



# Health & Safety Policy

## ***Version Control***

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## ***Consultation***

This document obtained the following approvals:

<b>Who</b>	<b>Date</b>	<b>Version Approved</b>
Leadership Team		4
JNCC		4
H&S Committee	22/10/2020	4
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### **1. Introduction**

- 1.1 Mid Devon District Council (MDDC) has a duty under the Health and Safety at Work etc. Act (1974) to prepare, implement and revise as necessary a health and safety policy. MDDC's Health and Safety Policy sets out how the Council will discharge its duties in relation to the management of occupational health, safety and wellbeing of all staff.

### **2. Scope**

- 2.1 The Health and Safety Policy sets out the arrangements for management of health and safety at MDDC. This policy statement has been agreed by the Leadership Team, Joint Negotiation Committee (JNCC), Health and Safety Committee, Community PDG and Cabinet.

### **3. General Statement of the Policy**

- 3.1 MDDC is committed to providing an environment where the health, safety and welfare of all staff, contractors and visitors are maintained. MDDC commits to keeping up to date with safety legislation and best practice in all areas of health, safety and welfare and will review arrangements, with the aim to drive towards continuous improvement. We recognise that the best performing management systems have good arrangements for employee engagement and will consult with employees and/or their representatives on health and safety issues to ensure that they are able to raise and resolve, as far as is reasonably practicable, such issues with senior management.
- 3.2 MDDC will comply with the requirements of the Health and Safety at Work, etc. Act (1974) and other statutory provisions.
- 3.3 MDDC will provide and maintain safe and healthy working conditions, equipment and systems of work and will provide appropriate training, information, instruction and supervision for staff, contractors and visitors.

- 3.4 MDDC will make arrangements for the provision of an occupational health service appropriate for the risks faced by employees and to provide them with services to promote health and wellbeing.
- 3.5 MDDC will discharge its duty of care to any person who may be affected by the work of the Council. It will ensure that there are appropriate measures to control risk to the health and safety of the employees, contractors, visitors and members of the public and that these are acted upon.
- 3.6 MDDC will ensure that there appropriate arrangements in place for dealing with incidents such as fire or medical emergencies.
- 3.7 MDDC will encourage a positive health and safety culture through securing the commitment and involvement of all employees and those we work with through effective consultation and communication.

#### **4. Organisation**

##### **4.1 Elected members:**

- 4.1.1 Will ensure that there is suitable organisational structure and adequate resources to implement this policy and to operate effective risk control systems.

##### **4.2 The Chief Executive:**

- 4.2.1 Has responsibility for the management of health and safety and will sign the policy.
- 4.2.2 Will delegate implementation of the policy through the line management structure.
- 4.2.3 Shall make arrangements for the provision of competent advice on matters of health and safety policy, guidance and monitoring.
- 4.2.4 Will delegate, with the assistance of competent advice, the preparation of a Health and Safety Strategy that will include key safety performance indicators.
- 4.2.5 Will ensure that the attention of Councillors is drawn to information regarding health, safety and welfare where this has a bearing on their decisions.

##### **4.3 Individuals**

- 4.3.1 It is the responsibility of Council employees, visitors and contractors to ensure that their activities or behaviour do not knowingly create hazards for themselves or others. Failure to comply with the requirements of any part of the Health and Safety Policy is a disciplinary matter.
- 4.3.2 In particular they will be required to:

- take reasonable care for the health, safety and welfare of themselves and of other persons who may be affected by their acts or omissions at work;
- cooperate with management to enable the employer to carry out their legal duties or any requirements as may be imposed;
- not intentionally or recklessly interfere with or misuse any item provided in the interest of health and safety;
- bring any deficiencies in health and safety arrangements to the attention of their employer;
- report all accidents, incidents and near-misses through the Council's accident reporting system and additionally ensure that their line management are aware of any such events.

#### 4.4 Managers and Supervisors

##### 4.4.1 In addition to the responsibilities of Individuals, managers and supervisors will:

- foster safety awareness by personal interest and example and encourage a 'Safe Working' ethos and actively work towards a positive safety culture;
- supervise the implementation of any safety policies or procedures where responsibility has been delegated through the line management structure;
- ensure their staff understand the Council's Health and Safety Policy and that they comply with the associated rules relating to their work;
- ensure that all their staff are competent and trained to do their work and have sufficient information, instruction and training to be fully aware of the hazards and risks associated with their work;
- ensure that the appropriate risk assessments for their work activities are prepared and reviewed as necessary;
- ensure that safety practices and procedures are observed and that suitable measures and protective equipment is worn or used where appropriate;
- ensure that deficiencies found during inspections, reviews and audits are corrected, reviewed, repaired or replaced;
- continually develop and monitor safety practices and procedures;
- consult with their employees on all matters relating to health and safety and be responsible for bringing H&S information to their attention;
- set meaningful health and safety objectives for themselves and their team members through the annual appraisal process.

#### 4.5 Senior Management

##### 4.5.1 Senior Managers and Directors will be fully aware of the general duties under the Health and Safety at Work etc. Act 1974 and will ensure that in all functions under their control the Council's Health and Safety Policy is effectively implemented.

##### 4.5.2 In addition to the responsibilities of managers and supervisors they will:

- foster safety awareness by personal interest and example and encourage a 'safe working' ethos and actively work towards a positive safety culture;
- cooperate with the corporate health and safety officer during safety inspections, reviews and audits;
- endorse the findings of such inspections, reviews and audits and prioritise corrective actions;
- where appropriate, review reports of accidents, incidents and near misses, and ensure corrective action has been taken to prevent or reduce the probability of reoccurrence;
- ensure that, in consultation with HR, sufficient personnel are nominated for safety roles within their area. These include First Aiders, Fire wardens and Service Area Health and Safety advisors.

## **5. Arrangements**

### **5.1 Risk Assessments**

5.1.1 MDDC will ensure risks are assessed across all activities of the Council. The Chief Executive will delegate responsibility for the completion of risk assessments through the line management structure.

5.1.2 The risk assessments will be recorded SharePoint and, where they meet the criteria, SPAR.

### **5.2 Consultation with employees**

5.2.1 MDDC recognises Unison as the union that represents employees for consultation on Health and Safety under the Safety Representatives and Safety Committee Regulations 1977 (as amended) and the Health and Safety (Consultation with Employees) Regulations 1996 (as amended).

5.2.2 MDDC will consult with employees routinely on health and safety matters as they arise and formally at the review of this policy

### **5.3 Training**

5.3.1 MDDC will ensure there are Health and Safety inductions for all staff and contractors and will provide appropriate health and safety training.

5.3.2 MDDC will support training provision through HR and the Council's Learning and Development Officer. Training records will be maintained by HR and reviewed by the Health and Safety Officer and internal audit.

## **6. Monitoring**

6.1 The Council, will through the Corporate Health and Safety Officer:

6.1.1 Carry out regular workplace inspection.

6.1.2 Investigate any accidents or reports of ill health.

6.1.3 Regularly review policies and procedures whenever necessary.

## **7. Emergency procedures – fire and evacuation**

- 7.1 Group Managers, Supervisors and Team Leaders with responsibility for the buildings they are operating in must ensure that:
  - 7.1.1 There are emergency plans in place to deal with any potential emergency.
  - 7.1.2 Emergency evacuation procedures are developed and implemented.
  - 7.1.3 All fire safety checks are completed in accordance with the fire risk assessment.
  - 7.1.4 Emergency evacuation procedures are tested from time to time.