

HEALTH AND SAFETY POLICY STATEMENT

Reigate & Banstead Borough Council is committed to ensuring the health, safety and welfare of its employees, customers, and others throughout their interaction with the council.

It is the policy of this Council to encourage all employees to be not only aware of their legal responsibilities, but to be actively involved in developing a positive and progressive safety culture so that no one is exposed to risks to their health or safety as a result of the way the Council conducts its business.

In order to achieve the objectives of this policy this Council will comply with all of its legal duties by ensuring that:-

- Each employee is given such comprehensible, relevant and appropriate information, instruction, and training as is necessary to enable the safe and healthy performance of work activities.
- Managers assess risks and introduce preventative and protective measures, so far as is reasonably practicable or devise systems of work where significant risks to health and safety are identified. These preventative and protective measures or safe systems of work will be implemented and supervised to ensure any risks are reduced to an acceptable minimum.
- The working environment is maintained in a condition that is safe, free from risks to health and that adequate facilities for employees' welfare at work are made.
- Adequate facilities and arrangements are maintained to enable staff and their representatives to raise issues of health and safety.
- Procedures are devised that will ensure that all machinery and equipment purchased is suitable for its intended purpose and that any hazardous substances used or produced as a result of Council work are assessed and adequately controlled.
- Procedures are devised that ensure the effective planning, organisation, control, monitoring and review of health and safety in relation to Council buildings and activities is undertaken to include associated preventative and protective measures

Every member of staff has a legal duty to co-operate with the Council to assist in complying with all of its statutory duties. The successful implementation of this policy requires total commitment from everyone in the Council from Members to staff at all levels and Contractors. Each individual has a legal obligation to take reasonable care for their health and safety and for the health and safety of people who may be affected by their acts or omissions.


Full details of the organisation and arrangements for health and safety are set out in other documents.

The Health and Safety Forum will regularly monitor this policy to ensure that the objectives are achieved. It will be reviewed regularly and, if necessary, revised in the light of legislative or organisational changes.

Signed:

A handwritten signature in black ink, appearing to read 'J Spiers', with a horizontal line underneath.

Cllr. Mrs. J Spiers
Leader of the Council

A handwritten signature in black ink, appearing to read 'R. N. Clifford', with a horizontal line underneath.

Mr. N. Clifford
Chief Executive

Date: 30 Nov 2006

HEALTH AND SAFETY RESPONSIBILITIES

The **Elected Members** are responsible for:

- Ensuring their own acts or defaults do not result in another person e.g. a Manager committing an offence relating to health & safety under current legislation.

The **Chief Executive** is ultimately responsible for:

- Ensuring that the health and safety management system is implemented throughout the Authority through a delegation of duties to Directors & Service Managers.
- Ensuring that Directors & Service Managers are aware of their responsibilities and carry them out in accordance with the health and safety management system.
- Ensuring that any deficiencies in safety standards are remedied.
- Ensuring in conjunction with the Directors & Service Managers that performance standards are established and maintained.
- Reviewing health and safety performance with the Corporate Management Team and elected members.
- Ensuring that there is effective reporting and communication within and between service units.
- Ensuring that unresolved health and safety problems are brought to the attention of the Executive.

The **Directors** are responsible for:

- Ensuring that the Health & Safety Policy is implemented within their areas of responsibility in the Council.
- Reviewing health and safety performance and ensuring that deficiencies are remedied.
- Ensuring that a safe working environment in the areas under their control is maintained.
- Ensuring that safety measures, safe systems of work, organisation and arrangements, are reviewed in accordance with the Health and Safety Policy.
- Ensuring that any defects are rectified.
- Ensuring finance is made available for any rectification deemed necessary to comply with this policy.
- Where the problem cannot be rectified, bring it to the attention of the Chief Executive for appropriate action to be taken.
- Ensuring that those with delegated health and safety duties have the necessary training and resources to ensure compliance of their obligations.

The **Service Managers** are responsible for:

- Ensuring that the Health & Safety Policy is implemented, maintained and regularly reviewed within their area of responsibility in the Council.
- Ensuring that suitable and sufficient health and safety documentation is maintained in accordance with this policy e.g. risk assessments and procedures.

- Ensuring health and safety documentation is regularly reviewed and updated when any changes occur.
- Ensuring that they are aware of the legislative requirements and ensure that compliance within their service unit is maintained.
- Ensuring that staff under their control are trained and aware of their own health and safety responsibilities.
- Ensuring that a working environment is maintained free from risks to health and safety as far as is reasonably practicable.
- Ensuring their staff are aware of the locations of first aiders and fire wardens.
- Reporting to the Health and Safety Adviser all minor accidents, incidents and near misses reported to him/her and investigating the underlying causes.
- Undertaking work or operations in accordance with the safe working practices of the Council.
- Reporting to the Directors any breakdown, or failure of any equipment provided for their work where corrective action cannot be taken directly by them.
- Consider the need for a risk assessment and carry out where appropriate before beginning any new work or operation.
- Ensuring that staff are given information as to the risks they may encounter at work and adequate information, instruction and training to carry out their work without undue risk to their health and safety and that of all other people who may be affected by their work.
- Ensuring that all staff receive adequate supervision so that safe working procedures are maintained.
- Ensuring that staff are given the appropriate personal protective equipment and that this is properly maintained to enable them to meet their own health and safety obligations.
- Ensuring that all sickness absence is recorded in accordance with current procedures and return to work interviews are carried out and recorded after each absence
- Encourage employees to report incidents of verbal or physical aggression, violence, bullying or harassment which may cause stress so that corrective action can be taken.

The **Health and Safety Advisor** is responsible for:

- Formulating the Health & Safety Policy, management system and safe working procedures for approval by the Council.
- Assisting in implementing and monitoring the Health & Safety management system.
- Assisting in implementing and monitoring the Council's health and wellbeing strategy
- Providing health and safety advice to assist others in meeting their own health and safety obligations.
- Providing advice to assist others for appropriate health surveillance, environmental monitoring and occupational health procedures.
- Investigating and reporting to the Head of Personnel & Support Services and Corporate Management Team on operational safety.
- Investigating fatal and major accidents, ill-health incidents and where appropriate reporting these to the enforcing authorities.
- Advising on performance standards and auditing performance.
- Identifying health and safety training requirements and advising on legal and technical standards.

- Preparing reports on active and reactive monitoring for review by the Head of Personnel & Support Services.
- Carrying out Health and Safety training where required.
- Completing regular Health and Safety Audits on all major Council assets.
- Liaising with Insurance and Risk Manager on relevant insurance/liability issues.
- Continuing professional development through training.

Staff are responsible for:

- Undertaking work or operations in accordance with the safe working procedures of the Council.
- Reporting to their service manager any personal injury or near miss incident sustained by themselves at work or to any other person affected by their work.
- Reporting to their service manager any occupational health issues (either physical or mental) which affect their ability to carry out their work.
- Reporting to their service manager any breakdown or failure of equipment provided for their work.
- Ensuring any chemicals and substances are used in accordance with the relevant COSHH assessment and label instructions.
- Ensuring they attend Health and Safety training as necessary.
- Viewing applicable Risk Assessments before commencing tasks and complying with appropriate controls.

Property Services are responsible for:

- Undertaking work or operations in accordance with the safe working procedures of the Council.
- Ensuring Risk Assessments and Method Statements are completed and adhered to for all contractor activities.
- Ensuring Contractors receive a Health and Safety induction with Property Services before the work commences.
- Carrying out projects under capital work in accordance with Construction, Design & Management Regulations.
- Ensuring that new contractors undertaking contract work who are not on the Council's approved list are assessed and passed by the Health and Safety Adviser before work orders are granted.
- Carrying out regular checks on contractors adherence to health and safety requirements, and taking corrective action when required to safeguard the safety of those affected by the work taking place.
- Undertaking re-active maintenance where required.
- Ensuring that buildings and building systems are maintained in accordance with current legislation throughout the authority.
- Ensuring that fire extinguishers at all sites are regularly serviced and maintained.
- Ensuring that fire drills are held at the Town Hall site on a six monthly basis and recorded.
- Ensuring that fire exits remain clear, free from obstructions and that records are maintained to confirm.
- Ensuring that the fire alarm system is tested on a weekly basis.
- Ensuring that there is safe access and egress and compliance with workplace safety requirements in all common areas throughout the Town Hall and Earlswood sites.

- Ensuring that cleaning contractors and caretaking staff carry out their work in accordance with the safe working procedures of the Council.

Contractors are responsible for:

- Attending a health and safety induction with Property Services before the work commences
- Undertaking work or operations in accordance with the safe working procedures of the Council
- Ensuring that personal protective equipment e.g. hard hats, high visibility clothing, safety boots etc are worn as stipulated by the safe working procedures relating to the works being carried out
- Reporting to their site contact any personal injury or near miss accident sustained by themselves at work or to any other person being affected by their work
- Ensuring any chemicals and substances are used in accordance with the appropriate COSHH assessment and label instructions
- Reporting to their site contact any breakdown or failure of equipment provided for their work
- Carrying out a risk assessment before beginning any work or operation
- Working in accordance with issued method statements, permit to work systems etc