

LCC policy is signed by the Leader of the Council and the Chief executive, whereas in a school setting it may likely be signed by a Governor (on behalf of the board) and the Head teacher etc.

2. Organisational Roles and Responsibilities – Who everyone is and what they are responsible for.

For example:

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;
- obtaining assistance from the Corporate Health and Safety Team where necessary;
- 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;

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 assessment;
- 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.

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.

The Management board within LCC is likely the Board of Governors within a school, Corporate director within LCC is likely the Head teacher within the school etc.

Managers and Supervisors within the school setting could be Teachers with 'Head of department' roles, or Caretakers/ facilities managers etc.

3. Arrangement section - Give details of the practical arrangements you have in place, showing how you will achieve your health and safety policy aims. This could include, for example, doing a risk assessment, training employees and using safety signs or equipment.

LCC Health and Safety Policy: [Health and safety policy \(lincolnshire.gov.uk\)](http://lincolnshire.gov.uk)