



Wrexham County Borough Council

Health and Safety Policy

Approvals	
Approved by Executive Board	Date: 14 November 2017
Policy Implementation	Date: 01 December 2017
Equality Impact Assessment Completed:	Date: 13 October 2017
Version	V8 (FGB November 2018)



Health and Safety Policy Statement

This policy sets out Wrexham County Borough Council's commitment to health and safety at work. We will comply with the requirements of health and safety law and, by managing risks sensibly, ensure the health and safety at work of all our people and others who may be affected by our work activities.

The Council has a long term vision to "Maintain an efficient and engaged workforce, who are proud to work for the Council and who embody the Council's values"*. This policy places health and safety at the centre of that vision and recognises that effective health and safety actively contributes to our success.

*Council Plan 2017 – 2022, Corporate Theme: Organisation, Objective 02 - Supporting a resilient Council

Leadership

Creating the conditions for health and safety

- We will demonstrate our commitment to a fair culture and good health and safety behaviours. We will do this through our actions and by clearly communicating expectations and responsibilities.
- We will empower and encourage employees to report incidents and challenge situations or behaviours that are unsafe or can cause harm to health. We will act fairly so that people know they can intervene free from recrimination.

Safe Workplace

Safe and healthy workplaces

- We will provide safe working environments by sensibly managing risks.
- We will provide safe methods of work and regularly review their effectiveness.
- We will procure, provide and maintain suitable equipment and facilities.

Competence

Skills to do the job in a safe and healthy way

- We will provide information and training so that employees understand the risks involved with their work and have the skills to work safely.
- We will ensure that all our managers have the skills, knowledge, capacity and capability to manage health and safety fairly and effectively.
- We will select contractors with the skills, knowledge, experience and capability to work in a way that secures health and safety.

Engagement and Consultation

Encouraging participation

- We recognise that a highly engaged and actively involved workforce improves health and safety and increases service delivery and quality.
- We will integrate health and safety into our communications, wherever appropriate, and actively and openly consult with all our employees.
- We will work with our contractors and stakeholders to deliver effective health and safety management across all Council services.

Health and Wellbeing

Improving health and wellbeing

- We will make sure that standards are in place and are regularly reviewed which protect everyone from occupational health risks.
- We will have initiatives, policies and procedures that enable, promote and support the health and wellbeing of our workforce.

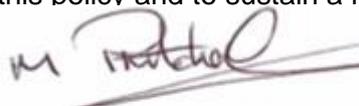
Performance and Improvement

Health and safety is everyone's job

- We will have effective management systems with appropriate resources and rigorous governance. We will set and monitor standards for health and safety performance.
- Where something does go wrong we will investigate fairly in order to learn and improve.
- We will encourage and listen to feedback in order to support continuous improvement.

We fully accept that final responsibility for health and safety rests with us. We recognise, however, that we need the commitment and active participation of our managers, employees, contractors and stakeholders to effectively implement this policy and to sustain a fair health and safety culture.

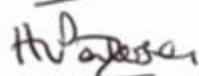
Leader of
the Council



Date

7/11/2017

Chief Executive

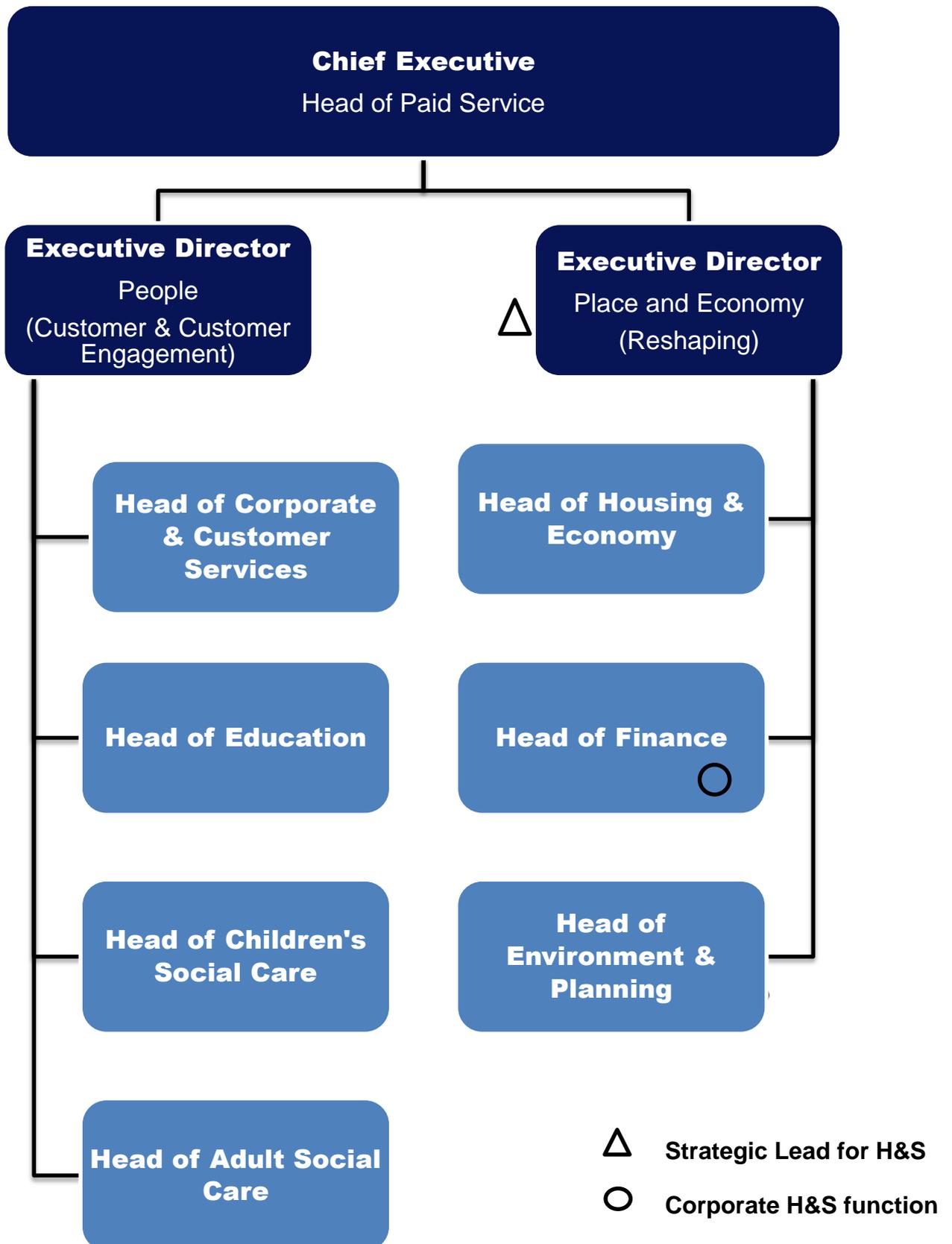


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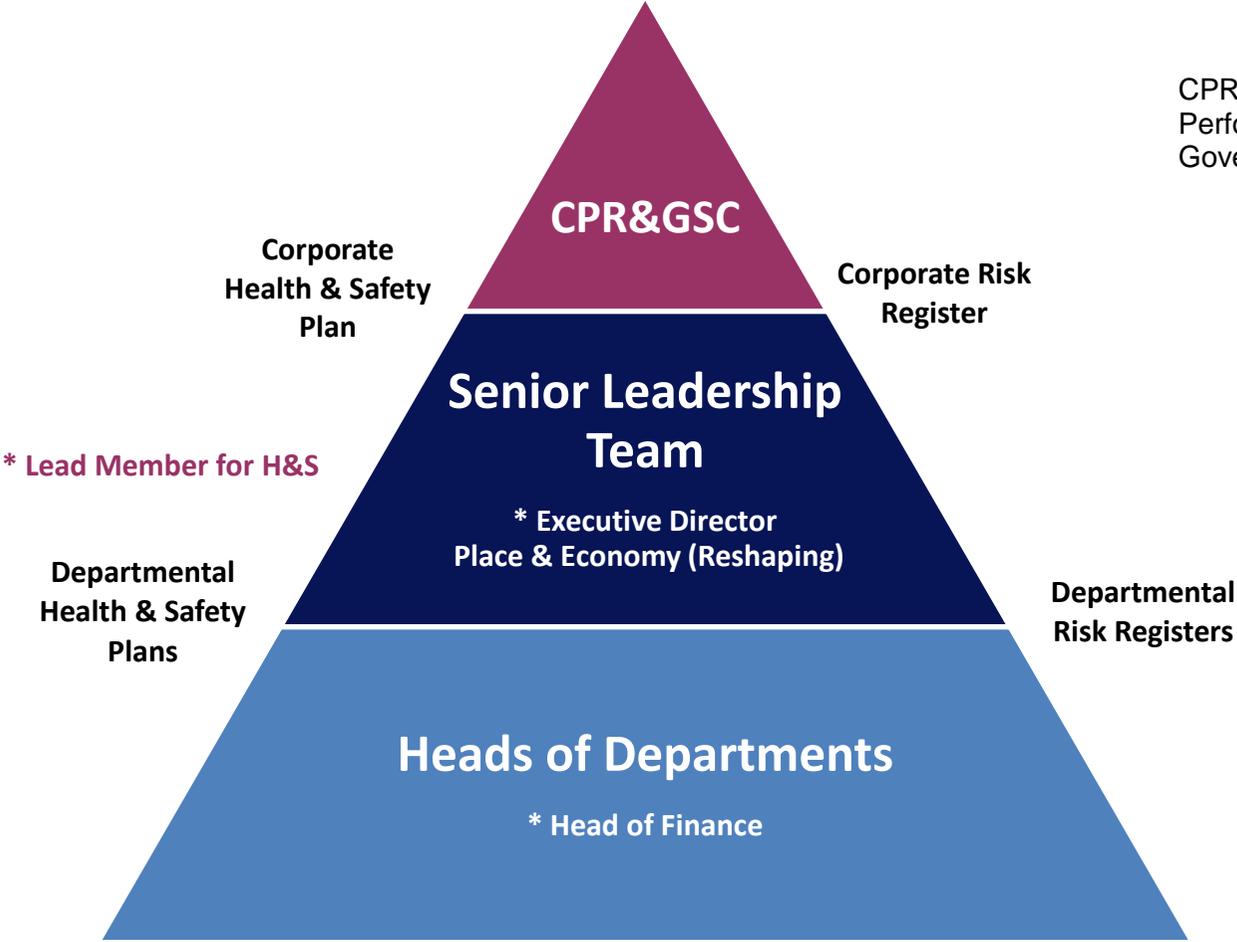
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Wrexham County Borough Council Health and Safety Management Structure



Wrexham County Borough Council Health and Safety Governance Chart



CPR&GSC = Customers, Performance, Resources and Governance Scrutiny Committee

* Individuals with specific responsibilities

Health and Safety Responsibilities

General Responsibilities

All Employees

- 1 In this policy 'employee' includes all employees, agency workers, trainees, volunteers and people on work experience placements. Employees have a duty to:
 - 1.1 **Take reasonable care** of themselves, fellow employees and others who may be affected by their work.
 - 1.2 **Work safely** and follow the health and safety policies and procedures that apply to their jobs.
 - 1.3 **Attend health and safety training** as required by their manager or supervisor.
 - 1.4 **Co-operate** with supervisors, managers and Corporate Health and Safety officers on health and safety matters and follow their instructions.
 - 1.5 **Report** accidents, incidents, work related ill-health, near-misses and hazards to their line manager or supervisor.
 - 1.6 **Raise concerns** – if action is not being taken to deal with a serious health and safety risk that has already been reported employees have a duty to raise their concerns at a higher level.
 - 1.7 Employees can raise concerns confidentially using the Council's Whistleblowing Policy.
 - 1.8 If for any reason employees do not feel comfortable highlighting their concerns in this way they may wish to do so through their Union health and safety representatives.

Supervisors and all Managers

(Including teachers with a managerial / supervisory role)

- 2 Managers and supervisors are responsible and accountable for managing the health, safety and welfare of employees, trainees and other persons (e.g. visitors, volunteers, members of the public, contractors) who may be affected by the work and services under their control or supervision. This includes:
 - 2.1 **Active leadership** in health and safety and promoting a 'fair' culture.
 - 2.2 **Risk management** – proactively identifying and assessing the health and safety risks involved in their services and putting sensible and effective measures in place to manage them.
 - 2.3 **Information, instruction and training** – identifying relevant health and safety training needs to ensure employees are competent and trained for the tasks they are required to do as part of the Council's Performance Review and Development Scheme. New employees are to be given a workplace safety induction during their first week at work.
 - 2.4 **Provide and maintain suitable work equipment** and personal protective equipment and ensure that it is used appropriately.

Health and Safety Responsibilities

- 2.5 **Ensure employees understand health and safety reporting* procedures** and that reports are investigated and actioned without delay.
- * accidents, incidents, work-related ill health, hazards / near misses (unsafe conditions / unsafe behaviours)*
- 2.6 **Communication and consultation** with employees on health and safety matters.
- 2.7 **Supervision and monitoring** health and safety performance to make sure that health and safety standards are being maintained and shortcomings are rectified in good time.
- 2.8 **Keeping up to date** with health and safety information relevant to their services and, when necessary, consult with / seek guidance and support from Corporate Health and Safety.
- 2.9 **Projects, Change and Procurement** - managing health and safety risks during projects or change and when procuring contracts, services, equipment and vehicles as set out in Contract Procedure Rules.
- 2.10 **Record keeping** – as described in Appendix 1 (section 6).
- 2.11 **Escalating** any significant Health and Safety concerns. If they believe that actions to deal with any material Health & Safety risks that are not being addressed managers have a duty to raise their concerns to:
- their Head of Department, or
 - the Executive Director Place & Economy (Reshaping), or
 - the Chief Executive

Heads of Departments and Service Managers (Including Head Teachers and Deputy Heads)

- 3 Heads of Departments and Service Managers are responsible for ensuring compliance with Health and Safety law so far as their services are concerned. They have additional management responsibility to ensure:
- 3.1 **Budget and resources** are available to implement the Council's Health and Safety Policy and Corporate Standards across their services.
- 3.2 **Managers** have the skills, knowledge, capacity and capability they require to manage health and safety effectively.
- 3.3 **Risk assessment and control** programmes are in place across all their services and priority is given to the key health and safety risks.
- 3.4 **Job specific / job family training profiles** are developed and training plans are in place to provide employees with the knowledge and skills to work safely.
- 3.5 **Communication and consultation** with employees and their Health and Safety representatives and actively involve them in improving health and safety performance.
- 3.6 **Project, partnership and contract managers** give sufficient consideration to planning, managing and monitoring health and safety risks.

Health and Safety Responsibilities

- 3.7 **Monitor, review and improve the health and safety performance** of their services with their management teams, including but not limited to:
- Carrying out their own H&S responsibilities as outlined in their departmental Health & Safety action plans
 - Reviewing trends and investigation outcomes for accidents, incidents, work related ill-health, near miss and hazard reports.
 - Insurance claims especially the reasons why the claim has occurred especially if the Council was found to have been negligent
 - Reviewing implementation and effectiveness of health and safety training plans, communications and consultation.
 - Auditing risk assessments and the effectiveness of risk controls.
- 3.8 **Ensure that a ‘Responsible Officer’ has been appointed** for each building where employees in their services are based or operate from.
- 3.9 **Escalation** of any significant Health and Safety concerns. If they believe that actions to deal with any material Health & Safety risks that are not being addressed they have a duty to raise their concerns to the Executive Director Place & Economy (Reshaping) or the Chief Executive.

Chief Executive and Executive Directors

- 4 The Chief Executive is the Head of Paid Service and has overall responsibility for health and safety. The Executive Directors are responsible for co-ordinating the activities of Departments around the delivery of Council Priorities. They will ensure that:
- 4.1 **Resources** are available for the effective implementation of this policy
- 4.2 **Active leadership and commitment is visible from the top**, including
- Appointing an Executive Director to ‘champion’ health and safety
 - Senior Leadership Team (SLT) regularly monitoring health and safety performance
- 4.3 **Employee engagement strategies** are in place and include effective health and safety communication and consultation arrangements.
- 4.4 **Effective training and development programmes** are in place to ensure:
- managers have the knowledge, skills, capacity and capability they require to effectively manage health and safety
 - all employees have the knowledge and skills to carry out their work safely
- 4.5 **Organisational change, projects and strategic partnerships** take account of health and safety risks
- 4.6 **Members are aware of their responsibilities** and the consequences of decisions that may have an adverse effect on health, safety or well-being.
- 4.7 **Competent advice** is available from Corporate Health and Safety and, where necessary, external sources.

Health and Safety Responsibilities

- 4.8 **Effective health and safety governance arrangements** are in place and that the effectiveness of the Council's health and safety policies and procedures are regularly audited and reviewed.

Leader of the Council, Lead Members and other Elected Members

- 5 Elected members provide the Council with leadership, direction and strategy and allocate budgets to enable services to be delivered. Through their decisions the Leader of the Council, Lead Members and other Elected Members can have a significant influence on how health and safety is managed across the organisation. They will:
- 5.1 **Ensure that suitable resources and strategic direction** are available to discharge the Council's health and safety responsibilities.
 - 5.2 **Consider the health and Safety implications** of significant corporate decisions
 - 5.3 **Monitor, via reports, the Health and Safety performance** of the Council
 - 5.4 **Lead by example** and promote a 'fair' health and safety culture.
 - 5.5 **Take reasonable steps to understand the health and safety issues** in the service areas they are involved with.

Specific Responsibilities

Lead Member with responsibility for Health and Safety

- 6 In addition to the Lead Member role and responsibilities set out in the Council Constitution the Lead Member with responsibility for Health and Safety will:
- 6.1 **Ensure that the Strategic Leadership Team sets targets for health and safety performance** and seek regular reports on how these targets are being met
 - 6.2 **Challenge Corporate and Departmental H&S performance** in order to obtain satisfaction that the Health and Safety management system and arrangements are appropriate.
 - 6.3 **Challenge decision making** in order to obtain satisfaction that the Health and Safety aspects of reshaping, new policies and projects have been adequately considered.
 - 6.4 **Promote a positive approach to Health and Safety and well-being across the Council and amongst all Members** (encouraging Members to attend relevant training or briefing sessions).

Executive Director Place & Economy (Reshaping)

Health and Safety Champion

- 7 The Executive Director Place & Economy (Reshaping) is the strategic lead for health and safety, who will:

Health and Safety Responsibilities

- 7.1 **Oversee development of the annual Corporate Health and Safety Plan**, ensuring that it links to the Council Plan and will improve health and safety performance.
- 7.2 **Scrutinise implementation of the Corporate Health and Safety Plan**, report progress to the Strategic Leadership Team and ensure that actions are completed as planned.
- 7.3 **Monitor, review and improve** the effectiveness of the Council's Health and Safety Policy
- 7.4 **Support and monitor** the work of the Health and Safety Steering Group.
- 7.5 **Chair the Corporate Health and Safety Committee.**

Head of Finance / Service Manager - Audit & Technical

- 8 The Head of Finance and the Service Manager - Audit & Technical have responsibility for the effective delivery of the Corporate Health and Safety service. They will:
 - 8.1 **Provide a professional, competent Corporate Health and Safety service.**
 - 8.2 **Develop the annual Corporate Health and Safety Audit Plan** and oversee its implementation.
 - 8.3 **Chair the Health and Safety Steering Group** and monitor progress with the planned delivery of actions contained in the Corporate Health and Safety Plan.
 - 8.4 **Challenge** the decisions and directions made by the Chief Executive, Executive Directors and Heads of Departments if they believe them to be detrimental to the Health and Safety of Council employees or other people affected by those decisions or directions.
 - 8.5 **Formally escalate** any significant Health & Safety concerns to the Executive Director Place & Economy (Reshaping) or Chief Executive when they believe that any actions to deal with any material Health & Safety risks are not being addressed.

Corporate Health and Safety

- 9 Corporate Health and Safety provides support and guidance to managers but managers remain responsible and accountable for actively leading health and safety within their services. The Corporate Health and Safety Lead and Corporate Health and Safety Officers will:
 - 9.1 **Promote a fair health and safety culture** that aims to produce high standards of health and safety.
 - 9.2 **Provide specialist advice and guidance** to the Council's managers on:
 - complying with health and safety law and the Health and Safety Policy
 - assessing and controlling risks
 - accident, incident and hazard investigation

Health and Safety Responsibilities

- 9.3 **Develop and keep up to date the Council's Health and Safety Policy** and Corporate Standards.
- 9.4 **Monitor compliance** with the Council's health and safety policies, corporate standards and health and safety law through inspections, investigations and audits.
- 9.5 **Liaise with statutory inspectors** including the Health and Safety Executive, North Wales Fire and Rescue Service, CSSiW and others as necessary.
- 9.6 **Formally escalate any significant Health & Safety concerns** to the appropriate Head of Department in the first instance, then to the Executive Director (Place & Economy) (Reshaping) or Chief Executive when they believe that any actions to deal with any material Health & Safety risks that are not being addressed.

(Further information can be found in the Corporate Health and Safety Charter)

Responsible Officers

- 10 In addition to their responsibilities under the Fire Safety and Emergency Evacuation Policy Responsible Officers will monitor and review building/facilities related health and safety matters within their buildings. They will:
 - 10.1 **Monitor premises specific risk assessments* for their building(s)** and check:
 - that actions in the risk assessment action plans have been allocated and those responsible are aware of the timescales for completion;
 - the progress of actions required as a result of risk assessments;
 - the risk assessments have been reviewed when necessary;

** for example: asbestos, legionella and radon*
 - 10.2 **Develop and review emergency evacuation plans** for their buildings and ensure sufficient fire wardens / fire checkers are available.
 - 10.3 **Plan and carry out evacuation drills** at appropriate intervals, evaluate their effectiveness and act on any matters arising from them.
 - 10.4 **Ensure a first aid risk assessment** has been carried out and sufficient first aid equipment / cover is available.
 - 10.5 **Check planned preventative maintenance, inspection and testing** of the building, workplace equipment and systems are being carried out.
 - 10.6 **Ensure regular safety tours / inspections of the workplace/building** are being carried out and that effective action is taken to deal with fire hazards or unsafe conditions.
 - 10.7 **Communicate relevant safety / security information to building users**, as often as is necessary.
 - 10.8 **In shared buildings, co-operate and co-ordinate** with other occupiers to enable each party to comply with their legal duties.
 - 10.9 **Formally escalate** any significant Health & Safety concerns to the Executive Director (Place & Economy) (Reshaping) or Chief Executive when they

Health and Safety Responsibilities

believe that any actions to deal with any material Health & Safety risks are not being addressed.

Health and Safety Arrangements

APPENDIX 1

1 The Council's health and safety arrangements are structured in three levels:

1.1 Corporate

1.1.1 The Corporate arrangements take the form of Policies and Corporate Standards. The policies set out the overall approach of the Council. The Corporate Standards set out what must be done to meet the Policy. Implementing these policies and standards will normally meet statutory requirements. The approved current versions will be published on the intranet and Heads of Department must communicate their requirements to all staff by the most appropriate means. A summary of the Councils approach to health and safety risk management, information, training, monitoring, audit and review is included in Appendix 1.

1.2 Departmental

1.2.1 Departmental arrangements must, as a minimum, meet the standards and requirements outlined in the corporate Policies and Standards. This can include procedures and guidance for managers and staff and Departmental Health and Safety Action plans.

1.3 Local

1.3.1 Local arrangements include any health and safety procedures and requirements specific to a work activity, site or service, such as:

- induction procedures
- site rules
- safe systems of work (written work procedures)
- arrangements for issuing & replacing personal protective equipment
- fire procedures and evacuation plans
- first aid arrangements.

2 Corporate Health and Safety Arrangements

2.1 RISK ASSESSMENT AND CONTROL

2.1.1 The Council's approach to risk assessment and control is underpinned by sensible risk management.

2.1.2 This means:

- ensuring that employees and the public are properly protected
- ensuring risks are managed responsibly with a focus on reducing real risk
- enabling innovation and learning
- enabling individuals to understand that as well as the right to protection, they also have to act responsibly

2.1.3 It does not mean:

- creating a totally risk-free environment or focussing on trivial risks
- generating unnecessary paperwork
- stopping important recreational and learning activities for individuals where the risks are managed
- reducing protection of people from risks that cause real harm

- 2.1.4 Heads of Departments and managers will ensure that real risks are effectively managed through the processes of:
- hazard identification - *identifying hazards which could cause harm*;
 - risk assessment - *assessing and prioritising the risks which may arise from hazards (risk profiling)*;
 - risk control - *deciding on suitable measures to eliminate or control risk*.
- 2.1.5 Risk assessments will be reviewed annually and following significant change, accidents, near-misses or when problems are reported or highlighted during monitoring. Heads of Departments will highlight and manage key risks through Departmental risk registers.

2.2 HEALTH AND SAFETY INFORMATION

- 2.2.1 Managers will ensure that important health and safety information is provided at key work place locations on notice boards. Managers will actively communicate relevant health and safety information using appropriate methods (written work procedures, newsletters, toolbox talks, posters, emails, staff meetings/briefings, supervision). Departmental Health and Safety representatives will also disseminate key information to managers, supervisors and employees.
- 2.2.2 Corporate information will be provided via the Health and Safety site on the intranet (SAM), Department/Service Management Team meetings, team briefings, Friday Bulletin, Update or bulletins to specific groups. The intranet will be kept up to date with information, policies, procedures and guidance (Corporate Standards).

2.3 TRAINING AND COMPETENCE

- 2.3.1 The Council will provide appropriate information, instruction, training and supervision to all employees:
- a) Heads of Departments will ensure that Job specific and job family training profiles are developed to assist managers in planning health and safety training.
 - b) Corporate and local health and safety Inductions will be provided for all new employees, bringing to their notice the Safety Policy and arrangements, approved codes of practice and safe systems of work. Employees transferring from one service area to another will receive a local induction to their new team/service.
 - c) Instruction in accident, incident and near-miss reporting procedures, where to obtain any necessary treatment and the procedure to be adopted in case of fire. Where specialist training is required, Heads of Department will make arrangements through the Workforce Development Lead (HR & Organisation Development Service within the Corporate & Customer Services Department).

2.4 MONITORING

- 2.4.1 The aim of monitoring is to ensure that the identified risk control measures are in place and the health and safety management system is effective. The Council will ensure that lessons are learnt and appropriate action is taken where there has been an accident or failure in the planned controls.
- 2.4.2 The Chief Executive, Executive Directors, Heads of Department and other managers will have personal Health and Safety objectives set annually and performance against these objectives will be monitored through the Council's

appraisal process. There will be a clear process for the Elected Members to perform a challenge role with regard to health and safety matters.

- 2.4.3 Performance measures will include lead (proactive) indicators (e.g. % of training) and lag (reactive) indicators (e.g. accident rates). Corporate performance monitoring information will be collated by the Corporate Health and Safety team and reported to the H&S Steering Group and the Strategic Leadership Team.
- 2.4.4 Heads of Department will ensure that operational monitoring is carried out, including active monitoring (e.g. supervision, workplace inspections and checks) and reactive monitoring (e.g. incident investigations).
- 2.4.5 Senior managers will carry out “Back to the Floor” safety tours. Managers and supervisors have day to day responsibility for supervising and monitoring workplace conditions and systems of work and, where necessary, to take remedial action. Managers will carry out systematic inspections of the workplace to ensure that the corporate and local standards are being maintained. Health and Safety Officers will periodically inspect premises.
- 2.4.6 Employees are expected to report work related ill-health, accidents, work related violence, near-misses and hazards (unsafe situations and unsafe acts) to their line manager. They are also encouraged to raise concerns or make suggestions for improving health and safety.
- 2.4.7 Suspected work related ill-health, accidents and acts of work-related violence or aggression will be investigated in accordance with the Corporate Standard. Investigations will be carried out by the relevant manager and/or the Council’s Health and Safety Officers. Investigations should establish immediate and underlying causes and managers must ensure that any necessary preventive action is taken in good time.
- 2.4.8 Reportable injuries, dangerous occurrences and notifiable diseases will be notified to HSE as required.

2.5 **CHANGE, PROJECTS AND PROCUREMENT**

- 2.5.1 Managers will take proper account of Health and Safety when planning and implementing projects or change. Guidance for managers is available in the Project management handbooks. Managers will ensure that health and safety risks and requirements are properly considered when procuring equipment, contractors and premises. This will ensure that hazards are identified and appropriate safeguards introduced at the earliest stages.

2.6 **RECORD KEEPING**

- 2.6.1 Appropriate health and safety records are to be kept by managers and others with health and safety responsibilities. This should include:
 - risk assessments and action plans
 - safe working procedures and instructions
 - health and safety consultations
 - training plans and training records
 - details of reported hazards / accidents / incidents / work related ill-health together with any investigation reports and actions required
 - equipment maintenance records and defect logs
 - personal protective equipment

- health and safety monitoring records
 - health records for those employees under health surveillance
- 2.6.2 Records must be stored and retained in line with the Council's Information Governance policies and procedures.

2.7 **AUDITING and REVIEW**

- 2.7.1 Heads of Departments and their managers will ensure that actions identified as a result of monitoring are taken in good time. They will establish priorities and ensure that the remedial actions are completed.
- 2.7.2 The Council will ensure that there is a consistent approach to auditing corporate and departmental health and safety arrangements in order to identify:
- (a) If we are doing what we planned to do
 - (b) How effective our H&S management system is
 - (c) What improvements are necessary?
- 2.7.3 The Council's Health and Safety Charter describes how auditing for key health and safety performance measures will be carried. Audit reports will be submitted to the appropriate Head of Department who will establish priorities for any necessary corrective actions that are identified. This will then be reported to the Strategic Leadership Team.
- 2.7.4 A full review of the Health and Safety Policy will take place at least every three years. The Head of Finance will have the authority to review the policy within the three year period, to make any amendment/s necessary to reflect any changing legal requirements or to make minor alterations.