



Exeter
City Council

Corporate Health and Safety Policy

Health and Safety at Work etc., Act 1974 Section 2(3)
Management of Health and Safety at Work Regulations 1999
Regulation 5

A copy of this Policy shall be brought to the attention of all employees and councillors. This policy shall be reviewed in 2021 or revised as necessary in light of changes in legislation or guidance or as a result of operational and /or strategic developments

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1. Introduction

1.1 Aims of the Policy

- 1.1.1 Our aim is to strive to act as an 'Exemplar' of health and safety practice. Exeter City Council will accomplish this by continually seeking to improve our health and safety management system so that it meets with our vision, values and the expectations of those affected by what we do.
- 1.1.2 Exeter City Council recognises that complying with The Health and Safety at Work etc. Act 1974 and pertaining regulation is a legal requirement, therefore Health and Safety is equally as important as all other corporate aims.
- 1.1.3 We will ensure that our responsibilities for health and safety are clearly allocated, understood, monitored, fulfilled and that legal requirements will be regarded as the minimum standard to be achieved.
- 1.1.4 It is the main priority for Exeter City Council to create a safe working environment for all employees, contractors and members of the public by following legal requirements and best practice in relation to occupational health and safety management.
- 1.1.5 The Council will risk assess its activities, provide suitable competency based training wherever it is necessary, and encourage all employees contractors and volunteers to develop and support a positive safety culture.

1.2 Scope of the Policy

- 1.2.1 Exeter City Council's Corporate Health and Safety Policy is applicable across the entirety of its undertaking as an employer and service provider.
- 1.2.2 The scope of this Policy statement, organisational responsibilities and arrangements in relation to health and safety within the Exeter City Council will cover the Council's role as:
 - a major employer within the City
 - a major purchaser of services and goods from other organisations
 - The Council's role as landlord and service provider
 - An exemplar of health and safety to other workplaces based in the city

1.3 Exeter City Council's Health and Safety Culture

- 1.3.1 Exeter City Council in its ambition to be an exemplar of health and safety is seeking to maintain and advance its positive health and safety culture by creating an environment with fairness and clear lines of responsibility at its core.
- 1.3.2 This policy reflects our commitment to ensuring that health and safety at work is paramount to Exeter City Council and that effective health and safety actively contributes to our ongoing success. The successful

implementation of this policy requires total commitment from all members of staff and councillors.

- 1.3.3 Effective reporting of all accidents, incidents and near misses is critical to ensure health and safety of all persons affected by Exeter City Council's activities. Exeter City Council will promote an open working environment where employees are not afraid of blame but encouraged to report accidents, incidents and near misses to prevent serious incidents in future.
- 1.3.4 Through investment in training and effective communication systems, Exeter City Council is striving to ensure the effective exchange of ideas. We will actively consult with our workforce and nurture an open attitude and prevent health and safety issues, encouraging staff to identify and report hazards and suggest innovative solutions so that we can all contribute to creating and maintaining a safe working environment.
- 1.3.5 Exeter City Council will carry out and regularly review risk assessments to identify hazards and existing control measures; it will prioritise, plan and complete any corrective actions required to eliminate risk or reduce risk to the lowest level reasonably practicable.
- 1.3.6 We recognise that provision of safe equipment, systems and procedures is not sufficient if the culture doesn't encourage healthy and safe working. Therefore pro-active management of, and involvement in, health and safety by all staff at each level of the organisation is fundamental to ensuring Exeter City Council's successful health and safety culture. Collaboration and cooperation between employees, unions, councillors, contractors and the public is also a key factor in management of health and safety and will be promoted at every level to ensure successful operation of our organisation.
- 1.3.7 Exeter City Council's culture is based on planning, organisation, control, monitoring and review, which means we will measure our performance and failures and learn from them to allow progress and improvement. This in turn will allow staff and contractors to fully understand and appreciate safety standards and procedures leading to a safe working environment for all.
- 1.3.8 The health and safety policy is unlikely to be successful unless it actively involves everybody at work. We all have an individual responsibility to ensure our own safety and to avoid doing anything that will put others at risk.

2. Statement of General Policy

DRAFT



Exeter
City Council

Statement of General Policy in respect of Health and Safety at Work

Exeter City Council (the Council) recognises and accepts its responsibility as an employer to ensure, as far as it is reasonably practicable, that all its activities are conducted without risks to the health and safety of employees, customers and others. The Council will aim to continuously improve health and safety performance and eliminate accidents and ill health to the benefit of both the individual and the organisation. The Council will strive to act as an 'Exemplar' of health and safety practice. The welfare of employees will be protected.

The Council will pay particular attention to meeting its general duty to provide and maintain:

- plant, vehicles and systems of work that are safe and without risks to health;
- arrangements for ensuring safety and absence of avoidable risks to health in connection with the use, handling, storage and transport of articles and substances;
- sufficient information, instruction, training and supervision to ensure the health and safety at work of employees; and to enable employees to make a positive contribution to the 'safety culture' of the organisation;
- a place of work without foreseeable risks to health and safety, for employees, customers and others and with safe access and exit pathways;
- a working environment that is safe and without foreseeable risks to health;
- suitable and sufficient assessments of risks to health and safety, including those from fire;
- consultation with employees and their representatives over matters of health and safety;
- a system to properly select and manage contractors working for it;
- adequate arrangements and facilities for welfare;
- an annual report detailing the Council's health and safety performance during the period.

The Council regards Health and Safety as being equally as important as all other corporate aims. The Chief Executive is responsible for implementation of the overall Health and Safety Policy. He will ensure successful management of the policy.

The Council will appoint one or more competent persons to provide health and safety advice and assistance.

Each employee has a duty to co-operate in the operation of this policy by:

- taking care for their own health and safety, and that of others, who may be affected by what they do or don't do;
- co-operating with the Council to allow it to comply with any legal duty or requirement placed on it, or another person.

Disciplinary action will be considered whenever there is a breach of health and safety policy or safe working practices.

A copy of this statement will be brought to the attention of all employees. It will be reviewed at intervals of no more than 3 years; sooner if required.

SIGNED

Chief Executive for EXETER CITY COUNCIL

SIGNED

Leader for EXETER CITY COUNCIL

September 2016

The Organisation and Arrangements for this Policy appears on CityNet

3. Arrangements to deliver this Policy

3.1 General

- 3.1.1 The law requires that ultimate responsibility for health and safety rests with the highest level of management. Exeter City Council must comply with the Health and Safety at Work etc Act 1974. In practice the Chief Executive & Growth Director is responsible to the Council for ensuring successful management of the Council's health and safety policy and compliance with the Council's legal duties. Responsibilities are set out in this policy.
- 3.1.2 The Statement of General Policy in respect of Health and Safety at Work (shown in section 2) is displayed in all Council buildings where employees are stationed. It is signed by both the Chief Executive & Growth Director and the Leader of the Council. The Policy Statement advises that disciplinary action for employees may be considered whenever there is a breach of health and safety or safe working practices.
- 3.1.3 The Council's health and safety obligations and responsibilities fall within the terms of reference of its Executive Committee and Full Council.

3.2 Health and Safety Committee

- 3.2.1 The Health and Safety Committee, which is made up of the Directors, Unions branch secretaries and key Tier 3 Managers is responsible for receiving information and advice from the Corporate Health and Safety Team and Tier 3 Managers to enable strategic decision making in respect of proactive and reactive monitoring of health and safety at work in the Council.
- 3.2.2 The Health and Safety Committee is responsible for:
- Advice on the Council's duties under the Act
 - Advice on provision of resources to carry out those duties
 - Ensuring that proactive and reactive monitoring is being implemented
- 3.2.3 Ensuring suitable and sufficient Safety Representatives, First Aiders and Fire Wardens, collectively termed Safety Responders, are provided within each service, from an assessment of needs submitted by Service Leads, or arising from Health and Safety auditing. Where possible, Safety Responder roles will be combined into one person.
- 3.2.4 Evaluating trends and patterns of adverse events, i.e. hazards, incidents, accidents and reported ill health, involving work activity, where they involve actual or potential injury, health risks, loss or damage to Exeter City Council property, and risks to the public. Ensuring that any findings are taken into account in revising any relevant risk assessment and working practice.
- 3.2.5 Ensuring that the preparation of the Council's Health and Safety Policy and specific health and safety related policies are designed, quality assessed and delivered through the Health and Safety Committee. A list of health and safety related policies is given at Appendix A.

- 3.2.6 Responsible for compiling the Annual Report on the Council's activities and performance in health and safety.
- 3.2.7 Compiling and implementing the annual action plan for health and safety.
- 3.2.8 Ensuring that effective communication and instruction takes place on safety, health and welfare matters through channels such as internal staff briefings, Organisational Management Board, service meetings and notice boards
- 3.2.8 Providing strategic decision making in respect of active and reactive monitoring of health and safety at work in the Council.
- 3.2.9 Receive reports from Unison Branch Secretary in their capacity as standing members of the Committee.
- 3.2.10 Reviewing Terms of Reference for the Health and Safety Committee and Health and Safety Representatives Committee as and when required

3.3 Health and Safety Representatives Committee

3.3.1 Membership of the Health and Safety Representatives Committee will be:

- Principal Health and Safety Officer
- Corporate Health and Safety Assistant
- Corporate Property Health and Safety Officer
- Housing Health and Safety Compliance Officer
- UNISON Branch Officer Health and Safety
- Other recognised Union Branch Health and Safety Officers as appropriate
- Workplace Representatives from each customer facing Council Service
- Sole Representative for the Council Support Services (office workers).

3.3.2 The Health and Safety Representatives Committee seeks to actively improve Health and Safety performance and standards, and strive to exceed all statutory standards, codes of practice, regulations and applicable legal requirements reviewing where and when appropriate

3.3.2 Committing to reducing work-related injury and ill health trends relating to accidents, notifiable diseases and near misses, so that suggestions can be made on robustly tackling unsafe and unhealthy conditions and practices and to take all reasonable steps to promote health and welfare at work.

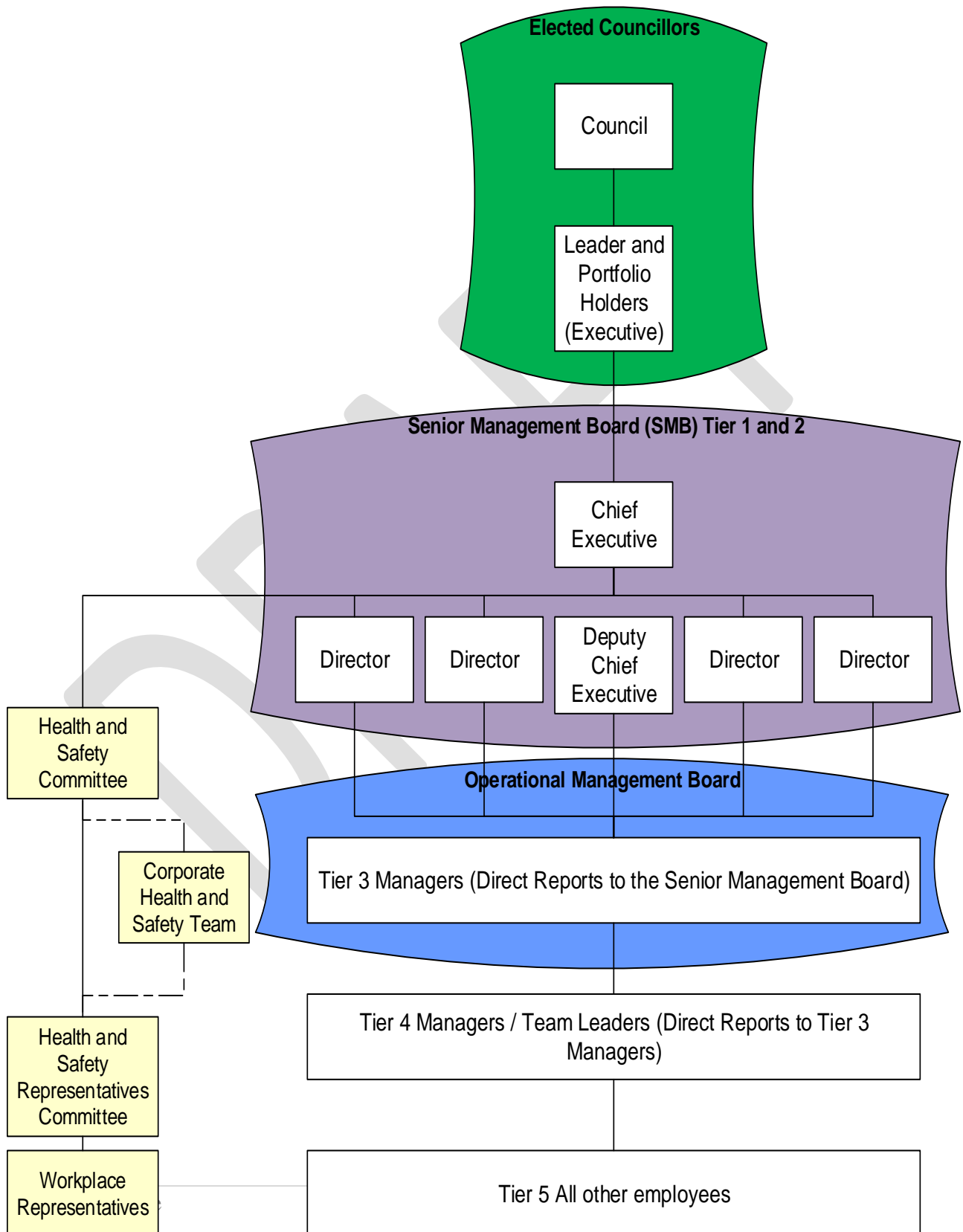
3.3.3 Having an operational overview of health and safety issues in service areas, together with actions that could be taken.

3.3.4 Making representation on potential hazards and dangerous occurrences which affect, or could affect service areas

3.3.5 Making representations on general Health and Safety matters affecting service areas and on matters consulted about by the Health and Safety Committee

- 3.3.6 Undertaking inspections and reviews assigned to them and reporting back to the Health and Safety Representatives Meeting
- 3.3.7 Consider information provided by the Health and Safety Executive and input to the Health and Safety Committee on the impact to service areas as required
- 3.3.8 Revising and reviewing safe working practices as necessary
- 3.3.9 Considering reports which other Health and Safety Representatives submit to the meeting
- 3.3.10 Providing an operational input on Health and Safety training
- 3.3.11 Progressing the annual Health and Safety Action Plan within their service area
- 3.3.12 Assisting, where nominated, in the execution of compliance for Fire Warden Duties, Risk Assessment and/or Safe Working Practice Review, or advising the Health and Safety Representatives Meeting on compliance within their service areas.
- 3.3.13 Responsibility for promoting exemplar health and safety practice within service areas.

3.4 Health and Safety Governance Structure



4. Roles and Responsibilities

4.1 General

- 4.1.1 The Health and Safety at Work etc., Act 1974 and subordinate legislation states that all employees have health and safety responsibilities when at work.
- 4.1.2 This section outlines the responsibilities of each member of the organisation for implementing and complying with this policy. Every member of the organisation must accept and ensure that they understand their personal responsibilities for health and safety, and achieve and maintain these to the appropriate standard.
- 4.1.3 Although some duties and responsibilities may be delegated, accountability for health, safety and welfare at work is not transferable and cannot be evaded.
- 4.1.4 The City Council recognises that the key to further improvements in health and safety lie in securing a systematic approach to health and safety management throughout the organisation so that health and safety becomes fully integrated with all other aspects of business management. This requires strategic leadership, supported by specialist professional input.

4.2 All Employees

- 4.2.1 All employees, whether permanent, part time or temporary, have responsibility to:
- a) Take reasonable care of their own health and safety and for any other person who may be affected by their actions;
 - a) Co-operate with their managers and other staff so that safety requirements and standards may be met;
 - b) Undertake any mandatory training that is provided; and
 - c) Not interfere with, or misuse, anything provided by the Council in the interests of health, safety and welfare.
- 4.2.2 In order to carry out the above, all employees must:
- a) Make themselves aware of, and follow the responsibilities as detailed in, this policy and any arrangements set out locally
 - b) Make themselves familiar with and comply with, relevant safety instructions at all times;
 - c) Seek advice if they do not feel competent to carry out their responsibilities

- d) Report to their manager accidents, incidents and near misses that have led to, or may lead to, injury or damage to property and/or equipment and assist in the investigation of such incidents as instructed;
- e) Use any machinery, equipment, safety devices, transport and substances in accordance with safety instructions and the training given and report any problems;
- f) Make full use of any system of work designed to eliminate or reduce the risk of injury to themselves;
- g) Use approved personal protective equipment for the purpose for which it was supplied;
- h) Not work under the influence of alcohol or drugs;
- i) Discuss with their line manager any work-related health or stress issues that could affect their ability to perform safely or to the required standard;
- j) Report any perceived shortcomings in health and safety arrangements.

4.2.3 Where an employees does not have regard to the points set out in 4.1 and 4.2, disciplinary action may be considered.

4.2.4 In cases of imminent danger and/or statutory breaches, employees are required to report to their Line Manager or the Corporate Health and Safety Team as quickly as possible, and to request work activities to be halted until safe working practices can be established.

4.3 Elected Members (Council)

4.3.1 The Council's elected members have a responsibility to conduct their business and make decisions in conformity with health and safety legislation and the Council's own policies.

4.3.2 Members must ensure that the decisions they make take account of health and safety issues and that sufficient resources are allocated for this purpose. As a result of the powers given to individual members there is a possibility that they could be held legally liable for the consequences of their decisions in health and safety terms.

4.3.3 Council is responsible for ensuring there is an effective overall policy for the health, safety and welfare of employees and the health and safety of others (i.e. this policy).

4.3.4 Ensuring that the policy is reviewed every three years, or sooner if there is a need due to changes of law, guidance or activity.

- 4.3.5 Ensuring that appropriate health and safety information is included in an annual published report on the Council's activities and performance. Performance is to be assessed by a programme of audit, monitoring and review.

4.4 Leader and Portfolio Holders (Executive)

- 4.4.1 The Leader and Portfolio Holders are responsible for carrying out specific functions both individually and collectively. The Leader is the lead councillor responsible for health and safety issues and overall governance arrangements for health and safety.
- 4.4.2 The Leader and Portfolio Holders have responsibility for and are expected to ensure that suitable resources and strategic direction are available to discharge the Council's health and safety responsibilities.
- 4.3.3 Executive is responsible for ensuring that where the Council exercises control over any non-domestic premises, made available to anyone else as a place of work, they are safe and without risks to safety and health. This includes access and exit pathways and any plant or substances supplied for use.
- 4.3.4 Executive is responsible for ensuring that where the Council exercises certain controls over any domestic premises, made available to anyone else as a place of work, they are safe and without risks to safety and health, but only so far as this applies to the Council in terms of rental or lease agreement.
- 4.4.5 The Leader or Portfolio Holder may also request that a scrutiny committee undertakes an investigation into a health and safety matter of particular concern. A scrutiny committee may, of its volition, identify and request enquiries are made into any other health and safety matter.

4.5 Chief Executive & Growth Director

- 4.5.1 The Chief Executive & Growth Director has overall responsibility for ensuring, so far as is reasonably practicable, the provision of a safe and healthy work environment for all Council employees and those persons who may be affected by the Council's activities.
- 4.5.2 The Chief Executive & Growth Director has responsibility for and is expected to promote a positive culture of health and safety that is an exemplar of health and safety practice and worthy of a local government authority regulating health and safety at work in the commercial sector within the city.
- 4.5.3 Ensure that the Senior Management Board fulfil their responsibilities for health, safety and welfare.
- 4.5.4 Ensure that the responsibilities for health, safety and welfare are properly allocated and accepted at all levels.

- 4.5.5 Ensure health and safety is a regular agenda topic at Senior Management Board meetings and is kept regularly informed by members of the Senior Management Board of significant health and safety developments and performance matters.
- 4.5.4 Propose adequate staffing, finance and resources to the Executive and Council to meet the key responsibilities of Senior Management Board in order to manage health and safety.
- 4.5.6 Ensure that appropriate liability insurance is put in place.

4.6 Senior Management Board (SMB) (Directors)

- 4.6.1 Actively promote a positive 'health and safety culture', by setting an example to employees in all health and safety matters, at all times.
- 4.6.2 Responsible to the Chief Executive & Growth Director for the implementation of Health and Safety Policies in so far as it affects their areas of responsibility.
- 4.6.3 Responsible for devising and implementing the annual action plan for health and safety, via the Health and Safety Committee.
- 4.6.4 Ensure that their direct reports (Tier 3 Managers) receive adequate information, instruction and training in health and safety. Training will enable employees to understand the purpose of 'risk assessment' and the need for the application of safe systems of work e.g. 'safe working practices' and 'permit to work systems'.
- 4.6.5 Ensure that there is a systematic approach by their direct reports (Tier 3 Managers) to carrying out and reviewing suitable and sufficient assessments of risks to health and safety of employees and others, for the purpose of identifying measures to comply with the requirements imposed by law. Risk Assessment is to be applied to all activities in Council services.
- 4.6.6 Responsible for attending the Health and Safety Committee to prioritise actions, communicate and consult with workers, measure organisational performance, ensure specifiers and buyers are competent in assessing the risks in procurement and the health and safety control of contractors is effective across the Council.
- 4.6.7 Ensure reviews undertaken as a result of reactive monitoring are completed in a manner that would be, or is where notice has been served, deemed suitable and sufficient to the enforcing authority.
- 4.6.9 Put systems in place to ensure that all employees receive adequate training to enable them to co-operate in carrying out policies, and understand their own duties under the Act. Details can be found within the Corporate Health and Safety Training Policy

4.7 Tier 3 Managers (Direct Reports to members of the Senior Management Board)

- 4.7.1 Initiate, as necessary, the preparation of written safe systems of work (e.g. 'safe working practices' or 'permit to work'), and ensure these systems are implemented in the areas of work where assessment indicates a significant risk of injury or ill health may still be present despite existing controls – for example, in the safe use of equipment and machinery or entry into a confined space.
- 4.7.2 Ensure Team Leaders are trained to carry out suitable and sufficient risk assessments for their operational and other workplace hazards, with the cooperation and consultation of their respective teams and Safety Representatives utilising, where necessary, advice from the Corporate Health and Safety Team.
- 4.7.3 Ensure Team Leaders are trained to carry out initial accident, incident and near miss investigations within their field of operations and service delivery, engaging Safety Representatives from the outset¹.
- 4.7.4 Evaluate reported incidents, hazard reports and reports of ill health, arising from the work activities of the Council, where they involve injury, health risks, loss or damage to property, and risks to the public; ensuring that the findings are effectively communicated to the Health and Safety Committee and that proposals to improve risk control measures are made where necessary.
- 4.7.5 Ensure safety incidents (e.g. accidents and near misses) are entered onto the Health and Safety Management software tool.
- 4.7.6 Advise on the content and review of Health and Safety Policies, action plans, and appropriate guidance where appropriate and relevant to your services.
- 4.7.7 Ensure that contractors work safely and comply with health and safety legislation, policies and procedure. (A 'Health and Safety Code of Practice' for Contractors is available on City Net page 4682).
- 4.7.8 Ensure that Team Leaders, Supervisors and all other employees receive adequate information, instruction and training, enabling them to carry out their job without risks to their own and others health and safety, so far as is reasonably practicable.
- 4.7.9 Take positive action when it can be demonstrated that health and safety rules have been broken. Disciplinary procedures should be considered where appropriate.

¹ Fatalities, Major injuries and reportable Dangerous Occurrences must be reported straight to the Principal Health and Safety Officer. See flowchart 'How to Report Accidents and Incidents' on your Health and Safety noticeboard and at Appendix B.

- 4.7.10 As required, take part in the review of the Council's Health and Safety Policies, as they affect the operations carried out within, or under the control of, your areas of responsibility.
- 4.7.11 Consult and negotiate with representatives of the employees on those aspects of the policies affecting the employees and their conditions of employment in matters of health and safety.
- 4.7.12 Contribute to statistical data as requested by The Health and Safety Committee. This will include, for instance, total employee days lost due to all causes of workplace injury, physical and mental illness or other health problems, to assist data for total calculation of overall cost to the Council.
- 4.7.13 In cases of imminent danger and/or perceived statutory breaches, Tier 3 Managers are authorised to request and/or cause work activities to be halted until safe working practices can be established.

4.8 Tier 4 Managers and Team Leaders (Direct Reports to Tier 3 Managers)

- 4.8.1 Ensure employees complete suitable training in health and safety relevant to their job roles and as guided by the Health and Safety Training Policy.
- 4.8.2 Carry out suitable and sufficient risk assessments for their operational and other workplace hazards, as instructed by the responsible Tier 3 Manager and with the cooperation and consultation of their respective teams and Safety Representatives, utilising, where necessary, advice from the Corporate Health and Safety Team. This includes a 'Needs Assessment' for provision of first aid.
- 4.8.3 Carry out initial accident, incident and near miss investigation within their field of operations and service delivery, engaging with Safety Representatives from the outset².
- 4.8.4 Under Tier 3 Management instruction, evaluate all reported incidents and hazards and reports of ill health arising in their field of operations and service delivery, where they involve injury, health risks, loss or damage to property, and risks to the public; ensuring that the findings are effectively communicated to the Tier 3 Manager for ongoing analysis by the Health and Safety Committee and that proposals to improve risk control measures are made where necessary.
- 4.8.5 Ensure that contractors work safely and comply with health and safety legislation, policies and procedure, so far as is reasonably practicable, through periodic compliance inspection during work in progress. (A 'Health and Safety Code of Practice' for Contractors is available on City Net page 4682)

² Fatalities, Major injuries and reportable Dangerous Occurrences must be reported straight to the Principal Health and Safety Officer. See flowchart 'How to Report Accidents and Incidents' on your Health and Safety noticeboard and at appendix B.

- 4.8.6 Take positive action when it can be demonstrated that health and safety rules have been broken. Disciplinary procedures should be considered in all cases.
- 4.8.7 Tier 4 Managers and Team Leaders are responsible to Tier 3 Managers for ensuring compliance with the Council's Health and Safety Policies within their teams, both frontline and support, at all buildings, sites, open-spaces, upon the waterways and in all workplace activities for which they are responsible
- 4.8.8 Assist in the provision of cascade training in health and safety for employees. Training assistance includes setting up short courses for cascade training by Team Leaders such a Tool Box Talks.
- 4.8.9 Ensure safety incidents (e.g. accidents and near misses) are entered onto the Health and Safety Management software tool, which is currently called 'AssessNET'.
- 4.8.10 Be responsible for compiling Personal Emergency Evacuation plans for certain employees – for example, disabled employees. Details of these specific arrangements must be shared in confidence with Fire Wardens covering employee's workplace area or zone.
- 4.8.11 In cases of imminent danger and/or statutory breaches, Tier 4 Managers are authorised to request and/or cause work activities to be halted until safe working practices can be established.

5. Non-Employee Responsibilities

5.1 Volunteers

- 5.1.1 Volunteers will be afforded the same conditions in terms of equipment (including personal protective equipment), information, instruction, training and supervision as employees whilst they carry out tasks on the Council's behalf.
- 5.1.2 They will have responsibility for following all safety arrangements and procedures to minimise risk of harm to themselves and others who may be affected by their acts or omissions.

5.2 Persons on Work Experience

- 5.2.1 Persons on work experience or placement have the same responsibilities as employees. Tier 4 and Tier 3 managers shall ensure that risk assessment arrangements and control measures take account of the relative lack of experience or immaturity of young persons or those unfamiliar with the workplace.

5.3 Contractors and Agency Workers

- 5.3.1 Contractors, agency workers or employees of other employers working within or on behalf of the Council have similar responsibilities as Council employees. They shall be required to co-operate with the Council to ensure that risks associated with their activities are effectively managed.
- 5.3.2 Contractors, agency workers or employees of other employers working for Exeter City Council have legal duties placed on them under the Health and Safety at Work etc. Act 1974 and subordinate legislation to safeguard the health and safety of their own employees and anyone who may be affected by their business activities.
- 5.3.3 Therefore, when working for Exeter City Council, contractors must conduct their activities in such a way that they do not endanger Exeter City Council employees or anyone for whom the Council has a duty of care.
- 5.3.4 Contractors will be selected according to the Council's specifications and approval procedures. All contractors will be required to meet relevant statutory duties and Council policies.
- 5.3.5 The Council's procurement arrangements when establishing a contract will include systems and protocols that will ensure adequate public and professional liability cover.
- 5.3.6 The Council shall co-operate fully with other employers to ensure that respective roles and responsibilities are clearly understood and all relevant information is effectively shared. Contractors or agency workers shall comply with the Council's health and safety management arrangements, including those relating to the reporting and investigation of accidents and incidents.

6. Corporate Health and Safety Team

- 6.1 The Council will appoint sufficient competent health and safety advisers to provide advice and support management and staff in fulfilling their health and safety responsibilities. The Corporate Health and Safety comprise the Environmental Health and Licensing Manager, the Principal Health and Safety Officer and the Health and Safety Assistant.
- 6.2 To help establish a positive health and safety culture they will maintain close contact with other Council specialists and safety representatives.
- 6.3 The role includes the development, provision, monitoring and review of:
- a) Health, safety and welfare strategy, policy and safe systems of work; and
 - b) Health and safety management structures and organisation; health and safety training and information services.
- 6.4 The Corporate Health and Safety Team will provide professional specialist support on health and safety issues to the whole of the City Council.
- 6.5 The Corporate Health and Safety Team will:
- a) Develop and advise on corporate health and safety policy, procedures and topic-specific guidance;
 - b) Provide advice and guidance on compliance with relevant statutory requirements within a sensible risk management framework;
 - c) Develop the Council's Health and Safety Action Plan and support directorates in developing and implementing their directorate, section, service and health and safety action plans;
 - d) Where required, make recommendations to achieve health and safety improvements;
 - e) Monitor health and safety performance across all service areas and conduct audits;
 - f) Report to Health and Safety Committee and Health and Safety Representatives Committee;
 - g) Together with the Learning and Development Team, ensure the provision of health and safety training that supports skills and knowledge transfer;
 - h) Provide professional/specialist advice as necessary.
- 6.6 The Council's Corporate Health and Safety Team are authorised to enter all workplace premises and sites owned, leased, operated, rented or in the control of the Council to inspect activities and any documentation required for health and safety purposes and all parts of the premises or site to check conformity with health and safety regulations of all activities and processes carried out within.

- 6.7 In cases of imminent danger and/or statutory breaches, the Corporate Health and Safety Team are authorised to request and/or cause work activities to be halted until safe working practices can be established.

7. Other Designated Health and Safety Roles

- 7.1 Occupational Safety and Health Practitioners are also permanently assigned to Housing Services and Corporate Property. In the capacity of Health and Safety Compliance Leads, one Officer is assigned to each respective service.
- 7.2 In the absence or unavailability of the Corporate Health and Safety Team these officers will provide general advice across the authority and vice versa.

8. Premises Managers

- 8.1 All Council workplace premises will have an appointed member of staff with responsibility for ensuring premises are maintained in a safe and secure condition for staff and visitors. It is recognised that the management of premises will be influenced by size, tenancy arrangements and ownership.
- 8.2 It will be the premises manager (or equivalent) that has particular responsibility to ensure that required premises related risk assessments are undertaken and regularly reviewed, including fire risk assessment, asbestos, general building (including access and egress), water safety.
- 8.3 Where alterations are proposed to site activities or to the layout of the premises, the fire safety risk assessment for the premises is updated with the assistance of the Corporate Health & Safety Team.
- 8.4 Risk assessments of harmful substances used in the maintenance of the premises, are implemented and available to managers via the online Assessnet system.
- 8.5 Arrangements and necessary resources are available to make safe any spillage or breakage that could lead to exposure of persons to hazardous substances or materials.
- 8.6 Waste management arrangements are established covering premises and clinical waste.
- 8.7 Where installed, premises related safety systems and arrangements are effectively established and regularly reviewed, appliances and plant are serviced within the required timeframes and required records are maintained and available for inspection.
- 8.8 Emergency arrangements and site schematics are established, maintained and available for use to the Council standard.
- 8.9 An emergency team is appointed that includes trained Incident Officer, fire marshals and first aiders, and that sufficient information on a buildings

emergency arrangements are given to staff to ensure they know how to respond in an emergency.

- 8.10 Where installed, fire detection and warning system, and emergency lighting systems are regularly serviced and tested and safety signage is appropriate and displayed.
- 8.11 Regular emergency building evacuation exercises (fire drills) are carried out.
- 8.12 Escape routes and passageways are without obstruction and free from trip or slip hazards, especially cabling and other service supply lines.
- 8.13 All building and services contractors are employed in accordance with the Council's Procurement Code.
- 8.14 Premises Managers will need to liaise with Housing Assets or Corporate Property where a requirement arises for contractor work regarding³:
- alteration to a buildings structure or its grounds;
 - substantial change to a buildings use (whether partially or wholly);
 - significant prolonged change to a buildings water or energy supply or environmental control systems.
- 8.15 Premises Managers must ensure that contractors they hire direct to undertake repairs, maintenance, construction related works and other minor works are compliant with the relevant Health and Safety criteria for the scope of the contract. It is accepted that not all specialised contractors used occasionally will be on the Select List. If in doubt, Premises Managers should contact the Health and Safety Team.
- 8.16 An 'Asbestos Management Pack' is compiled, comprising details of location and condition of any asbestos that may be present, and is available for inspection either on site or at a central location (Corporate Property and Housing Assets) for locked premises that are mostly empty, or social housing premises. It must be signed by contractors prior to works.
- 8.17 Log books are maintained for each premises, which comprises updated records of maintenance and inspections for fire safety, water hygiene and asbestos, as already mentioned. A log book (electronic or paper) for general periodic safety inspections of the building (visual) should also be kept.
- 8.18 Common areas are safety inspected regularly using the authorised forms or H&S compliance software templates.
- 8.19 High standards of housekeeping and tidiness are maintained and cleaning staff are properly informed about local fire arrangements and the required health and safety standards.
- 8.20 Systems for environmental control are regularly serviced and are without risk to health, so far as is reasonably practicable.

³ For building projects Health and Safety Compliance Leads in Housing or Corporate Property should be notified.

- 8.20.1 In cases of imminent danger and/or statutory breaches, the Corporate Health and Safety Team are authorised to request and/or cause work activities to be halted until safe working practices can be established.

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9. Safety Responders

9.1 First Aiders

- 9.1.1 There is no statutory requirement to provide first aid under the First Aid Regulations other than for people at work. However, in full, HSE strongly recommend the public are considered when conducting first aid assessments and providing first aid. The Council is a public serving organisation and members of the public must therefore be considered in the Assessment of First Aid Needs in all relevant areas of our business.
- 9.1.2 The Council will provide adequate and appropriate equipment, facilities and personnel to enable first aid to be given to employees if they are injured or become ill at work. What is adequate will depend on a specific risk assessment of the work and workplace in question. This will help decide how many trained first aiders or appointed persons are needed and what should be included in first aid boxes.
- 9.1.3 The Assessment of First Aid Needs will be undertaken by Team Leaders under instruction of Service Leads. First Aiders will be nominated and appointed by the Health and Safety Committee. The HSE approved code of practice on First Aid at work and the Corporate Health and Safety Team can provide advice when making an Assessment of First Aid Needs.
- 9.1.4 A four layer framework is used to help Service Leads and Team Leaders identify the right levels of provision for the service needs. The framework consists of Appointed Persons (AP), First Aid at Work qualified persons (FAW), Emergency First Aid at Work qualified persons (EFAW) and persons receiving Additional Training that covers aspects of first aid. The framework is designed for all employees in all Council workplaces, indoors or outdoors. The HSE approved code of practice for First Aid at Work and the Corporate Health and Safety Team can provide advice when making an Assessment of First Aid Needs
- 9.1.5 First aid training / refresher training is organised by Human Resources. The Learning & Development Business Partner will provide a reminder around three months before qualifications need to be renewed and if required book new or refresher training. The first contact for training information is Ext 5666. Costs are currently charged to services.
- 9.1.6 Familiarisation training is made available annually to all First Aiders via the First Aid Group. This takes place in-house, with one session held at the Civic Centre and another held at Exton Road Depot.
- 9.1.7 Where Emergency Evacuation Chairs are provided within Council buildings, First aid trained personnel are required to undergo training in use of Emergency Evacuation Chairs, unless there is a valid reason why they cannot.

9.2 Fire Wardens

- 9.2.1 Fire Wardens are appointed by the Health and Safety Committee and are identified by Building Managers or Facilities Managers either through Fire Risk Assessment review ('prepare an emergency plan'), or as a recommendation from Corporate Health and Safety Team audit or external enforcing authority recommendation.
- 9.2.2 Fire Wardens assist with the safe coordination of building evacuation in an emergency and ensure on a day to day basis that good fire risk management is maintained – for example, through observation of general housekeeping and storage practices. In many buildings Fire Wardens assist the Premises Manager with upkeep of the Fire Log Book.
- 9.2.3 Fire Wardens receive training to enable them to perform their duties. This includes practical use of fire extinguishers, where it is deemed safe for them to undertake this duty without risk to themselves or risk to others.
- 9.2.4 Where Emergency Evacuation Chairs are provided within Council buildings, Fire Wardens are required to undergo training in use of Emergency Evacuation Chairs, unless there is a valid reason why they cannot.

9.3 Safety Representatives

- 9.3.1 Workplace Health and Safety Representatives (Safety Representatives) are nominated by Health and Safety Committee from each service. Safety Representatives can be Official Trade Union Safety Reps (under 1977) or Representatives of Employee Safety (under 1996, as amended).
- 9.3.2 Safety Representatives undergo suitable and sufficient training for the role and attend the Safety Representatives Committee quarterly. For Unison Representatives training consists a minimum of TUC Stage 1 Health and Safety. For non-union representatives training consists of a RoSPA two day course. The Terms of Reference for the Safety Representatives Committee details duties that are expected of the role.
- 9.3.3 Safety Representatives must liaise with the Corporate Health and Safety Team and the Unison Branch Officer for Health and Safety as necessary. In the absence of Corporate Health and Safety Team, advice can be sort from Health and Safety Compliance Officers in Housing and Corporate Property.
- 9.3.4 Follow the format for use of the corporate health and safety management software, or trade union official safety inspection forms, to facilitate suitable and sufficient workplace inspection regimes. Training in use of the software system is provided by the Principal Health and Safety Officer and Compliance Officers. Official trade union safety inspection forms are available from the Unison Branch Office at the Civic Centre.
- 9.3.5 Where Emergency Evacuation Chairs are provided within Council buildings, Safety Representatives are required to undergo training in use of these chairs, unless there is a valid reason why they cannot.

- 9.3.6 Where possible, the roles of health and safety representation will be combined into one person as the 'Safety Responder'. These roles are: Nominated or Appointed First Aiders, Fire Wardens and Safety Representative. Service Leads are responsible for submitting a needs assessment to the Health and Safety Committee. Guidance on duties for the roles is given in Appendix D.
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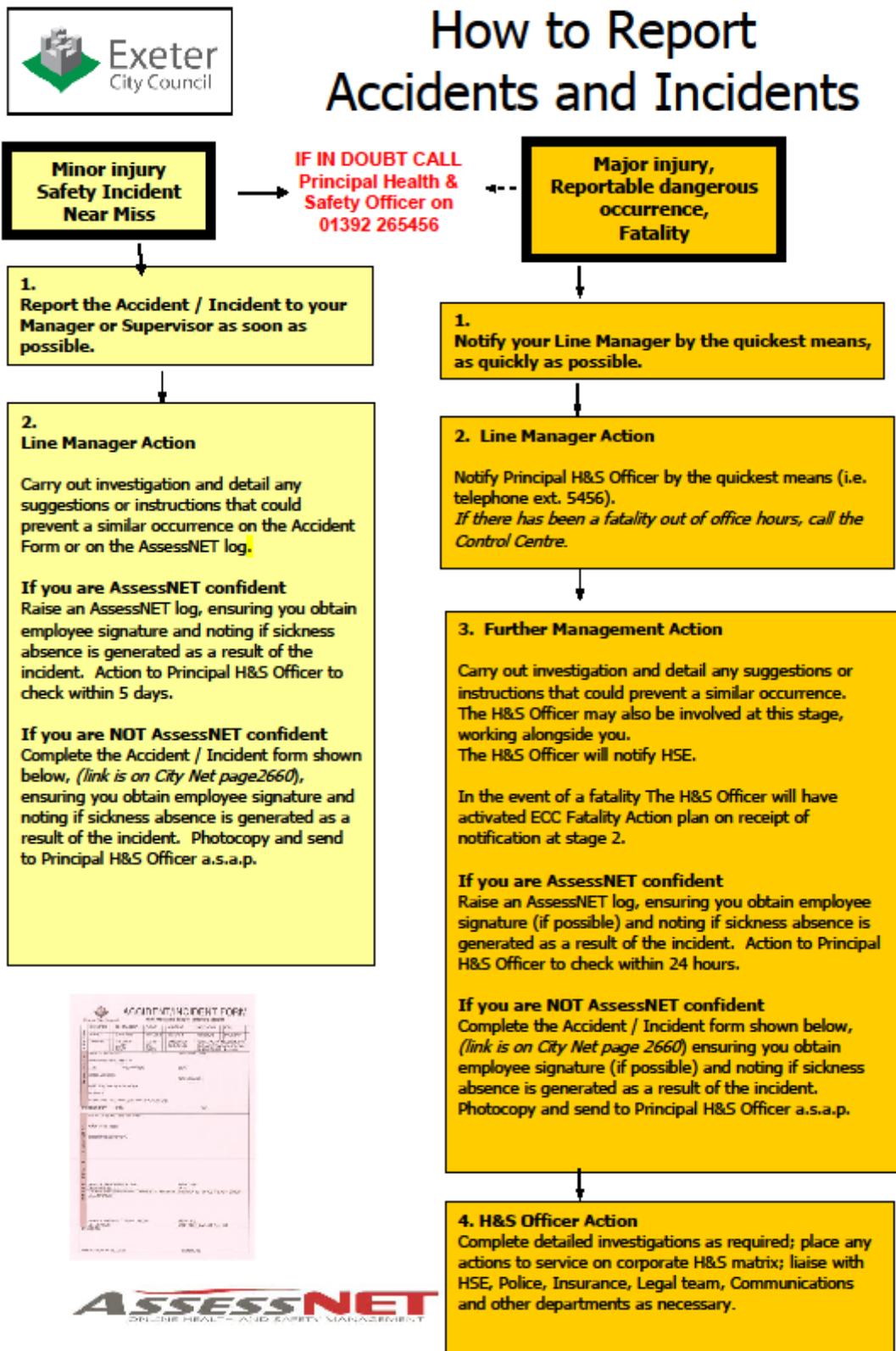
10. Contract Managers/Commissioning Officers

- 10.1 Contract Managers/Commissioning Officers have responsibility for and are expected to ensure that contracts awarded meet the requirements of this policy.
- 10.2 Before a major contract is awarded documented evidence must be obtained to satisfy the health and safety requirements of the person authorising the contract. The Corporate Health and Safety Team will advise on the type of documented evidence that is suited to the size and hazard profile of the contract.
- 10.3 These documents must be brought to the attention of the Corporate Health and Safety Team in a timely manner in order to establish a clear understanding of what risks are involved;
- 10.4 Where appropriate, advice received from the corporate health and safety team is incorporated into procurement documentation e.g. within the advert, contract specification and pre-qualification questionnaire;
- 10.5 During the contract evaluation process, inherent risks are identified and are to be satisfactorily controlled by the contractor/supplier; and
- 10.6 Health and safety performance is appropriately monitored based on the risk e.g. by evaluating application of the contractors / suppliers management system and accident / lost time injury statistics, etc.

Appendix A Corporate Health and Safety Policies for Specific Arrangements

Policy Name	Date Issued	Responsible Service
Fire Risk Management Policy	November 2011 Review in progress	Corporate Health and Safety Team
Fire Risk Management Policy – Housing Properties	July 2017	Housing Services
Asbestos Policy – Council Buildings	August 2014	Corporate Property
Asbestos Policy - Housing	July 2017	Housing Services
Health and Safety Training Policy	October 2011 Review in progress	Corporate Health and Safety Team
Lone and Vulnerable Worker Policy	October 2014 Review in progress	Corporate Health and Safety Team
Noise and Vibration Policy	10/12/2008 Review in progress	Corporate Health and Safety Team
Stress Risk Management Policy	April 2011	Human Resources / Corporate Health and Safety Team
Employee Protection Register	August 2015	Corporate Health and Safety Team
Step Away from violence and aggression policy	January 2015 Review in progress	Human Resources / Corporate Health and Safety Team
Water Hygiene Risk Management Policy	December 2017 Review progress	Corporate Health and Safety Team
Corporate Assets (Safety) Inspection Policy	In draft	Corporate Property
Code of Practice for Contractors	March 2017	Corporate Health and Safety Team
Alcohol and Drug Policy	May 2015	Human Resources / Corporate Health and Safety Team
New and Expectant Mothers Policy	October 2011	Human Resources / Corporate Health and Safety Team
Discovery of Dead Bodies Policy and Procedure	December 2016	Corporate Health and Safety Team
Young People at Work	January 2014	Corporate Health and Safety Team
Work at Height	October 2011	Corporate Health and Safety Team
Confined Spaces	In draft	Corporate Health and Safety Team

Appendix B Accident, Incident and Near Miss Reporting Procedure



Appendix C

Health and Safety at Work Committee Terms of Reference

1. Purpose

- 1.1 Exeter City Council recognises and accepts its responsibility as an employer to ensure, as far as is reasonably practicable, that its activities are conducted without risks to the health and safety of employees, customers and others.
- 1.2 In its ambition to act as an 'exemplar' of health and safety practice, it seeks to give strong leadership through the formation of a Health and Safety Committee to devise, develop and promote controls and initiatives, to improve standards of health and safety through having a robust Health and Safety Policy and monitoring system.

2. Function

- 2.1 Responsibility for promoting exemplar health and safety practice throughout the Council
- 2.2 Actively improve Health and Safety performance and standards, and strive to exceed all statutory standards, codes of practice, regulations and applicable legal requirements reviewing where and when appropriate
- 2.3 Providing strategic leadership to reducing work-related injury and ill health trends relating to accidents, notifiable diseases and near misses, so that action can be taken on robustly tackling unsafe and unhealthy conditions and practices.
- 2.4 Providing strategic leadership in promoting health and well-being at work through reviewing absence statistics in relation to accidents at work or workplace ill health, so that strategic decisions can be made on robustly tackling unsafe and unhealthy conditions and practices, together with actions that need to be taken.
- 2.5 Consider reports from Health and Safety Compliance Officers, Health and Safety Representatives Meetings, Internal Audit and external auditors deemed necessary
- 2.6 Consider information provided by the Health and Safety Executive and provide the necessary strategic direction and guidance as required.
- 2.7 Provide strategic direction regarding Health and Safety communication and publicity across the Council
- 2.8 Provide strategic review and direction on Health and Safety training
- 2.9 Give consideration to views and recommendations in relation to review of Safe Working Practices

- 2.10 Responsibility for overseeing the annual Health and Safety Action Plan and progress report
- 2.11 Ensure the necessary expertise is authorised for provision of technical information on production needs and in relation to premises, processes, plant, machinery and equipment
- 2.12 Responsibility for maintaining and reviewing Exeter City Council's health and safety risk profile and other core elements
- 2.13 Have strategic overview of civil claims made against the Council under health and safety.
- 2.14 Appoint Health and Safety Representatives

3. Membership

- 3.1 The membership of the Corporate Health and Safety Committee will be:
 - Directors
 - City Solicitor and Human Resources Manager
 - Chief Finance Officer
 - UNISON Branch Secretary (or nominated deputy)
 - Other recognised Union Branch Secretary's as appropriate
 - Principal Health and Safety Officer
 - Health and Safety Assistant
 - Environmental Health and Licensing Manager
- 3.2 Membership of the Committee will be reviewed annually to ensure that it remains appropriate.
- 3.3 A minimum of 5 committee members will need to be present at any given committee meeting for it to be deemed quorate.

4. Procedures

- 4.1 The Chair shall be a Director nominated from the Senior Management Board and will be reviewed at the first meeting of the calendar year.
- 4.2 Tier 3 staff (Corporate Managers and Service Leads) may make representation about H&S matters relating to their service through making a formal request to the chair.
- 4.3 Tier 3 staff may also be invited to discuss matters arising at the request of the chair.
- 4.4 Meetings will take place every quarter. Reports submitted will be timetabled and there will be standing items on proactive and reactive monitoring.

- 4.5 Additional meetings may be arranged by the chair in exceptional circumstances in response to a local or national event or change in national guidance or legislation.
- 4.6 Minutes of meetings will be taken by Democratic Services
- 4.7 Agreed minutes will be kept of each meeting and circulated to the Committee Members. A copy of the minutes will be made available on Mod Gov. committee system
- 4.8 Committee Members will be trained to 'IOSH for Directors and Executives' or the equivalent.
- 4.9 The Health and Safety Committee shall report to the Council annually via the Corporate Scrutiny Committee. These reports will be prepared by the Corporate Health and safety Team in conjunction with the chair.

Appendix D**Health and Safety Representatives Committee
Terms of Reference****1. Purpose**

- 1.1 Exeter City Council recognises and accepts its responsibility as an employer to ensure, as far as is reasonably practicable, that its activities are conducted without risks to the health and safety of employees, customers and others.
- 1.2 In its ambition to act as an 'exemplar' of health and safety practice, it seeks to give strong health and safety voice through the formation of a Health and Safety Representatives Committee to review measures taken to ensure the health and safety at work of its employees, and others affected by its work activities, in accordance with the Council's Health and Safety Policy.

2. Function

- 2.1 Actively improve Health and Safety performance and standards, and strive to exceed all statutory standards, codes of practice, regulations and applicable legal requirements reviewing where and when appropriate
- 2.2 Commit to reducing work-related injury and ill health trends relating to accidents, notifiable diseases and near misses, so that suggestions can be made on robustly tackling unsafe and unhealthy conditions and practices and to take all reasonable steps to promote health and well-being at work.
- 2.3 To have an operational overview of health and safety issues in service areas, together with actions that could be taken.
- 2.4 Make representation on potential hazards and dangerous occurrences which affect, or could affect service areas
- 2.5 Make representations on general Health and Safety matters affecting service areas and on matters consulted about by the Health and Safety Committee
- 2.6 Undertake inspections and reviews assigned to them and report back to the Health and Safety Representatives Meeting
- 2.7 Consider information provided by the Health and Safety Executive and input to the Health and Safety Committee on the impact to service areas as required
- 2.8 Revise and review safe working practices as necessary
- 2.9 Consider reports which other Health and Safety Representatives submit to the meeting
- 2.10 To provide an operational input on Health and Safety training
- 2.11 Progress the annual Health and Safety Action Plan within their service area

- 2.12 Assist, where nominated, in the execution of compliance for Fire Warden Duties, Risk Assessment and/or Safe Working Practice Review, or to advise the Health and Safety Representatives Meeting on compliance within their service areas
- 2.13 Responsibility for promoting exemplar health and safety practice within service areas.

3. Membership

- 3.1 The membership of the Health and Safety Representatives Committee will be:
- Principal Health and Safety Officer
 - Corporate Health and Safety Assistant
 - Corporate Property Health and Safety Officer
 - Housing Health and Safety Compliance Officer
 - UNISON Branch Officer Health and Safety
 - Other recognised Union Branch Health and Safety Officers as appropriate
 - Workplace Representatives from each customer facing Council Service
 - Sole Representative for the Council Support Services (office workers).
- 3.2 Membership of the Committee will be reviewed annually to ensure that it remains appropriate
- 3.3 A minimum of 5 committee members will need to be present at any given committee meeting for it to be deemed quorate.

4. Procedures

- 4.1 The Chair shall be the Principal Health and Safety Officer
- 4.2 Health and Safety Representatives (H&S Reps) meetings are attended by Official Trade Union Health and Safety Representatives and non- union Representatives of Employee Safety.
- 4.3 Non-unions Representatives will meet with the Chair to discuss and agree the extent of their inspection remit, in line with the Corporate Safety Inspection Policy.
- 4.4 Meetings will take place every quarter. The agenda will focus on proactive inspection and performance monitoring of remedial actions. Matters arising from inspections and safety tours that cannot be resolved locally will be passed to the Health and Safety Committee for consideration.
- 4.5 Additional meetings may be arranged by the chair in exceptional circumstances in response to a local or national event or change in national guidance or legislation.

- 4.6 Agreed minutes of each meeting will be taken by Committee Services, kept and circulated to the Representative Committee Members and the Health and Safety Committee.
- 4.7 Health and Safety Representative Committee Members will be trained to RoSPA's 'Safety Representatives' for non-union Representatives and TUC Stage 1 H&S for Union Representatives.
- 4.8 Health and Safety Representative Committee Members will be permitted time away from normal duties to fulfil their role. The amount of time away from normal duties will be discussed and agreed with the line manager of the service from which the Representative Committee Member is nominated.
- 4.9 Changes to the Health and Safety Representatives Committee terms of reference must receive ratification from the Health and Safety Committee.

Appendix E Safety Representatives and Safety Responders Guidance

First Aiders

Remember to complete a first aid log on the spreadsheet every time you administer first aid. The injury is often also reportable to Corporate Health and Safety, particularly if the injury is due to workplace equipment, a work task or part of the workplace building. If you are not sure please ask your Health and Safety Rep. It is the employee's line manager's responsibility to report the accident to Health and Safety, but you might be asked to help by stating what first aid was given and when etc.

A central spreadsheet containing your date of qualification and renewal is held by HR, who will advise you when the time comes to attend training.

You must attend an annual refresher. There is a choice of attending either the Civic Centre or MRF Green Room. The First Aid Group email will keep you informed of annual refresher dates. You are permitted to attend the annual refresher in worktime, but ensure your line manager has plenty of notice to aid service continuity planning for your period of absence.

A needs assessment for First Aid is the responsibility of the departmental manager. Corporate Health and Safety can provide the manager with advice, but you may be asked to help with needs assessment reviews if there is a change of circumstances that affects first aid provision.

Become trained in use of the Evacuation Chair, if your building has one. Keep your Evacuation Chair familiarisation up to date.

Report all workplace hazards

Fire Wardens (Floor Wardens)

Complete your weekly duties:

Fire Risk inspection sheet

Test call points and record in log book (Civic Centre, Building Manager only)

Make yourself known to new employees

Complete your monthly duties

Test emergency lights with rocker key (do not climb ladders to test ELs unless you have been trained and assigned to this in your role) and record in log book (Civic Centre Building Manager only).

Attend refresher training every five years, or sooner if instructed by Corporate Health and Safety.

Become trained in use of the Evacuation Chair if your building has one.

Keep your Evacuation Chair familiarisation up to date.

Be aware of PEEPs for disabled employees or visitors in your zones.

Report all workplace hazards.

Appendix F Designated Premises Managers

Premise Name	Full Postal Address	Post title designated as Premise Manager	Post reference number
Civic Centre	Dixs Field, Exeter, Devon, EX1 1NN.	Corporate Manager – Civic and Democratic Support	0157
The Guildhall	High Street	Corporate Manager – Civic and Democratic Support	0157
RAMM	Royal Albert Memorial Museum, Queen Street, Exeter, Devon, EX4 3RX.	Museum Manager	2511
RAMM Ark	Marsh Barton	Museum Manager	2511
RAMM Storage	Haven Banks	Museum Manager	2511
RAMM Top floor Bradninch Place	Bradninch Place	Museum Manager	2511
Exton Road Depot, MRF & Weighbridge	Exton Road, Exeter, Devon, EX2 8NR.	Waste & Recycling Operations and Fleet Manager	0470
Exeter Corn Exchange		Facilities & Markets Manager	0234
The Matford Centre		Facilities & Markets Manager	0234
Exeter's Underground Passages		Facilities & Markets Manager	0234
Belle Isle Depot		Public & Green Space Operations Manager	3413
Multi Storey and Underground Car Parks	various	Car Park Services Manager	0747
Housing Flats Common Areas	various	Housing Assets Manager	3132
Exeter Business Centre	Marsh Barton	Senior Estates Surveyor	0537
Supported Temporary Accommodation	Glencoe & The Haven	Temporary Accommodation Coordinator (STAs)	2663
Public Toilets	Various	Public & Green Spaces Operations Manager	3413
Verney House	Sidwell Street	Senior Estates	0537

common parts		Surveyor	
Waterways Buildings	Various	Waterways Manager	3432
Custom House	The Quay	Facilities & Markets Manager	0234
Pavilions & Changing Rooms	Various	Commercial Operations Manager	0347
Cemetery Buildings (Chapels of Rest etc.)	Various	Commercial Operations Manager	0347
Tourist Information Centre	EX1	Facilities & Markets Manager	0234