

Corporate Health and Safety Policy (LCS-HS-04)

This health and safety policy statement is the principal document for health and safety in Gateshead Council.
 All other health and safety documents at a corporate or service group level will meet or exceed the principles set out here.
 Everyone who works for the Council is encouraged to read this policy and consider how they can contribute to achieving its aims.

General statement of health and safety policy

<p>Gateshead Council recognises that good health and safety management supports the delivery of quality services to the people of Gateshead.</p> <p>The Council is committed to providing and maintaining a healthy and safe working environment for all its employees and will ensure that their work does not adversely affect the health and safety of other people, such as service users, visitors and contractors.</p> <p>In order to achieve this aim the Council has the following key objectives:</p>	<ul style="list-style-type: none"> as a minimum, to comply with requirements of relevant legislation; to identify hazards, assess risks and manage those risks; to ensure that employees (and others, as appropriate) are adequately informed of the identified risks and, where appropriate, receive information, instruction, training and supervision; to assess all occupational health risks and take action to prevent, reduce or control them to an acceptable level and conduct health surveillance when required; to provide adequate financial resources to ensure that proper provision can be made for health and safety; 	<ul style="list-style-type: none"> to 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 training where necessary; to ensure that contractors are competent to manage the health and safety aspects of their work; to maintain appropriate health and safety management systems and arrangements; and to monitor and review the effectiveness of the safety management systems and arrangements then where appropriate, implement improvements.
	Councillor Mick Henry Leader of the Council	Jane Robinson Chief Executive

Organisation and responsibilities

<p>Councillors have overall responsibility for considering proposed changes to the Council's health and safety policy, within which Cabinet, individual committees and their officers will operate.</p> <p>The Chief Executive has responsibility for ensuring that the Council's health and safety policy is implemented effectively by strategic directors.</p> <p>Strategy Group shall:</p> <ul style="list-style-type: none"> provide strategic direction by endorsing and enabling implementation of corporate health and safety strategies; ensure that robust health and safety management systems, arrangements and organisations exist in each group; and support the Chief Executive in meeting her safety responsibilities for the Council as a whole. <p>Strategic Directors together with their Group Management Teams are responsible for establishing their own arrangements for:</p> <ul style="list-style-type: none"> producing a health and safety policy for their group that supports the corporate health and safety objectives, bringing this to the attention of employees and revising as necessary to ensure that it remains valid; identifying the hazards and relevant legislation applying to their activities and assessing the associated risks; planning and implementing arrangements to eliminate or control significant risks and to comply with the relevant legislation; monitoring the above arrangements to ensure that they are working effectively; ensuring their managers are competent in health and safety management techniques; ensuring that staff are involved and consulted on relevant health and safety matters in good time and ensure that their views are considered; obtaining assistance from the Health and Safety Team where necessary; ensuring adequate resources are provided for health and safety; undertaking workplace 'tours' to ensure health and safety risks are identified; 	<ul style="list-style-type: none"> reviewing the health and safety performance of their group annually and providing a summary of that review to be included in the annual health and safety report; reporting to the Chief Executive any situation where the standards set out in the Council's general statement of health and safety policy cannot be implemented. <p>Service Directors, head teachers, managers and supervisors will have specific responsibilities which will be set out in their group / school health and safety policy, and are required to:</p> <ul style="list-style-type: none"> comply with the requirements of their group / school health and safety documentation; ensure all work related hazards are identified and suitable and sufficient risk assessments are undertaken and recorded; develop local procedures and safe working practices in line with corporate and service specific documentation and risk assessments; ensure that they and their staff have adequate levels of competency to complete their work tasks safely; ensure that health and safety systems are maintained; report and investigate incidents as required; and develop and implement an effective health and safety management action plan, monitored and revised on a regular basis. <p>All employees (and volunteers) are responsible for:</p> <ul style="list-style-type: none"> 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 service / school 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 	<ul style="list-style-type: none"> 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. <p>Health and Safety Team In order to assist the Council, the health and safety advisers will provide competent advice and make recommendations to Strategy Group on the development of the health and safety strategy, policies, procedures and implementation plans. They will also:</p> <ul style="list-style-type: none"> 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; stop any unsafe activity; provide health and safety training and instruction; receive accident and incident reports, investigate as appropriate, compile and analyse accident and incident data; and liaise with recognised trade unions and their appointed workplace representatives on issues relating to the health and safety of their members. <p>Employee consultation Employees or their representatives will be consulted on 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 arrangements, where health and safety will be a standing item on agendas or where appropriate, through health and safety committees or forums.</p> <p>Monitoring and review of the Council's health and safety performance An annual report will be presented to the Corporate Resources Overview and Scrutiny Committee. This will summarise the results of the monitoring activities carried out across the Council, review the injuries/incidents reported and recommend any actions for improving performance.</p> <p>This policy has immediate effect and replaces previous versions. The policy will be reviewed annually and amended as necessary.</p>
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Approved on behalf of the Council by the xxx on xx xx2016