

# STRONGER together



Lewes District Council



Working in partnership with Eastbourne Homes

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# Health and Safety Policy General Statement

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## 1 Statement of Intent

### 1.1 Introduction

- 1.1.1 Lewes District and Eastbourne Borough Councils' (known as 'the Councils' or 'LEC') General Statement of Health and Safety Policy is issued in accordance with the requirements of Section 2(3) of the Health and Safety at Work etc. Act 1974.
- 1.1.2 The Councils' Leaders, Chief Executive, senior management and the teams of LEC are committed to providing the highest standards of health, safety and welfare for all employees and all other persons who may be affected by our activities.
- 1.1.3 We place a high priority on the health and safety of our employees and endeavour to minimise the impact on the environment in which we operate.
- 1.1.4 We fully recognise the moral, financial and productivity benefits that a safe and healthy working environment provides. In light of this, we are committed to taking all reasonable steps to ensure that high levels of safety and environmental risk controls are maintained.
- 1.1.5 To achieve the above, we will employ competent employees to assist us including, where and when appropriate, specialists from outside the organisation.
- 1.1.6 Each employee will be given such information, instruction, training and supervision as is necessary to enable the safe performance of work activities. We strive to consult with employees in matters that may affect the way we manage health and safety issues and recognise that to achieve the above goals a collaborative approach must be maintained. This consultation will, as a minimum, take place through the Joint Safety Forum.
- 1.1.7 It is the duty of all levels of management to ensure that all processes and systems of work are designed to take into consideration our health and safety compliance responsibilities and that those procedures and safe systems of work are competently monitored at all times.
- 1.1.8 In light of the mutual benefits of a safe working environment we expect all employees to co-operate with us to enable high standards of risk control to be maintained at all times.

All employees have a duty to co-operate in the operation of this Policy:

- By working safely and efficiently
- By ensuring they do not put others at risk

- By using the protective equipment provided and by meeting statutory obligations.
  - By reporting incidents that have led, or may lead to, injury to people or damage to property, plant, or equipment
  - By adhering to health and safety procedures for securing a safe workplace
  - By assisting in the investigation of accidents with the objective of introducing new measures to prevent a recurrence.
- 1.1.9 Full details of the organisation and arrangements for health and safety management are set out in separate documents (see individual guidance).
- 1.1.10 This Policy will be regularly monitored through inspections, CMT reports and the Joint Safety Forum to ensure that the objectives are achieved. It will be reviewed and, if necessary, revised in the light of legislative or organisational changes. This Policy will be communicated to all persons working for, or on behalf of, Lewes District and Eastbourne Borough Councils, and made available to the public upon request.
- 1.1.11 A copy of this Statement, together with procedures will be displayed in suitable areas. The Policy will be reviewed on an annual basis and amended or added to as appropriate.
- 1.1.12 There is additional guidance and advice on safe working procedures available on Top Desk and The Hub.

## **1.2 Commitment**

- 1.2.1 Lewes District and Eastbourne Borough Councils will, so far as is reasonably practicable, take the necessary steps to ensure the health, safety and welfare of all our employees and other people who may be affected by the Councils' work.
- 1.2.2 Through awareness, training and compliance, we are committed to improving health and safety at work, and regard current legal and statutory requirements as setting the minimum standard we must achieve.
- 1.2.3 We will provide adequate resources to ensure the health and safety of all our employees, and to fulfil our commitment to relevant others.
- 1.2.4 The Councils will adopt the Plan, Do, Check, Act approach to their management of health and safety as set out in the HSE's document HSG65 'Managing for Health and Safety'.

## **1.3 Equality and Diversity**

- 1.3.1 This will cover all employees and also apply to agency employees, consultants, contractors, volunteers and those working on behalf of the Councils.
- 1.3.2 The Councils are committed to ensuring that there is no unlawful discrimination or bias in the application of their policies and procedures.

## **1.4 Compliance**

- 1.4.1 All our work activities will achieve compliance with legislation and Approved Codes of Practice.
- 1.4.2 Employees are empowered to bring health and safety concerns to the attention of managers who will take action to eliminate, minimise, or control them, as far as is reasonably practicable.
- 1.4.3 We will actively and openly monitor, review and report on health and safety performance, introducing improvement plans where necessary.
- 1.4.4 We will monitor relevant contractor roles to ensure that they conform with our General Statement of Health and Safety Policy where it affects them.

## **1.5 Competence**

All employees (and contractors) will have the competence (through information, instruction, training and supervision) to undertake their work with minimum risk to their own, and others, health and safety, as far as is reasonably practicable.

- We will all take action to identify, assess, prevent, reduce and control risks to an acceptable level.
- Induction in health and safety is given to all new employees in their first week.
- Specific safety training for the job is provided as and when necessary; training will be given to new managers, new employees and when new legislation requires updated knowledge and competence.
- Online and in-house courses are provided for managers and employees to support competence, as well as specific external courses where appropriate.
- Refresher training is given where identified as a requirement

## **1.6 Awareness**

- 1.6.1 All our managers, employees, contractors, suppliers and relevant others should have an awareness and understanding of the health and safety risks that affect our business, in all those areas that are relevant to them.
- 1.6.2 Active open communication and consultation between the Councils and our employees will ensure that health and safety is integrated into our communications wherever appropriate.
- 1.6.3 We will monitor and investigate accidents and incidents to drive improvement in our health and safety management and any lessons learned from such events will be used to take reasonable corrective action to prevent recurrences.

## **1.7 Employee Consultation**


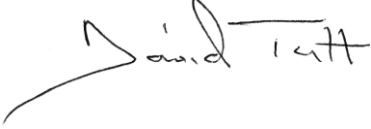

The Councils believe that a safe working environment can only be achieved with the full participation of employees. Employee consultation on health and safety takes place at all levels:

- Councils-wide: between management and health and safety representatives and the Joint Safety Forum.
- Within service areas: consultation takes place between managers and employees at team meetings where health and safety is a standing agenda item, and where employees are briefed on health and safety performance and development; and given interactive toolbox training sessions where appropriate.
- Individually: through reporting accidents, incidents and issues to managers and/or health and safety representatives.
- Through a positive and inclusive health and safety culture

## **1.8 Delivering our Policy**

- 1.8.1 Our Policy will be delivered by generating a culture that seeks to minimise the risk of any threats to health and safety and ensure the real involvement of all our employees with this Policy.
- 1.8.2 The General Statement of Health and Safety Policy will be brought to the attention of every new employee and is available for contractors and others on the Councils' website.

1.8.3 This Policy takes immediate effect and replaces all previous versions. It will be reviewed annually or more frequently if there is any change in the risk environment for the Councils, or in relevant legislation.

Signed:	Name and Role:	Date:
	Robert Cottrill Chief Executive	17/11/2021
	Cllr David Tutt Leader of EBC	17/11/2021
	Cllr Zoe Nicholson Leader of LDC	25/11/2021

## 2 Responsibilities for Health and Safety

### 2.1 Purpose of Roles and Responsibilities

Lewes District and Eastbourne Borough Councils are committed to defining the roles of all personnel in order to help them meet their responsibilities within the Health and Safety Management System effectively; and to adequately assess, control and monitor health and safety within the Councils. Structure charts showing individuals reporting responsibilities can be found on The Hub.

- 2.1.2 There will be a competent person available to support management and employees by providing health and safety advice, if necessary, through external consultants. There will be sufficient resources allocated to provide for this competence.
- 2.1.3 The Health and Safety Management System will be reviewed on a planned basis through workplace inspections and health and safety audits, monitored by the Joint Safety Forum with both managers and trained employee health and safety representatives.

## **2.2 Categories of Roles and Responsibilities**

Health and safety management within Lewes and Eastbourne Councils corporate structure falls into the following broad categories:

1. Lewes District and Eastbourne Borough Councils
2. Employment Committees
3. Chief Executive
4. Corporate Management Team
5. Managers
6. Employees
7. Specialist Advisor (Health and Safety)
8. Health and Safety Forum
9. Health and Safety Representatives
10. Others

## **2.3 Responsibilities of Roles**

### **2.3.1 Lewes District and Eastbourne Borough Councils**

Each has the statutory employer's responsibility for the Health, Safety and Welfare of all their employees and those not in their employment who may be affected by their work. This can be delegated to Cabinets.

### **2.3.2 Employment Committees**

Have in their remit the monitoring of the health and safety of those employed by the Councils and advising Cabinets on issues arising. They are composed of councillors and employee representatives.

### **2.3.3 The Chief Executive**

Is accountable for the Councils' Policy on Health and Safety and is responsible for the allocation of the resources required. They are also the Councils' nominated Health and Safety leader at the top of the organisation to coordinate and monitor policy implementation.

### **2.3.4 The Corporate Management Team (CMT)**

Is responsible for establishing strategies to implement policy and integrating these into the general activities of the organisation, providing leadership to ensure the health, safety and welfare of all employees and other people affected by the Councils' activities.

- Ensure the ongoing development, implementation, monitoring and review of the Lewes District and Eastbourne Borough Councils' Health and Safety Management System.
- Ensure that there is a clear management structure with clearly defined responsibilities for implementing the Health and Safety Management System.



- Provide appropriate resources to ensure the ongoing development and implementation of the Health and Safety Management System.
- Set and agree corporate level plans for the delivery of the Health and Safety Management System.
- Review and further develop the General Statement of Health and Safety Policy and ancillary policies/guidance.
- Ensure health and safety performance is regularly reviewed and monitor the health and safety performance of their directorates.
- Integrate the health and safety policies into the general activities of the organisation.
- Ensure that there are formal arrangements for the dissemination of appropriate health and safety information.
- Ensure that there are arrangements to confirm the health and safety competency of all employees and contractors.
- Ensure the establishment of a proactive risk assessment system and the development and implementation of required risk control systems.
- Keep informed with regard to relevant changes in health and safety legislation, standards and good practice.

### 2.3.5 Line Managers/Team Leaders

Are responsible for the implementation of all relevant health and safety policies and procedures, and the provision of the necessary resources and information to enable tasks to be carried out with risks being as low as reasonably practicable.

- Ensure risks arising from the workplace are assessed in consultation with their teams. Significant risks should be identified, recorded and controlled.
- Comply with health and safety audits, and implement planned workplace inspections, risk assessment reviews and accident investigation activities.
- Work with Property, Delivery and Compliance (PDC) to ensure that specific responsibilities in terms of buildings are implemented.
- Co-operate with the Specialist Advisor (Health and Safety) and Joint Safety Forum in the implementation of assigned functions and activities.
- Ensure the active participation of their employees and relevant others in health and safety activities.
- Ensure employees (and contractors) are competent to carry out their assigned duties in a safe manner.
- Implement planned workplace inspections, risk assessment, COSHH assessment and safe systems of work reviews, and accident investigation activities.
- Report accidents, investigate causes and identify actions to prevent recurrence.

### **2.3.6 Employees**

Must take reasonable care of the health and safety of themselves and other people who may foreseeably be affected by their acts or omissions at work.

- Co-operate with managers and relevant others to ensure duties and requirements are complied with to the required standard.
- To follow the mitigation actions in risk assessments, and safe working procedures together with instructions from their manager or team leader.
- Not to intentionally or recklessly interfere with, or misuse anything provided for the purpose of health, safety and welfare.
- Not to use machinery, equipment, substances, transport or other work equipment or safety device, except in conformity with policies, instructions, training and supervision.
- To report accidents, near misses, dangerous occurrences and verbal/physical assault incidents as soon as possible, and co-operate in their investigation in order to prevent a recurrence.
- Notify management of any work situation which has, or develops, the potential for serious danger to people.
- Report any building, equipment or Personal Protective Equipment (PPE) defects as soon as possible to the relevant person (i.e. PDC, Facilities or Manager).

### **2.3.7 Specialist Advisor (Health and Safety)**

Provides specialist advice (including interpretation of the law with implications for the Councils), and to lead the co-ordination of health and safety across the Councils, working closely with managers to ensure compliance with all relevant legislation and policies.

- Provide specialist support and advice to managers and teams.
- Monitor accident reports and carry out high level accident investigations where serious injury or near miss has occurred. Respond to health and safety concerns from internal sources and external sources who raise concerns about Council services.
- Review performance throughout the health and safety management system through inspections, audit, and the reviewing of policies.
- Report monitoring outcomes to the Joint Safety Forum and CMT.
- Develop corporate health and safety guidance, resources and training materials.

### **2.3.8 Joint Safety Forum**

The Joint Safety Forum is the Councils' health and safety working group responsible for the initiation, implementation and dissemination of best practice for health and safety within the Councils.

### 2.3.9 Health and Safety Representatives

Within the workplaces, Unison may elect or appoint Health and Safety Representatives who will take part in discussions with managers on health and safety matters.

- Unison Health and Safety Representatives will act on behalf of all members, and other employees, in collective discussions on health and safety matters. They may be involved in representing Unison members on individual workplace issues.
- Representatives will be able to accompany managers, and/or the Specialist Advisor (Health and Safety) on safety inspections and take part in accident investigations and audits.
- Health and Safety Representatives will be provided with relevant information upon request, facilities and reasonable paid time off to enable them to perform these duties.
- Union Health and Safety representatives must be employees of the Council.

### 2.3.10 Others – contractors, suppliers and relevant others

- A contractor is a person or business that provides goods or services to the Councils under terms specified in a contract. There are clear legal requirements about the health and safety information we need to check before allowing contractors to do the agreed work. As a minimum Risk Assessments and Method Statements (RAMS) must be sought and checked before work commences.
- Contractors activities should be monitored and checked after completion.
- A supplier is a party which supplies goods or services to the Councils or through the Councils. Relevant health and safety information will be checked. Relevant others include councillors, the public when they are on our premises or involved in work we are doing, clients, partners, visitors or reporters in our places of work, on project work, or who are otherwise affected by our business.

## 3 Arrangements for Health and Safety

Practical arrangements for health and safety vary among service areas. General guidance on how to manage health and safety within your service can be found in the appendices to this Policy. All appendices can be found on TopDesk.

For advice or to raise safety concerns contact [health&safety@lewes-eastbourne.gov.uk](mailto:health&safety@lewes-eastbourne.gov.uk)