The Isle of Anglesey County Council

Corporate Health and Safety Policy

Version 10.0

About this policy

This policy states The Isle of Anglesey County Council's general aims with regard to employees' health and safety. It also contains our organisation and arrangements for carrying out the policy as required by The Health and Safety at Work etc. Act 1974 and subsequent Regulations.

The Policy is supported by resources on the Council's website.

Revision history

Version	Date	Summary of changes
6.0	12.08.2016	Policy updated to reflect changes within Authority's Health and Safety Management System and changes to the Authority's Senior Leadership Team
7.0	02.03.2018	No change
8.0	18.03.2019	No change
9.0	22.11.2019	Policy updated to reflect changes within Authority's Health and Safety Management System and changes to the Authority's Senior Leadership Team
10.0		Policy updated to reflect changes within Authority's Senior Leadership Team

Date of next review	
This policy will be reviewed in:	
The review will be undertaken by:	Corporate Health and Safety Team

Contact Details:

Healthandsafety@anglesey.gov.uk

We are happy to provide this policy in alternative formats on request. Please use the above contact details.

Mae'r ddogfen yma ar gael yn y Gymraeg.

This document is available in Welsh.

1.0 Statement of Intent

As Chief Executive and Leader of The Isle of Anglesey County Council (the Council), we value the health, safety and welfare of its employees and recognise that good health, safety and welfare is integral to our organisational and business performance by reducing injuries and ill health, protecting the environment and reducing unnecessary losses and liabilities.

The Council strives to be a professional and well-run council, innovative and outward looking in our approach, committed to developing our people and partnerships in order to deliver efficient and effective services to promote safe working practices and achieve high health and safety standards and comply with both common law and statutory health and safety law.

We will provide safe environments for learning, leisure and care, safe places of work, safe systems of work, safe equipment and materials for work. We will ensure staff are competent to carry out the work and provide suitable information, instruction, supervision, training and adequate resources to support this policy. We will support staff wellbeing by providing an occupational health service, employee assistance, health initiatives and a commitment to preventing violence, assaults and threats in the workplace.

We will maintain an appropriate health and safety management system and organisational structure to ensure health and safety for all people affected by our operations. A report providing details of performance will be provided to Audit and Governance Committee on an annual basis. This report will form the basis for continuous improvement of our standards.

The Chief Executive has day-to-day responsibility for health and safety with support from the Senior Leadership Team, Directors, Service Heads, Operational Managers, Head Teachers and Supervisors.

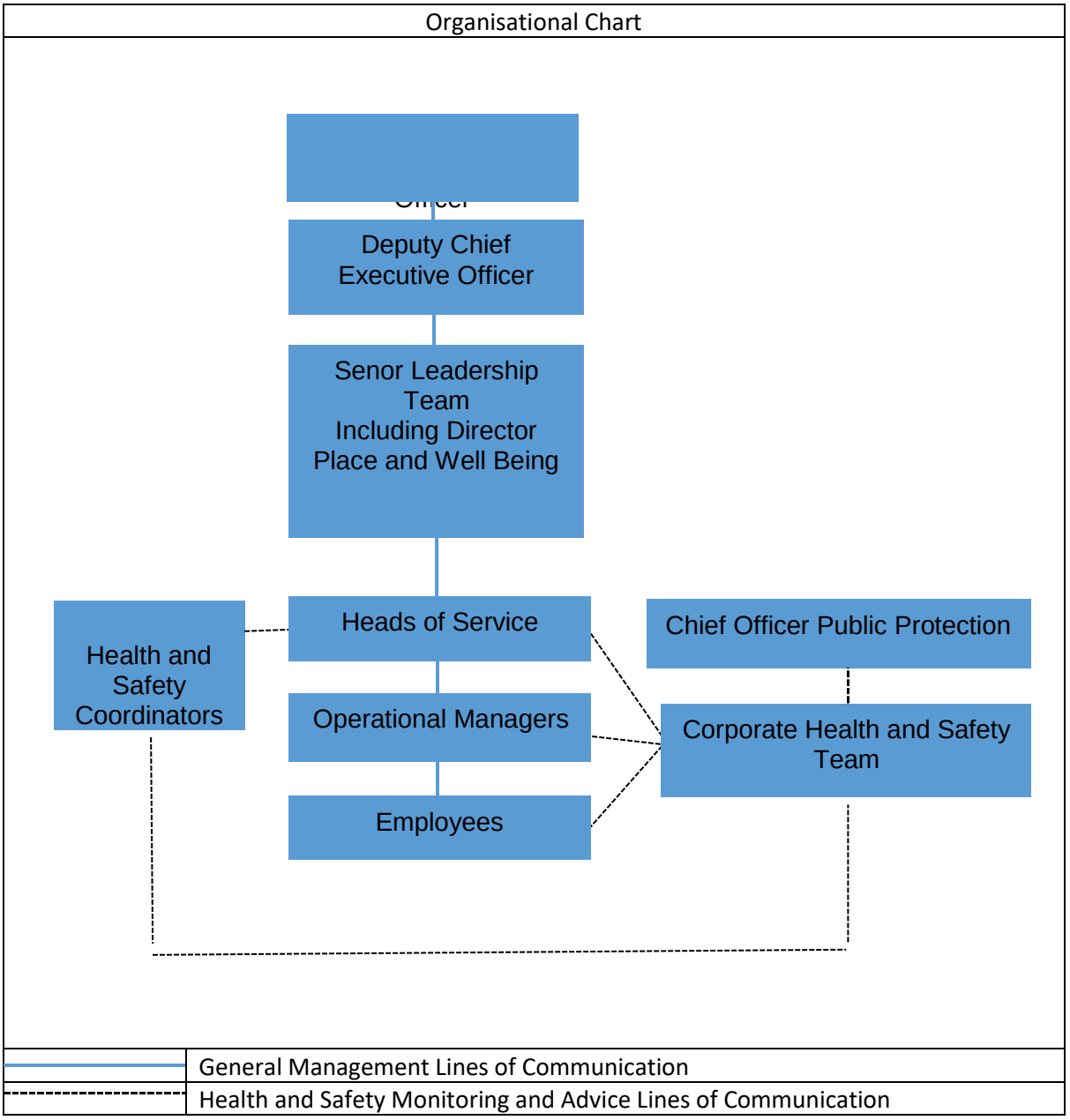
All staff must actively support the council's efforts by working with due regard for their own safety and the safety of others. We expect similar support from, trainees and volunteers and the co-operation of contractors, clients, parents and other visitors who use our facilities or visit Council premises. Neglect of health and safety responsibilities will be regarded as a serious matter and could result in disciplinary action.

All staff are encouraged to identify hazards, raise concerns about health and safety issues, give their opinions on suitable solutions to health and safety problems, and contribute to risk assessment and risk control procedures. This is imperative to achieve a good health and safety culture.

We will endeavour to consult on significant health and safety issues with staff to enable expression of their views on health and safety issues and consider safety committees to be a vital forum for consultation, joint working and employee engagement.

Annwen Morgan	Llinos M Huws
Chief Executive	Council Leader
The Isle of Anglesey County Council	The Isle of Anglesey County Council
Dated:	Dated:

2.0 Health and Safety Organisational Chart



2.1 Organisation of People and Responsibilities

The principal responsibilities for health and safety in The Isle of Anglesey County Council are set out below.

Council Leader, Executive and Elected Members shall:

- Take a direct interest in, and support the Chief Executive and wider Senior Leadership Team in fulfilling their roles and responsibilities within the Council's overall health, safety and welfare arrangements
- Develop a reasonable appreciation of health and safety policies relevant to the services and activities for which they hold portfolio responsibilities

- Support the actions of Directors, Heads of Service, Managers and Head Teachers in implementing and maintaining programmes for the improvement of health, safety and welfare
- Attend any formal health and safety meeting where an issue relevant to their portfolio has been brought to their attention for action/ assistance
- Promote a positive health and safety culture within The Isle of Anglesey County Council
- Be responsible for routine scrutiny of the Corporate Health and Safety Policy
- Take due regard for their own safety and the safety of those affected by their acts or omissions and will always set a good example

Chief Executive Officer shall:

- Take overall responsibility for health and safety across The Isle of Anglesey County Council and lead in setting corporate policy and direction
- Ensure a member of the Senior Leadership Team (SLT) has responsibility for health and safety strategic leadership; reporting performance and continual improvement
- Approve the General Policy Statement which forms part of The Isle of Anglesey County Council 's health and safety policy document and ensure its annual review
- Support the overview, monitoring and review of health and safety performance and produce an annual health and safety report on the Council's performance
- Agree plans for improvement, review the progress of improvement plans, and take responsibility for co-ordinating health and safety arrangements to ensure a **One Council approach**
- Provide adequate resources in time, finance and facilities to ensure, so far as reasonably practicable, the health and safety of the Council's employees and others who may be affected by its endeavours.
- Be responsible for ensuring that each Director and Head of Service complies with the health and safety policy
- Ensure that each Director and Head of Service establishes any additional local policies, and procedures necessary to ensure safe service delivery
- Ensure that effective systems are in place to identify and control workplace hazards, by the implementation of a thorough risk assessment regime
- Ensure that arrangements are in place to involve workforce safety representatives and recognised trade unions in health and safety committees
- Ensure that an effective link is maintained with external organisations such as the Health and Safety Executive, North Wales Fire and Rescue Service etc.
- Always set a good example

The Deputy Chief Executive Officer and Senior Leadership Team (SLT) shall:

- Assist the Chief Executive with her responsibilities as stated above and deputise as required
- Providing advice and assistance to the Chief Executive in conjunction with competent Health and Safety Advisors.
- Inform the Chief Executive of any significant health and safety failures, and of the outcomes of the investigations into their causes
- Ensure that health and safety risk management systems are in place and that they remain effective
- Place relevant health and safety items on the agenda at SLT meetings
- Always set a good example
- Ensure actions identified as the result of investigations, inspections or audits are completed and reported to Corporate Health and Safety

Head of Service with Specific H&S Responsibility shall:

- Assist the Chief Executive with her responsibilities as stated above and deputise as required
- In addition to the general duties outlined below and service specific health and safety responsibilities, the Director with responsibility for health and safety is responsible for
    a) Ensuring that adequate resources are provided to ensure competent persons are appointed as Health and Safety Advisors, to advise the Council on health and safety matters. This requirement is met by the Corporate Health and Safety Team
    b) Keep up to date with changes in health and safety legislation, standards and good practice relevant to The Isle of Anglesey County Council
    c) Provide a communication link between SLT, the Corporate Health and Safety Team and the Corporate Health and Safety Co-ordinators

The Chief Public Protection Officer and Licensing and Corporate Safety Manager shall:

- Maintain The Isle of Anglesey County Council 's Health and Safety Policy and ensure that the Policy and revisions are made available to all staff
- Prepare and publish The Isle of Anglesey County Council 's health and safety policies, procedures and guidance regarding specific health and safety issues with council wide implications.
- Advise on the planning for health and safety including the setting of objectives and deciding priorities
- Ensure that meaningful consultation on strategic health and safety issues takes place with trade union / employee Health and Safety Co-ordinators
- Ensure adequate provision of recording systems for safety management practice and accident recording
- Ensure that competent persons are appointed as Health and Safety Advisors, to advise the Council on health and safety matters
- Ensure that adequate resources are allocated for the Corporate Health and Safety Team
- Take due regard of their own safety and the safety of those affected by their acts or omissions and to always set a good example

Corporate Health and Safety Team shall:

- Support and challenge the Chief Executive and other officers on all aspects of health and safety and act as the Council's "Competent Person"
- Advise on the content of The Isle of Anglesey County Council's Health and Safety Policy.
- Advise the Chief Executive on the possible health and safety implication of Strategic Leadership Team decisions
- Advise on effective health and safety management systems, including policies, procedures and guidance notes. Particularly in response to new legislation, changes in best practice and the introduction of new methods and systems
- Ensure that the Chief Executive is kept informed of any significant health and safety failures and the outcome of the investigations into their cause
- Maintain the procedures for recording, reporting, investigation and analysis of accidents, incidents and the cases of ill health
- Work in partnership with the development team to develop, promote and monitor the delivery of health and safety training and support corporate training programme and advise on adequate provision for the development of health and safety training and skills

- Advise on adequate arrangements for consultation with staff including representatives and unions;
- Liaise with nominated Health and Safety coordinators from Services and Head teachers;
- Represent the Chief Executive regarding health and safety inspections and investigations by enforcement agencies such as the HSE
- Liaise with enforcement agencies and other lead bodies to enable best practice in health and safety management
- Always set a good example
- Record completed actions from investigation, inspection and audit as provided by services

Health and Safety Co-ordinator shall:

- Support and challenge Service Managers and other officers on behalf of the Head of Service, on all aspects of health and safety and act as Health and Safety Lead Officer for the Service. ".
- Liaise with managers and Health and Safety Advisor's on all aspects of health and safety Co-ordinate the implementation of corporate and service Health and Safety policies, standards and procedures as applicable in their area of responsibility
- Ensure effective communications across the service on health and safety issues
- Co-ordinate the development of service level policy and procedures as applicable
- Promote a positive health and safety culture to secure the effective implementation of the policy Co-ordinate plans and monitor control measures employing active and reactive techniques
- Ensure periodic feedback to senior management on performance including successes and failures
- Ensure that work related hazards are identified by managers and suitable and sufficient risk assessments are undertaken
- Monitor incidents to promote prevention measures
- Provide escalation route from operational teams to relevant specialists and the Corporate Health and Safety Team, where further assistance is required.
- Escalate evidenced non-compliance/ disregard for health and safety by employees or managers to Head of Service and/ or Health and Safety Advisor for action.
- Record completed actions from investigation, inspection and audit as provided by services

Directors and Heads of Service shall:

- Implement The Isle of Anglesey County Council 's health and safety policy throughout their service areas
- Appoint competent staff to lead on health and safety matters within their service areas and schools
- Ensure that Managers and Head Teachers provide copies of the corporate health and safety policy to employees and other workers acting on behalf of their service area and ensure that its contents is understood by staff
- Ensure that a competent individual undertakes an annual Service Health and Safety Risk Assessment/ review and produces an annual Health and Safety Service Plan to put into effect the continuous improvement of health and safety standards.
- Address the health and safety implications of Senior Management Team decisions
- Ensure that health and safety is a permanent Management Team agenda item and is discussed purposefully with expected outcomes and timescales for completion
- Ensure meaningful consultation on health and safety issues takes place with Safety Co-ordinators and employees within Service Level Health and Safety Meetings

- Ensure that health and safety objectives are an integral part of The Isle of Anglesey County Council 's Service Delivery Plan and ensure the participation of employees in the planning process
- Establish management arrangements, risk control systems and workplace precautions together with associated procedures
- Take due regard of their own safety and the safety of those affected by their acts or omissions and to always set a good example
- Ensure actions identified as the result of investigations, inspections or audits are completed and reported to Corporate Health and Safety

Head teachers, Managers and Supervisors shall:

- Implement corporate and service level health and safety policies, standards and procedures as applicable in their area of responsibility
- Ensure periodic feedback to local Health and Safety Co-ordinator, senior management or governing body on performance including successes and failure
- Ensure that all new starters have undergone appropriate health and safety induction training and emergency procedure training
- Be accountable for arranging for their staff to be given the information, instruction and training they need to undertake work safely and supervise them to ensure they act on it
- Ensure that all work related hazards are identified and suitable and sufficient risk assessments are undertaken and control measures are implemented effectively and regularly reviewed
- Ensure timely feedback to local Health and Safety Co-ordinator, senior management or governing body on deficiencies in plans, standards, procedures and systems
- Ensure that inspections of the workplace are undertaken in order to establish whether appropriate health and safety standards are being met
- Ensure that work equipment and machinery is maintained in good repair and safe working order
- Ensure that appropriate personal protective equipment (PPE) is issued to staff as required and it is correctly worn and used. Adequate storage must be arranged for each employee's PPE
- Ensure good standards of housekeeping are maintained within the workplace, and that it is kept clean and tidy.
- Ensure that all defects in the workplace are promptly reported and, so far as is reasonably practicable, are repaired or replaced.
- Ensure that accidents, incidents, dangerous occurrences and near misses are investigated, recorded and notified to the Corporate Health and Safety Team. Appropriate recommendations for remedial action will be acted upon in a timely manner.
- Ensure that aeas where deficiencies/ non-compliance are highlighted by the Health and Safety Co-ordinator/ Advisor are adequately addressed.
- Take due regard of their own safety and the safety of those affected by their acts or omissions and to always set a good example
- Ensure actions identified as the result of investigations, inspections or audits are completed and reported to Corporate Health and Safety

Employees shall:

- Take reasonable care for the health and safety of themselves, and of others who may be affected by their actions, or failure to act
- Co-operate with their employer or any other person, to enable them to perform and comply with any duties or requirements imposed upon them

- Remedy any unsafe situation within their competence or report such to their Manager or Supervisor in the first instance, who will ensure that appropriate action is taken
- Conform to all health and safety instructions and attend health and safety training as identified by their manager
- Notify their employer of any short comings in protective measures, damaged equipment / facilities and health and safety concerns to the service manager or supervisor without delay
- Not misuse or interfere with anything that is provided for health and safety
- Use machinery, equipment, substances and any safety device according to their training or instruction and in compliance with the law
- Wear and use appropriate personal protective equipment (PPE) in the approved manner, when required or instructed to do so
- Report all accidents, incidents, dangerous occurrences and near misses to the Service Manager without delay
- To actively support the service manager in managing health and safety and suggest possible improvements where possible.

3.0 Arrangements for Health and Safety

This Section of the Health and Safety Policy refers to Council wide health and safety management arrangements. This Section does not contain detailed information about the specific health and safety management arrangements in each service area.

Corporate, School and Service Health and Safety Policies will contain additional management arrangements, procedures and the contact details of people responsible for health and safety management.

3.1 Health and Safety Training

It is essential to provide high quality health and safety training for all occupational groups in order to ensure that employees are able to stay safe and free from work related illness, injury whilst at work and avoid possible property damage.

Service managers and Head Teachers must identify the health and safety training needs of employees, to enable them to carry out their work in a safe manner. Information from risk assessments, health and safety audits, inspections and health and safety guidance are all useful in enabling managers to identify training that is suitable and sufficient for the particular workplace and service.

Training should be delivered at induction and on the introduction of new legislation, systems, equipment, substances or processes

Training must be delivered by people who are competent in the relevant discipline and in a manner that is understandable to those receiving the training.

Service managers and Head Teachers must keep accurate records of employee training and ensure that refresher sessions are provided in a timely manner.

Employees must attend training that has been identified as necessary for the purposes of health and safety. This will include any additional training identified as part of any investigation.

3.2 Monitoring and Auditing

Each service and school should monitor the health and safety performance of their various operations, to ensure that health and safety management systems are working in an effective manner.

To assist in the monitoring of health and safety performance, Directors, Heads of Service, Head Teachers, Managers and the Service Health and Safety Co-ordinator should use appropriate management systems.

These include:

a) **Health and Safety Inspections** – Managers, Head teachers, Governors and supervisors carry out facility/ service health and safety inspections as appropriate
b) **Health and Safety Inspections and Audits** - The Corporate Health and Safety Team carry out service area health and safety management inspections and audits on a rolling programme
c) **Monitoring of Accident Reports and Statistics** – Accident reports will be monitored to identify trends and unsafe practices to allow the development of revised and improved procedures. Heads of Service and Head teachers should review these reports at least every quarter. This statistical review will be carried out by the Corporate Health Safety Team. The Chief Executive will review Council wide accident statistics on an annual basis.
d) **Escalation of Non-compliance or Disregard for Health and Safety Policies and Procedures -** Disregard for Health and Safety Policies, Procedures, Guidelines or the blatant non-compliance of Health and Safety Regulations will be escalated for attention and action through Managers by the Service Health and Safety Co-ordinator or Corporate Health and Safety Advisor in the first instance. If the example persists, it will be brought to the attention of the Director, Head of Service or to Corporate Health and Safety Advisor for their attention or action. If the example still persists, the Health and Safety Advisor may bring examples of non-compliance to the attention of the Director with responsibility for Health and Safety, Chief Executive and/ or Leader of the Council.

Contractors and Contracted Services.

Commissioning a Contractor or Contracted Services does not discharge the Council or Council Officers of the duty under Health and Safety Legislation. Therefore the above monitoring methods should be applied to work undertaken by contractors on behalf of the council.

3.4 Accident, Incident and Near Miss Reporting and Investigation

All accidents, violent incidents, dangerous occurrences and near miss incidents involving the Isle of Anglesey County Council premises, employees or other people who are affected by the Council's operations, are to be reported without delay

Service Managers and Head Teachers should complete The Isle of Anglesey County Council's accident report form (ADIR1) available on Monitor, or by contacting the Corporate Health and Safety Team, and submit them to the Corporate Health and Safety Team via the team's central email address – healthandsafety@anglesey.gov.uk

Where accidents are reportable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR), the Corporate Health and Safety Team will ensure the necessary report is made to the Health and Safety Executive

Service Managers and Head Teachers are to investigate the circumstances relating to all accidents, violent incidents, dangerous occurrences and near miss incidents. Where necessary, Managers and Head Teachers can rely on the assistance of the Corporate Health and Safety Team.

Where possible, the cause of the accident or incident should be determined and recommendations made regarding methods of preventing a reoccurrence.

3.5 Fire and Emergency Procedures

Each Isle of Anglesey County Council workplace and school will have a written risk assessment and procedure to deal with accidents, fire, bomb threats and other emergencies. Each employees is to be made aware of these procedures and their own role in carrying them out

All Officers responsible for workplaces e.g. Head Teacher in a school or Care Home Manager, must ensure adequate arrangements are in place to ensure the effective operation of emergency evacuation procedures. This will include the identification and training of sufficient Evacuation Marshals and the maintenance of Personal Emergency Evacuation Plans for employees, residential service users or pupils who have difficulty in evacuating the building

All employees are to be made aware of the fire and evacuation procedures for their workplace. The evacuation procedure should be tested at least once fire evacuation drill per quarter for commercial buildings and residential homes or per term for schools.

A Fire Precautions Log Book will be maintained at each workplace building and school It will contain records of inspections, tests, the results of fire drills and remedial action. The use of any fire extinguisher is to be reported to the relevant service manager, supervisor or Head teacher without delay. The service manager is to ensure that the extinguisher is recharged or replaced as quickly as possible.

Detailed fire and emergency arrangements will be displayed in a prominent position at each workplace and school.

3.6 Building Health and Safety

All Isle of Anglesey County Council workplaces and schools have written risk assessments, management plans and procedures to deal with the hazards of asbestos, legionella and fire safety. All employees are to be made aware of these procedures and their own role in carrying them out.

All employees are to be made aware of the Isle of Anglesey County Council's policy for the control of asbestos and legionella. These policies are posted on Monitor, Policy Portal and Addysg Mon.

All Officers responsible for workplaces are responsible for the safety of their designated building including the effective management of hazards such as asbestos, legionella and fire safety etc.

3.7 Communication and Consultation with Employees and Trade Union / Employee Health and Safety Co-ordinators

Effective communication and consultation between management and staff is a key factor in ensuring the health, safety and welfare of all employees.

To ensure that meaningful consultation on health and safety issues takes place each Director or Head of Service is to establish and maintain a forum for Health and Safety. The forum may be a Service Level Health, Safety and Emergency Planning Group or a set agenda on Service Management meetings.

The Health, Safety and Emergency Planning Groups should consist of Operational Managers and Service Health and Safety Co-ordinators. Service Health and Safety Co-ordinators should attend the Service Management meetings if no Health, Safety and Emergency Planning Group meetings are in place.

A member of the Health and Safety Team will attend as and when required, as will a member of the North Wales Emergency Planning Team. The meetings should take place on a quarterly basis as a minimum. It is expected that sub-groups may be formed and that these may need to meet on a more frequent basis to complete set tasks.

Quarterly meetings of a Corporate Health and Safety Group will be held. The purpose of the Corporate Health and Safety Group (CHSG) is to support and inform Services on the development, monitoring and improvement of health and safety standards and to assist with compliance with relevant legislation.

The Corporate Health and Safety Team will arrange meetings of the CHSG. The Chair for the meeting will be the Licensing and Corporate Safety Manager or the Principal Corporate Health and Safety Advisor.

The purpose of the group will be to:

- Monitoring progress of Health and Safety Strategy and Action Plans
- Considering results of Health and Safety monitoring and audits
- Considering accidents and notifiable disease statistics and trends
- Reviewing reports/information provided by internal and external sources
- Reviewing effectiveness of Health and Safety measures and consider new ideas for good practise and continuous improvement
- Enabling communication of Health and Safety matters to employees/contractors

Membership of the group shall comprise the following core members:

- Service Health and Safety Coordinators
- Corporate Health and Safety Team
- Risk and Insurance Manager
- HR Representation
- Union Representation

The Director with responsibility for Health and Safety may attend the meetings if required. The Director with responsibility for Health and Safety will act as a communicate link between the CHSG and the SLT.

Service Health and Safety Co-ordinators will act as the communication link between the CHSG and Services.

If you have concerns about the policy or your role in helping to achieve high standards of health and safety, you should raise these issues with your Operational Manager/ Head Teacher or Head of Service as a priority

This policy will be reviewed at least annually and revised as necessary in light of legislative or organisational changes.