



# Health, Safety and Wellbeing Policy

An overview of how Staffordshire County Council delivers its commitment to the health, safety and wellbeing of employees and stakeholders

<b>Staffordshire County Council</b>		<b>Health and Safety Policy Handbook</b>	
<b>Issue 4</b>		<b>Approved By H&amp;S Forum</b>	<b>June 2015</b>
<b>Policy Title</b>	<b>Health, Safety &amp; Wellbeing Policy and Management Arrangements</b>		

## Foreword by the Chief Executive



Staffordshire County Council is a caring employer, and as such the health, safety and wellbeing of our people is of vital importance to us. We care about making sure that our work environments are safe.

The health, safety and wellbeing of our employees, service users and those affected by our activities are fundamental to our success. Every individual has a personal role to play in helping ensure the effective implementation of health, safety and wellbeing practices.

The importance of integrating health and safety into the way we work and the decisions we make as we move forward with our ambitions to improve the lives of the people of Staffordshire cannot be underestimated.

I expect leaders at all levels to ensure that health, safety and wellbeing issues are fully integrated into day to day decision making, strategic planning and working practices. Leading by example will help us to improve and grow our health and safety culture

This policy outlines the county council's commitment to managing health, safety and wellbeing in a proactive manner with clear roles and responsibilities assigned to all our employees.

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**John Henderson**  
**Chief Executive**

# Part 1

## Health, Safety & Wellbeing Policy Statement

Staffordshire County Council aims to have excellent health, safety and wellbeing performance in all of its activities and is committed to continuous improvement. Health, safety and wellbeing objectives are of equal importance to other corporate objectives and will be integrated into all areas of business activity.

The Council will comply with all relevant health and safety legislation but recognises that compliance with legislation is only a minimum requirement, and therefore we strive to improve to achieve higher standards.

The Council is committed to the development of a climate in which a positive health, safety and wellbeing culture can develop. As part of this culture development there will be:-

- effective **communication** and **consultation** with employees, trade union representatives and other relevant parties;
- access to **competent** health, safety and wellbeing advice and support;
- **control** and assessment of our risks by setting clear health, safety and wellbeing objectives and providing strong leadership;
- secured **co-operation** between individuals, trade unions, employee representatives and working groups.
- operation of a 'no blame culture' with **support** for individuals who participate in hazard or near miss accident reporting.

The Council will report annually internally and publicly on its health, safety and wellbeing performance.

Managers and employees are expected to accept their responsibility by ensuring that they take reasonable care of their own health, safety and wellbeing and that of other people who may be affected by their acts or omissions.

All employees are to contribute to the maintenance of a safe and healthy workplace, and accept their personal responsibilities to work safely adhere to safety rules and work procedures, use safety equipment provided and generally contribute to the maintenance of health, safety and wellbeing working conditions.

The capabilities of employees as regards health and safety will be taken into account when entrusting work to them. Appropriate training will be provided to enable employees to meet the required standards of performance. The health and safety performance of individual employees will be taken into account when performance appraisals are undertaken.

The council is committed to ensuring that work/activities carried out on its behalf, is done so with the risks to health, safety and wellbeing managed effectively and complies with the legislation. As Client the Council will plan, co-ordinate, control, monitor and review the activities of contracted organisations to effectively ensure the risk presented by contracted work are being successfully managed.

In joint ventures/partnership arrangements, managers and staff appointed by the County Council are expected to encourage the other partner to work to the Council's health and safety standards. As a minimum, the joint venture/partnership arrangement must comply with relevant legislation and have access to competent health and safety advice.

Sufficient financial and physical resources will be provided to implement this policy and appropriate training will be provided.

The Health, Safety and Wellbeing Policy and associated management arrangements and procedures apply to all county council activities and workplaces. Compliance with these documents is mandatory and subject to periodic audit.

This policy will be reviewed annually and amended as required. A copy of the policy and any revisions will be made available to employees.



A handwritten signature in black ink, appearing to read 'J Henderson', with a long horizontal flourish extending to the right.

John Henderson  
Chief Executive



A handwritten signature in purple ink, appearing to read 'Philip Atkins', written in a cursive style.

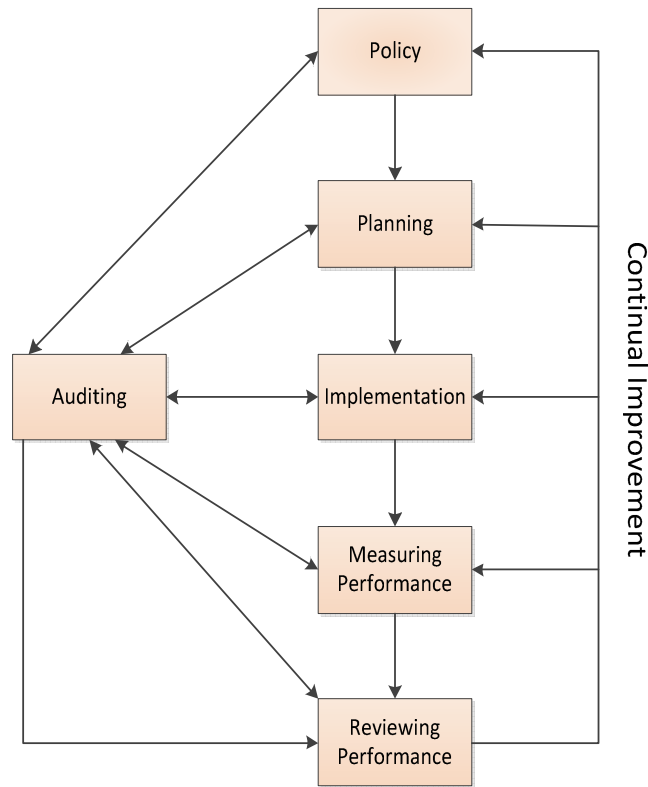
Philip Atkins  
Leader of the Council

This Health, Safety and Wellbeing Policy Statements has the support of the Senior Leadership Team and Cabinet.

## Part 2 - Organisation for Health and Safety

### 2.1 Health, Safety & Wellbeing Management System

The County Council has adopted the Health and Safety Performance Management model produced by the Health and Safety Executive HSG65. The model also incorporates elements of the international environmental management systems standard, ISO 14001, and the Occupational Health and Safety Management Systems specification, OHSAS 18001. The Council's Health and Safety Management System allows a common approach to be adopted across all areas of the organisation. The key elements are supported by the fundamental requirement for 'Leadership, Commitment and Involvement'.



### 2.2 Devolvement of Health and Safety Management

The management of health, safety and wellbeing is delegated to encourage and enable health, safety and wellbeing issues to be addressed at a local level. The devolution of management of health, safety and wellbeing for practical purposes the overall responsibility for health and safety rests with the employer, which is the Council Members, the Chief Executive and Senior Leadership Team.

The management system will be monitored by Members in conjunction with the Chief Executive and the Senior Leadership Team through the production of an annual health and safety report to ensure that the arrangements remain effective and appropriate.

The Chief Executive and Senior Leadership Team will ensure that health, safety and wellbeing is a primary consideration in policy development and resource planning, including monitoring and reviewing the effectiveness of health, safety and wellbeing strategies.

The Wider Leadership Team, Operational Management Team, Line Managers and Supervisors play a key role in managing, maintaining and improving health, safety and wellbeing standards.

### Responsibility for Health and Safety in Schools

Overall responsibility for health and safety in schools rests with the employer which varies with the type of school.

- For community schools, community special schools, voluntary controlled schools, maintained nursery schools and short stay schools the employer is the County Council. Governors of schools in this category have an obligation to ensure that County Council health and safety policy is carried out in school and on all school activities.
- For foundation schools, foundation special schools and voluntary aided schools, the employer is the governing body. In circumstances where County Council employed staff working on the premises of such schools, the County Council has responsibility for their health and safety.

Regardless of anything stated above, all school governing bodies have responsibility as the occupier of and body in control of premises.

Headteachers must make arrangements for ensuring the proper implementation of:-

- The health, safety and wellbeing policies of their employer; and
- Their governing bodies policies arising out of their health and safety responsibilities for the premises.

The County Council's delegation scheme includes provision for ensuring that schools meet their health and safety responsibilities and that necessary work is carried out.

### 2.3 Corporate Health, Safety & Wellbeing Responsibilities

General responsibilities for Health, Safety and Wellbeing are allocated to groups within the organisation and each individual must ensure that they understand and act to fulfill their to health and safety responsibilities.

Health, Safety and Wellbeing Responsibilities	Who this includes
Senior Leadership Team, Councillors and School Governors (Policy Makers)	Council Members, the Chief Executive, SLT Members, Health and Safety Champions, School Governors.
Wider Leadership Team and Headteachers (Planners)	WLT, Headteachers, Designers, and Technical Experts.

Operational Managers and School Leadership Teams (Implementers).	OMT, Line Managers, Supervisors, Premise Managers, School Leadership Team, and contract supervising officers.
Assisters	Health and Safety Advisors, Occupational Health Professionals, Specialist Technical Staff, Strategic Partners and Health and Safety Co-ordinators.
Employees	Permanent, Casual, Temporary, Work Placement Students, Agency, Contract and Voluntary Workers.

## 2.4 Individual Responsibilities

### Council's Health, Safety & Wellbeing Champion

The Council's Health and Safety Champion will take responsibility as Chair of the Corporate Health and Safety Forum and Committee to ensure that the health, safety and wellbeing risks are properly managed, that the Council operates effective risk control systems and will consider and approve Health and Safety Policies in accordance with the Health and Safety Policy Development and Approval Framework. For the purpose of overseeing that this responsibility is managed effectively and consistently across the Council, John Tradewell, Director of Law & Democracy has been appointed to act as the Council's Champion.

### Health, Safety & Wellbeing Champions

Members of the Wider Leadership Team have been appointed as Health & Safety Champions to support John Tradewell to ensure that health and safety is given adequate and proper consideration both by the Senior Leadership Team and more widely within the organisation.

### Specialist Support Services

Specialist Support Services have the authority, independence and competence to advise, the Chief Executive, Senior Leadership Team, Managers and Employees. This will normally be the Health, Safety and Wellbeing Service but may also be technical or specialist employees who have achieved a certain level of health and safety competency within their specialised field.

# Part 3 - Management Arrangements

## 3.1 Arrangements for applying the policy

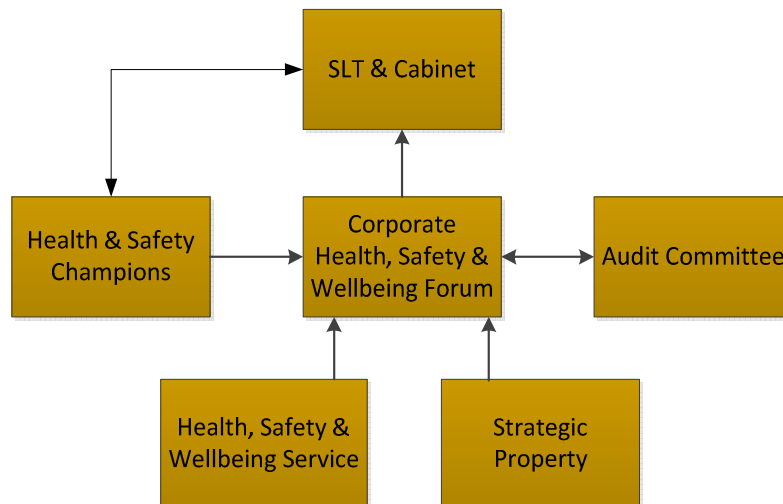
This Health, Safety and Wellbeing Policy sets out the framework for the organisation and arrangements for health, safety and wellbeing across the Council. To support this policy and to effectively manage the health, safety and wellbeing risks and issues within the organisation a series of topic-based health, safety and wellbeing management arrangements have been developed. These provide for effective management of specific health, safety and wellbeing risks and define the minimum arrangements needed to meet legal and corporate standards. They also provide Managers and Employees with effective guidance and support on how to manage the risks effectively and their specific responsibilities.

These documents will be made available via the council intranet site.

## 3.2 Consultation Arrangements

The Council recognises the important role of safety representatives and safety committees in consulting with employees on health, safety and wellbeing matters. Safety representatives will be given the necessary time off and facilities to enable them to carry out their duties.

### Management Consultation



### Corporate Health, Safety and Wellbeing Forum

Chaired by the Council’s Health, Safety and Wellbeing Champion, this group of senior managers and professional advisors will set out the Council’s vision, aims, objectives and targets to deliver excellent health, safety and wellbeing performance. The group will set clear aims and debate the risk control strategies to be adopted. The group will review management information on health, safety and wellbeing performance, receive an annual performance report and set objectives to ensure continuous improvement.



## **Corporate Health, Safety and Wellbeing Committee**

Chaired by the Health, Safety and Wellbeing Champion, this group of senior managers, professional advisors and trade union representatives act as the councils statutory Health and Safety Committee both corporately and for schools. This group reviews management information such as statistics on accidents, sickness absence and the annual report on performance. The group will also be consulted regarding health, safety and wellbeing management arrangements, strategies and risk control systems.

### **Employee Consultation**

Employees will be consulted about the introduction and implementation of management arrangements and strategies in a variety of ways including via the intranet, focus groups and Health and Safety Representatives. Union representatives will be consulted at Corporate Health, Safety and Wellbeing Committee.

## **3.3 Monitoring, Review and Communication**

### **Monitoring of the Policy**

This Policy will be monitored actively through health and safety auditing systems carried out by Health, Safety and Wellbeing Service, and also through the role and functions of Trades Union appointed Health and Safety Representatives / Employee Representatives. It will also be reactively monitored by the continued collation of accident, near miss, violent incident and ill health, statistics produced on an annual and quarterly basis.

### **Review and Communication**

This policy will continually be developed, reviewed and updated, as necessary (at least once every 2 years). Any changes will be communicated to managers and employees. A copy of this Health, Safety and Wellbeing Policy, which is a declaration of the Council's commitment to health, safety and wellbeing, will be made available to all employees.

## **3.4 Measuring Performance**

Health, Safety and Wellbeing performance indicators are agreed and monitored by the Corporate Health, Safety and Wellbeing Forum and Committee.

The performance indicators are designed to achieve continual improvement and are reviewed annually. To measure performance we will also collect data which can be analysed and provide insight into areas for improvement.

Accident and Incident investigations will be undertaken and these investigations will identify root caused to ensure that effective management systems are in place any necessary improvements are identified.

Line managers are expected to monitor performance through direct supervision, workplace safety tours, reviewing accident investigations and sharing findings, reviewing near-miss reports and monitoring areas and teams after incidents.

### **3.5 Auditing**

The [Corporate Health and Safety Audit system](#) is designed to provide an effective active monitoring process and includes tools for managers to enable them to evaluate and monitor their own health and safety performance. These will give direction for managers on improving their own (and their team's) performance in the future.

The Health, Safety and Wellbeing Service will carry out periodic Internal Health and Safety Audits to complement the Health and Safety Management Standards Survey.

The Internal Health and Safety Audits will involve the use of an Audit Maturity Model, against which managers can benchmark their performance against standardised goals. Feedback on the trends identified from audits will form part of monitoring performance.

### **3.6 Commissioning and Suppliers**

Health, safety and wellbeing issues will be considered as part of the commissioning and procurement process. The council expects those it commissions to make proper provision for the health, safety and wellbeing of employees, visitors, service users and those in the community who may be affected by their activities.

Commissioning Officers will make arrangements for the monitoring of outcomes which will include health and safety performance for any service they commission.

Suppliers are expected to implement a health and safety management system and to ensure that risks are assessed and appropriate controls put in place.