



## Health and Safety Organisation

### **General**

A statement about Health and Safety Responsibilities will be written into all job descriptions. This will be of a general nature but will include references to all or some of:

- The assessment of risks to which employees are exposed in the course of Council activities.
- The implementation of measures to ensure the health and safety of employees.
- Compliance with Health and Safety policies and procedures.

### **Risk Assessment** includes:

- Identification of hazards and assessment of risks to which employees are exposed as a result of their work.
- Elimination of risks where possible.
- Development of measures to control residual risks by changes to the work practice or working environment.
- Protection of the individual through competence and the provision of protective equipment.

### **Implementation of measures** includes:

- The communication of risks, control measures and safe working practices to employees through induction, team meetings, coaching and personal discussion.
- Ensuring that employees are competent by the provision of information, instruction, training and supervision.
- The provision of appropriate and fit for purpose work equipment and personal protective equipment.
- Carry out monitoring activities to confirm that work is being carried out safely.
- Carrying out the reporting and investigation of incidents and near misses to ensure legal reporting requirements and fulfils the key element of improving health and safety performance.

### **Compliance** includes:

- Following instructions and procedures to ensure operations are carried out in a healthy and safe way.
- Reporting of incidents and accidents and/or any other Health and Safety related issues, so they can be followed up and measures to improve Health and Safety developed and implemented.
- The correct use of Personal Protective Equipment provided.
- Co-operating with others to ensure the implementation of health and safety precautions.

Not all job descriptions include Health and Safety Responsibility statements, but every employee has a duty to ensure the safety of both themselves and others.

Where there are particular Health and Safety Responsibilities relevant to a particular post then these will be included in the job description.

Employees who currently, do not have Health and Safety Responsibilities written into their job descriptions, should recognise the general and post specific Health and Safety Responsibilities identified in this document.

## **Specific Health and Safety Responsibilities**

### **Elected Members**

- Ensure that suitable resources and strategic direction are available to discharge the Council's Health and Safety responsibilities, to comply with legislation.
- Monitor, via reports from the Chief Executive the overall performance of the Council's Health and Safety Management Systems.
- Approve and adopt the Health and Safety Policy.
- Demonstrate committed leadership on Health and Safety by setting an example to Council employees, and the wider Community in what they say and do.

### **Chief Executive**

- Identified by the Council in their Health and Safety Policy as having overall responsibility for the Health and Safety of Council Operations.
- Monitors Health and Safety Performance.
- Reports to the Elected Members on Health and Safety performance.
- The Chief Executive also has line manager/supervisor responsibilities for any employees that are directly line managed by him.
- Represents the Senior Management Team on the Health, Safety and Welfare Committee and acts as Chair or Vice Chair of the Committee according to the agreed Committee arrangements.
- Sets the cultural standards for Health and Safety Management within the Council.

### **Senior Management Team**

- Support the Chief Executive in meeting his safety responsibilities for the Council as a whole.
- Provide strategic direction and oversight of corporate health and safety strategies and policies.
- Ensure that robust health and safety management systems, arrangements and organisation exists in each department.

### ***Heads of Service/Service Unit Managers***

- Are responsible for ensuring that the Health and Safety risks associated with the operations under their management are assessed.
- Are responsible for the implementation of Health and Safety Policies, Procedures and Training in their areas of Council operations, to ensure the Health and Safety of employees under their management.
- Have line manager/supervisor responsibilities for those employees they directly line manage.
- Ensure that cultural standards for Health and Safety Management, is cascaded within the service.

### **Human Resources Manager**

- Charged by the Chief Executive to provide a Health and Safety Service and Support for Council employees and managers.

### ***Health and Safety Adviser***

- Responsible for delivering an Employee Health and Safety Service for North Devon Council.
- Responsible for providing reports on Health and Safety Performance to Senior Management Team.
- Provides advice to managers and employees on Health & Safety at Work.
- Carries out Audit and Monitoring of the Health and Safety of Council activities.
- Develops and maintains Health & Safety at Work policies and procedures.
- Attends, contributes to and advises the Health, Safety and Welfare Committee.
- Identifies the need for, and where appropriate provides, Health and Safety training.

**Line Managers/Supervisors**

- Implement corporate policies and local standards and procedures as applicable in their area of responsibility.
- Ensure that all work related hazards are identified and suitable and sufficient risk assessments are undertaken.
- Ensure all staff and others comply with the requirements of the health and safety documentation.
- Ensure that they and their staff have adequate levels of competency to complete their work tasks safely and where necessary are provided with appropriate health and safety training relevant to the hazards in their work.
- Ensure that health and safety systems are maintained locally.
- Report and investigate incidents and near misses as required

**Employees**

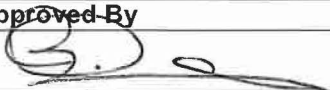
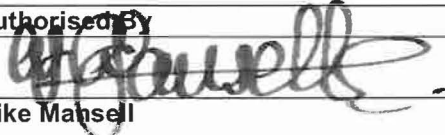
- Familiarise themselves and comply with Health and Safety policies and procedures that relate to their work.
- Ensure that they work safely in order to prevent harm to themselves and others.
- Co-operate with and support managers/supervisors in meeting their health and safety responsibilities.
- Attend Health and Safety Training when required.
- Draw attention to health and safety problems or deficiencies.

**Safety Representatives**

- Are elected by the members of a trades union to represent them on matters of health and safety and are appointed independently by recognised Trades Unions.
- Have the statutory right to inspect workplaces, investigate accidents, act on member's complaints and make representations to the Council as the employer.
- Are consulted by the Council over matters of health and safety and this is done formally, through the Health, Safety and Welfare Committee.

**Review**

The Health and Safety Adviser will initiate a review of this Health and Safety Organisation Document as necessary but at least every three years.

<b>Approved By</b> 	<b>Authorised By</b> 
<b>Des Brailey</b>	<b>Mike Mansell</b>
<b>Leader of the Council</b>	<b>Chief Executive</b>
<b>Date 28 MAY 2015</b>	<b>Date 28 MAY 2015</b>

## Health and Safety Arrangements

The Corporate documentation is in the form of policies and guidance.

Local documentation covers any health and safety procedures and requirements unique to the service or site.