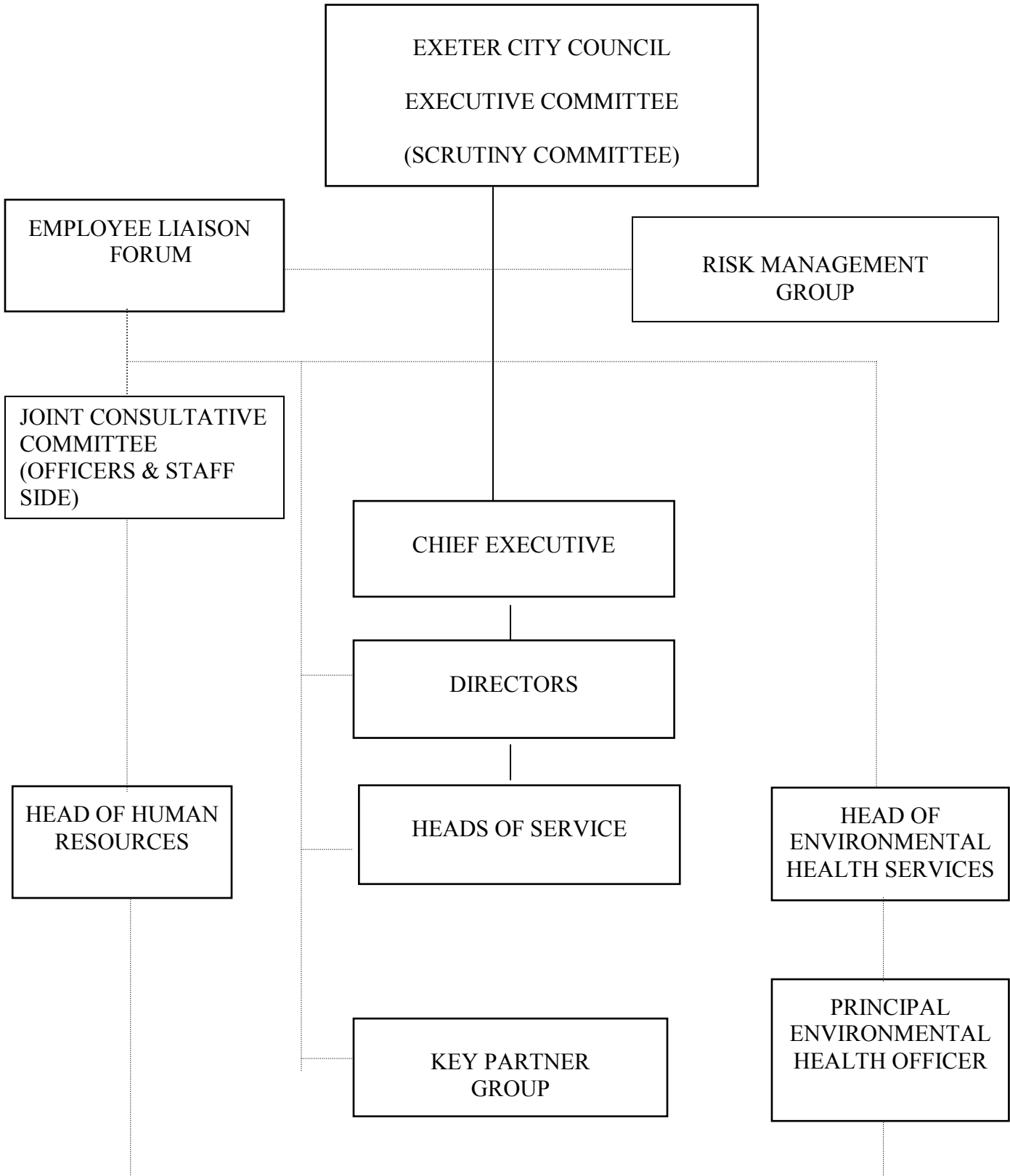


PART 2 - THE ORGANISATION TO CARRY OUT THE POLICY

- 1 The law requires that ultimate responsibility for health and safety rests with the highest level of management. The Council must comply with the Health and Safety at Work etc Act 1974. In practice the Chief Executive with other key staff, are responsible to the Council for ensuring successful management of the Council's health and safety policy. Key staff responsibilities are set out in this part and are reflected in job descriptions. A structure chart shows the line of management.
- 2 The Council's health and safety obligations and responsibilities fall within the terms of reference of its Executive Committee.
- 3 The Chief Executive is responsible for the implementation of the Council's Health and Safety Policy and ensuring compliance with the Council's legal duties.
- 4 The Head of Environmental Health Services is responsible to the Executive Committee for:
 - (a) Advice on the Council's duties under the Act; and
 - (b) Ensuring that the Health and Safety Policy is being implemented.
- 5 The Head of Human Resources is responsible for advising the Executive Committee on the personnel aspects of advice and policy implementation under 4 above.
- 6 Each Director is responsible to the Chief Executive for ensuring compliance with the Council's Health and Safety Policy within their Directorate including at all buildings, sites and activities for which they are responsible.
- 7 The Director Corporate Services is also responsible in the Civic Centre for compliance with the Council's Health and Safety Policy throughout the parts used in common, and for the communal building services.
- 8 The Head of Contracts and Direct Services will advise on the measures necessary to manage asbestos, and the control of Legionella bacteria in water systems.
- 9 Each Head of Service is responsible for seeing that the Council's Health and Safety Policy is implemented within their own service area.
- 10 The Principal Environmental Health Officer (Health and Safety) acts as the Corporate Health and Safety Adviser.
- 11 The Building Control Manager will provide technical assistance with the fire risk assessments process and help verify the adequacy of the assessments.

ORGANISATIONAL STRUCTURE



KEY RESPONSIBILITIES - THE COUNCIL

The Executive Committee has responsibility for:

- 1 Ensuring the health, safety and welfare at work of all Council employees.
- 2 Taking all proper steps to ensure that no one else is exposed to risks to their health and safety, arising from any activity of the Council.
- 3 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 health. This includes access and exit pathways and any plant or substance supplied for use.

In order to meet these responsibilities the Committee shall:

- 1 Ensure there is an effective overall policy for the health, safety and welfare of employees and the health and safety of others.
- 2 Ensure that the policy is reviewed, at least every three years, sooner if there is a need, due to changes of law, guidance or activity.
- 3 Ensure that suitable and sufficient assessments of the risks to the health and safety of employees and others are made, recording the significant findings of the assessments.
- 4 Ensure that the preparation of additional topic specific policies and guidance, as appropriate to ensure effective health and safety management.
- 5 Ensure an annual Corporate Health and Safety Action Plan is approved by April each year.
- 6 Ensure that staff are fully consulted and informed on Health, Safety and Welfare matters.
- 7 See that reasonable steps are taken to investigate reported adverse events, e.g. accidents, reportable dangerous occurrences and reportable disease, and that the findings are taken into account in revising relevant risk assessments.
- 8 Ensure 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 monitoring and audit.

KEY RESPONSIBILITIES - CHIEF EXECUTIVE

The Chief Executive, as head of the paid service, will:

- 1 Be directly responsible for the implementation of the City Council's overall health and safety policy and topic specific policies.
- 2 Ensure that the Directors fulfil their responsibilities for health, safety and welfare.
- 3 Ensure that the responsibilities for health, safety and welfare are properly allocated and accepted at all levels.
- 4 Plan for adequate staffing, finance and resources to meet the Corporate Health and Safety Action Plan.
- 5 Promote a positive 'health and safety culture' by taking a direct interest in the Corporate and Directorate Action Plans, and lend support to the people carrying them out. Aiming to reflect the 'Exemplar' status expected of the Council.
- 6 Ensure that appropriate liability insurance is put in place.
- 7 Review at least annually the implementation of the Corporate Health and Safety Policy and agree an annual action plan.
8. Ensure that reasonable steps are taken to investigate reported adverse events, e.g. hazards, accidents, reportable dangerous occurrences and reportable disease, and that the findings are taken into account in revising relevant risk assessments.
9. Ensure that appropriate health and safety information is included in an annual published report on the Council's activities and performance.

KEY RESPONSIBILITIES - DIRECTORS

Directors will:

- 1 Actively promote a positive 'health and safety culture', by setting an example to others in all health and safety matters, at all times.
- 2 Be directly responsible to the Chief Executive for the implementation of the Corporate Health and Safety Policies, their Directorate Health and Safety Plan and Corporate Health and Safety Plan initiatives relevant to their own Directorate.
- 3 Ensure that all staff in their Directorate receives adequate training, to enable them to co-operate in carrying out policies, and understand their own duties under the Act. Training will cover the purpose of 'risk assessment' and the need for and how to apply safe systems of work e.g. 'safe working practices' and 'permit to work'.
- 4 Ensure consultation with the Principal Environmental Health Officer (Health and Safety) and the relevant appointed health and safety representative before the introduction of a new or revised safe system of work.
- 5 Ensure that an annual health and safety action plan is prepared for the Directorate reflecting both the needs of the Corporate Plan and of the individual Directorate, by July each year.
- 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.
- 7 Ensure that adequate first - aid facilities are available to all staff in their Directorate.
- 8 Take an active part in the review of Council's Health and Safety Policies, as they affect the operations carried out within, or under the control of, their Directorate.
- 9 Evaluate all reported adverse events e.g. hazards, incidents, accidents, and reported ill-health, involving work activity, in their Directorate where they involve actual or potential injury, health risks, loss or damage to City Council property, and risks to the public, ensuring that the findings are taken into account in revising any relevant risk assessment.
- 10 Ensure that written safe systems of work e.g. 'safe working practices' and 'permit to work' are prepared and implemented in those areas of work where the 'risk assessment' indicates that a significant risk of injury or ill health will still be present despite existing controls.
11. Appoint 'key partners' to work with the Principal Environmental Health Officer (Health and Safety) towards successful health and safety and risk management.
- 12 Contribute towards the preparation of an annual report on the Council's health and safety activity and performance, for publication.

KEY RESPONSIBILITIES - HEADS OF SERVICE

Heads of Service will:

- 1 Actively promote a positive 'health and safety culture', by setting an example to staff in all health and safety matters, at all times.
- 2 Be directly responsible to their Director for the implementation of the Health and Safety Policies and appropriate guidance, contributing to fulfilment of the Directorate action plan in so far as it affects their Service.
- 3 Prepare and execute annual action plans for health and safety for their Service in consultation with their Director.
- 4 Complete the health and safety annual checklist, include this with their service improvement portfolio, discuss this at their appraisal with their Director, and submit a copy to the PEHO (Health and Safety).
- 5 Ensure that they and all other staff within their Service receive adequate information, instruction and training, to enable them to carry out their job without risks to their own and others health and safety. Training will enable staff to understand the purpose of 'risk assessment' and the need for and how to apply safe systems of work e.g. 'safe working practices' and 'permit to work'.
- 6 Ensure that there is a systematic approach to carrying out suitable and sufficient assessments of risks to health and safety of staff and others, for the purpose of identifying measures to comply with the requirements imposed by law. Risk Assessment to be applied to all activities in the Service.
- 7 Initiate, as necessary, the preparation of written safe systems of work e.g. 'safe working practices' or 'permit to work' are prepared and implemented in those areas of work where the 'risk assessment' indicates that a significant risk of injury or ill health will still be present despite existing controls.
- 8 Consult with the Principal Environmental Health Officer (Health and Safety) and relevant appointed health and safety representatives before the introduction of a new or revised safe system of work.
- 9 Take positive action when, it can be demonstrated that, health and safety rules have been broken. Disciplinary action should be considered in all cases.
- 10 Evaluate all reported adverse events, i.e. hazards, incidents, accidents and reported ill health, involving work activity, within their Service where they involve actual or potential injury, health risks, loss or damage to City Council property, and risks to the public. Report findings to their Director and ensure that they are taken into account in revising any relevant risk assessment.

- 11 Ensure that a completed internal ECC Accident/Incident Report form is given to the Principal Environmental Health Officer (Health and Safety) without delay, in all cases of adverse events, e.g. hazard, accident, ill health or incidents, arising in the course of Council activities in the Service.

A full procedure for reporting adverse events using the ECC Accident / Incident Report form is set out in CityNet Health and Safety pages.

In the case of a fatality, 'dangerous occurrence' or 'major injury', arrange immediate contact with the PEHO (Health and Safety), and with an appointed health and safety representative.

- 12 Ensure that the contractors they engage work safely and comply with health and safety legislation, policies and procedure.
- 13 Contribute, as requested, towards the preparation of an annual report on the Council's health and safety activity and performance, for publication.
- 14 Additionally cooperate with the Head of Audit in audits to check for compliance with health and safety legislation, council policies, etc.

KEY RESPONSIBILITIES - HEAD OF ENVIRONMENTAL HEALTH SERVICES

The Head of Environmental Health Services will, in addition to normal responsibilities as a Head of Service, be responsible for:

- 1 Implementing a programme of monitoring, based on risk, of all the City Council operational premises, sites and activities.
- 2 Ensuring that the Principal Environmental Health Officer (Health and Safety) effectively undertakes Health and Safety activities.
- 3 Advising the Chief Executive on the health and safety implications of any unsatisfactory work practices or working conditions that affect staff or others that are not remedied as required.
- 4 Effective liaison with the Health and Safety Executive, EMAS (the medical arm of HSE) and occupational health advisers, as required.
- 5 Ensuring a report to the Health and Safety Executive of all reportable injuries, dangerous occurrences and cases of ill health.
- 6 Assisting the Head of Human Resources in provision of training for all staff on Health and Safety issues, in particular with the review of the Health and Safety Training Policy.
- 7 Ensuring that there is a systematic approach, by managers, to carrying out suitable and sufficient assessment of risks to the health and safety of staff and others, for the purpose of identifying measures to comply with requirements imposed by law.
- 8 Evaluating all reported adverse events e.g. hazards, accidents, incidents and reported 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 others and that proposals to strengthen the risk control systems are made where necessary.
- 9 Advising on the content and review of Health and Safety Policies, action plans, and appropriate guidance.
10. The preparation of an annual report, for publication, covering the Council's health and safety activity and performance.

KEY RESPONSIBILITIES - HEAD OF HUMAN RESOURCES

The Head of Human Resources, in addition to the normal responsibilities of Head of Service, will be responsible for:

- 1 Advising the Council on the implications of its Health and Safety Policy in so far as they relate to personnel and training matters.
- 2 Consultation and negotiation with representatives of the staff on those aspects of the Policies affecting the staff and their conditions of employment.
- 3 The provision of suitable training for staff in Health and Safety matters in accordance with a Health and Safety Training Policy.
4. Contributing to an annual report on the health and safety activities and performance of the Council by supplying statistical data. This will include total employee days lost due to all causes of physical and mental illness, including injuries, disability or other health problems, and assistance in data for total cost calculations.

KEY RESPONSIBILITIES - HEAD OF CONTRACTS AND DIRECT SERVICES

The Head of Contracts and Direct Services, in addition to the normal responsibilities of Head of Service will be responsible for:

- 1 Advising the Council of the measures necessary to ensure successful management of asbestos containing materials within buildings owned or occupied by the Council and on land owned or occupied by the Council. This includes the content of any policy and the organisation and arrangements necessary to ensure, as far as is reasonably practicable, that the activities are conducted without risks to the health and safety of employees, customers and others.
- 2 Advising the Council of the measures necessary to ensure successful control of Legionella bacteria and similar organisms in water systems within buildings owned or occupied by the Council and on land owned or occupied by the Council. This includes the content of any policy and the organisation and arrangements necessary to ensure, as far as is reasonably practicable, that the activities are conducted without risks to the health and safety of employees, customers and others.

These duties to be carried out in consultation with Principal Environmental Health Officer (Health and Safety)

KEY RESPONSIBILITIES - PRINCIPAL ENVIRONMENTAL HEALTH OFFICER (HEALTH AND SAFETY)

The Principal Environmental Health Officer (PEHO) will be responsible to the Head of Environmental Health Services, to:

- 1 Prepare the Council's overall Health and Safety Policy, other topic specific policies and guidance, monitoring arrangements to implement them.
- 2 Keep the policy and implementation arrangements under review, assess effectiveness and recommend changes as necessary to discharge the Council's duties under the Health and Safety at Work Act 1974.
- 3 Promote suitable and sufficient assessments of risk to the health and safety of staff and others to identify the measures needed to eliminate or control risk, and to comply with health and safety law.
- 4 Advise Management at all levels on the Council's duties under the Act, including those for induction training.
- 5 Assist others in the risk assessment process, when necessary; and carry out proactive and reactive assessments over a range of Council activities to monitor the effectiveness of the management of health and safety.
- 6 Advise on preparation and implementation of risk control systems.
- 7 Carry out workplace inspections, at the request of and with appointed health and safety representatives, to identify unsafe plant, premises or working conditions.
- 8 Consider a direction to anyone undertaking work for the Council, to STOP WORK in extreme circumstances where there is an imminent risk of serious personal injury, or a dangerous occurrence. IMMEDIATE contact will then be made with the appropriate Director, Head of Services or the most Senior Officer available in the Directorate for them to take control of the situation.

('Extreme circumstance' means where in the opinion of the PEHO, an enforcement officer would consider service of a Prohibition Notice.)

- 9 Advise on the safety, design and use of plant, equipment and materials.
- 10 Advise on the selection of protective clothing and all equipment.
- 11 Arrange for the reporting, recording and analysis of all reported adverse events, e.g. hazards, accidents, incidents, cases of ill health and relevant incidents arising in the course of Council activities; evaluating the report, investigating the circumstances, as necessary; ensuring the findings are effectively communicated to others and that

proposals to strengthen risk control systems are made where necessary. Reporting includes forwarding statutory RIDDOR reports to the HSE Incident Contact Centre.

- 12 Promote a health and safety awareness programme, to include training of staff and accident prevention techniques in conjunction with the Head of Human Resources.
- 13 Audit systems to monitor and evaluate the health and safety performance of prospective contractors and those employed by the Council on a proactive and reactive basis.
- 14 Give advice on standards, methods of work to be specified in contracts.
- 15 Advise Members and Strategic Management Team as required.
- 16 Promote proper arrangements to carry out risk assessment required by fire legislation, fire training and practical evacuations. Engaging the Building Control Manager in the direct provision of technical advice regarding Council owned or occupied buildings and sites.
- 17 Prepare in conjunction with Head of Audit, and promote on behalf of 'Key Partner Group' an annual return, for completion by Heads of Service, to monitor corporate health and safety performance. The return will ask for evidence of compliance with relevant policies and guidance on a number of issues. The content is likely to vary from year to year.
- 18 Prepare and promote in conjunction with the Head of Audit on behalf of 'Key Partner Group', an audit protocol for verification of the annual health and safety returns.
- 19 Collate the available information necessary for, and prepare an annual report for publication on the Council's health and safety activities and performance.

KEY REPONSIBILITIES – BUILDING CONTROL MANAGER

The Building Control Manager will in addition to his normal responsibilities provide:

- 1 Technical assistance to fire risk assessors to enable assessment of the adequacy of fire precautions in Council owned or occupied buildings and sites. This will take account of the Fire safety risk assessment guides - Department for Communities and Local Government publications, as well as specific legal requirements.
- 2 Verify that the assessments are suitable and sufficient to meet the requirements of the law.

These duties to be carried out in consultation with Principal Environmental Health Officer (Health and Safety)

HEALTH AND SAFETY ‘KEY PARTNER’ GROUP

Each Director will appoint one or more senior managers to act as a 'Key Partner' to assist in the review of and implementation of Health and Safety Policy and good risk management practice. Aiming to promote the ‘Exemplar’ health and safety practice status expected of Councils.

Each ‘Key Partner’ will:

- meet with the Principal Environmental Health Officer (Health and Safety) and the Service Finance Manager from time to time and effect liaison within their Directorate
- establish ownership of responsibility for health and safety and risk management in the Directorate, to assist in drawing up implementation plans for health and safety policy and risk management initiatives
- advise on the allocation of tasks and duties in the Directorate
- monitor progress in implementation of policies, good practice and initiatives

They may also, from time to time, be asked to assist other managers, towards achieving our goal of successful management of health and safety and good risk management practice.

The ‘Key Partner’ Group will:

- prepare an annual health and safety action plan including detail of specific areas for review for inclusion in the Corporate Risk Register, in agreement with Directorate Management Teams
- receive and monitor reports from Units regarding progress in their health and safety, relevant risk management and insurance challenges. In particular in respect of high risk health and safety topics e.g. required annual tasks, risk assessments, etc.
- receive and address health and safety, relevant risk management, insurance issues, etc. and report progress to the Risk Management Group.
- Report to the Directorate Management Teams any health and safety and risk management issues considered to be possible Corporate Risk register entries.

KEY PARTNERS – November 2007

| | |
|--|--|
| Chief Executives and Chief Executive’s Support Unit | - |
| Corporate Services | Brenda Steer Ed Heaton Dave Sercombe David Chadwick Angela Bennett |
| Community and Environment | Martin Johnson Robert Norley Paul Mc Cormick Neil Shire Deborah Hockey Haydn Davies |
| Economy and Development | Dave Hubbard |

EMPLOYEE LIAISON FORUM

Formal liaison on corporate and strategic health and safety matters between the Trade Unions and Management and Members is undertaken through the Employers Liaison Forum (ELF). The terms of reference can be viewed in the Employment Handbook on CityNet. Three meetings per annum are scheduled, with the ability to call a meeting at short notice to deal with an urgent matter. It has been proposed and agreed that a separate officer led Joint Consultative Committee (JCC) with staff side be established. This committee will agree a set of objectives and terms of reference. These are likely to include, (i) the study of accidents and trends (ii) consideration of safety audit reports (iii) health and safety training overview. The JCC will formally report to ELF on work programmes and key issues.

APPOINTED HEALTH AND SAFETY REPRESENTATIVES – NOVEMBER 2007

| UNION | SECTIONS COVERED | NAME | UNIT |
|--------------|--|---------------|---|
| UNISON | Cleansing | N Bush | Environmental Health Services |
| UNISON | Environmental Protection and Environmental Health external sites | R Robertson | Environmental Health Services EPU |
| UNISON | Community Patrollers | Kevin Rooks | Environmental Health Services |
| UNISON | General | R Broom | Contracts and Direct Services |
| UNISON | General + Unison Branch Health & Safety Officer - Covers vacancies. | S Warwick | Environmental Health Services |
| UNISON | Civic Centre -Phase 1 | Vacant | |
| UNISON | Civic Centre – Phase 2 | Eva Searle | C+E Administration and Bereavement Services |
| UNISON | Cemeteries | Vacant | Contracts and Direct Services |
| UNISON | Car Parks | S Julyan | Car Parks |
| UNISON | Cleansing Officers and Cleansing Administration | Vacant | Environmental Health Services |
| UNISON | Livestock Centre & Markets and Halls | Vacant | Markets & Halls |
| UNISON | MRF & Weighbridge Yard | Vacant | Environmental Health Services |
| UNISON | Parks and Open Spaces | Rob Greenaway | Contracts and Direct Services |
| AMICUS | BEST | Vacant | Contracts and Direct Services |