

Southampton City Council Health and Safety Policy

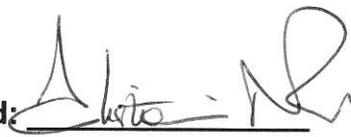


Statement of Intent

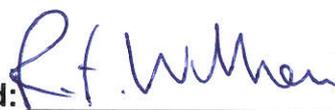
Southampton City Council recognises and accepts that it is responsible for complying with health and safety legislation and ensuring the health safety and welfare of its employees and others who may be affected by its activities. The Council seeks to provide and maintain so far as is reasonably practicable by the implementation of this Policy its Arrangements and Procedures, risk management and through information, instruction and training.

- Roles, responsibilities and accountabilities all staff and at all levels within the Council are clearly defined and understood in order to secure corporate and individual compliance with relevant legislation.
- A positive health and safety culture and a health and safety management system that ensures health and safety at work.
- Plant and systems of work that are made safe and without risks to health through the appropriate implementation of this Policy, Arrangements and Procedures to manage the associated risks.
- Arrangements for the use, handling, storage and transport of substances and articles that are made safe and without risks to health through the appropriate implementation of this Policy, Arrangements and Procedures to manage the associated risks.
- Information, instruction, training and supervision that is necessary to ensure adequate health and safety at work.
- Places of work that are made safe and without risks to health and methods of access and egress that are safe and without such risks through the appropriate implementation of this Policy, Arrangements and Procedures to manage the associated risks.
- A working environment that is made safe and without risks to health together with adequate arrangements for welfare at work through the appropriate implementation of this Policy, Arrangements and Procedures to manage the associated risks.
- Adequate resources for carrying out of this policy.
- By ensuring that everyone is aware of their accountabilities and responsibilities through the Policy, Arrangements and Procedures.
- Systems for identifying and assessing all hazards and risks associated with their activities and putting in place adequate control measures.

Alistair Neill
Chief Executive
Southampton City Council

Signed:  Dated: 7/9/12

Cllr Richard Williams
Leader of The Council
Southampton City Council

Signed:  Dated: 7/9/12

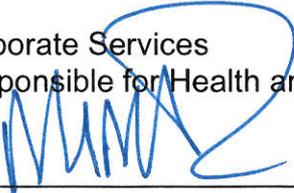
Review due: November 2012

This statement must be displayed on notice boards. A full copy of this policy including Organisation and Responsibilities, Arrangements and Safe Working Procedures, can be found on the Health and Safety Intranet.

This Health and Safety Policy is signed up to by each member of the Management Board of Directors.

Mark Heath

Director, Corporate Services
(Director Responsible for Health and Safety)

Signed:  _____

Dated: 14 August 2012

Dawn Baxendale

Director, Environment & Economy

Signed:  _____

Dated: 17 July 2012

Clive Webster

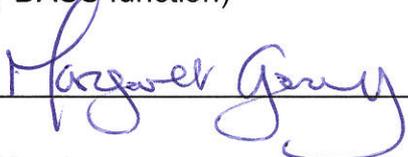
Executive Director, Children's Services and Learning
(Director of Children's Services)

Signed:  _____

Dated: 16/7/12

Margaret Geary

Executive Director, Health and Adult Social Care
(Statutory DASS function)

Signed:  _____

Dated: 16 July 2012

Andrew Mortimore

Director of Public Health

Signed:  _____

Dated: 19 July 2012

Tony Lubman

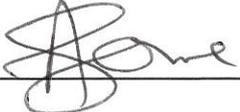
Regional Partnership Director

Signed:  _____

Dated: 14 July 2012

Andrew Lowe

Head of Finance
(Chief Financial Officer)

Signed:  _____

Dated: 15th August 2012

Health and Safety Policy

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1.0. Introduction

- 1.1. The Health and Safety Policy Statement of Intent on the front page signed by the Chief Executive and Leader of the Council sets out the Council's commitment towards health and safety.
- 1.2. This Health and Safety Policy sets out the Organisation and Responsibilities required to implement the Health and Safety Statement of Intent (see section 2 and 3 Organigram).
- 1.3. This Policy must be read in conjunction with the Council's Arrangements for 'Managing Health and Safety', 'Risk Assessment' and Safe Working Procedures.
- 1.4. The Arrangement - Managing Health and Safety sets out the Council's systems for managing health and safety and is based on the Health and Safety Executive (HSE) guidance document HSG 65 'Successful Health and Safety Management', which Southampton City Council has adopted. Managers must read and implement this Arrangement.
- 1.5. The Arrangement - Risk Assessment sets out the Council's procedure for undertaking a risk assessment 'and is vital to ensuring the management' of health and safety.
- 1.6. Safe Working Procedures have been developed to support this policy, they reflect the requirements set out in various Health and Safety Regulations *and other statutory provisions*. Safe Working Procedures (SWPs) are key to the development of management systems and the controls required to manage the risks identified by risk assessment. Managers and staff must read and implement SWPs that are applicable to their role.
- 1.7. This Policy, its Arrangements and Safe Working Procedures can be found on the Corporate Health and Safety Intranet Site by going to [Your Council/Health and Safety](#) where other health and safety information can be found pertinent to the Council.

Organisation and Responsibility

2.0. The Leader of the Council and Cabinet Members have overall responsibility for:

- 2.1. Ensuring the decisions they make take into account this Council's health and safety policy and any applicable statutory provisions.
- 2.2. Appointing a cabinet member to have responsibility for monitoring the operation of the Council's health and safety policy.
- 2.3. Ensuring that adequate resources are made available for carrying out of this policy.
- 2.4. Ensuring the Chief Executive and the Management Board of Directors, follow their responsibilities detailed within this Health and Safety Policy, its Arrangements and Safe Working Procedures, holding them to account if they do not.

3.0. Elected Members have overall responsibility for:

- 3.1. Ensuring the decisions they make take into account this Council's Health and Safety Policy and any applicable statutory provisions.

4.0. The Chief Executive and the Management Board of Directors have overall responsibility for:

- 4.1. Providing leadership to ensure that health and safety is effectively managed within the Council.
- 4.2. Ensuring the decisions they make take into account this Council's Health and Safety Policy and any applicable statutory provisions.
- 4.3. Being informed of, and alert to, relevant health and safety risk management issues.
- 4.4. Ensuring a health and safety strategy is in place for the ongoing development of health and safety management systems.

5.0. Executive Director with responsibility for Health and Safety - The Director of Corporate Services has been appointed as the Executive Director responsible for health and safety at work. The Executive Director will:

- 5.1. Provide leadership on health and safety matters for the Council.
- 5.2. Ensure that the operation of the health and safety management system provides effective planning, organisation, control, monitoring and review of health and safety within the council.
- 5.3. Be kept informed about any significant health and safety failures, and of the outcome of any investigations into their causes through the Council's reporting procedures.

6.0. Each Executive Director is Responsible for:

- 6.1. Providing leadership on health and safety matters for their Directorate.
- 6.2. Ensuring that the operation of the health and safety management system provides effective planning, organisation, control, monitoring and review of health and safety within the Directorate.
- 6.3. Appointing a senior person within their Directorate as the Health and Safety coordinator.
- 6.4. Appoint a manager(s) to become the 'Responsible Person' for each property in their portfolio.
- 6.5. Ensuring Senior Managers and Head teachers, follow their responsibilities detailed within this Health and Safety Policy, its Arrangements and Safe Working Procedures, holding them to account if they do not.
- 6.6. Ensuring managers are competent to perform their role.
- 6.7. Holding Joint Consultative Group meetings quarterly.

7.0. Divisional Senior Manager/Head teacher is responsible for:

- 7.1. Ensuring that the operation of the health and safety management system provides effective planning, organisation, control, monitoring and review of health and safety within the Division/School.
- 7.2. Preparing implementing and maintaining a Divisional/School health and safety policy (including organisation and arrangements) aimed at complying with the requirements of this health and safety policy at Divisional level.

- 7.3. Ensuring Managers and teachers, follow their responsibilities detailed within this Health and Safety Policy, its Arrangements and Safe Working Procedures, holding them to account if they do not.
- 7.4. Ensuring staff are competent to perform their role.
- 7.5. Holding Joint Consultative Group meetings quarterly.
- 7.6. Appoint a 'Responsible Person' for every service property within their control, and ensure they are aware of their duties (including Corporate Property Standards), have sufficient ability, resources and training to be able to carry it out properly (In any premises where there are employees of more than one Division, the relevant Senior Managers must liaise in making the appointment).

8.0. All Managers, Teachers, Supervisors, Responsible Persons and Employees with Management/ Supervisory Roles are responsible for:

- 8.1. Ensuring that the operation of the health and safety management system provides effective planning, organisation, control, monitoring and review of health and safety within the Section.
- 8.2. Informing their line management of any breaches of the Health and Safety Policy, its Arrangements or Safe Working Procedures.
- 8.3. Ensuring staff are competent to perform their role.
- 8.4. Holding Joint Consultative Group meetings quarterly where appropriate.
- 8.5. Manage property assets and services in compliance with Health and Safety legislation, the Equalities Act and Corporate Property Standards.
- 8.6. Ensure compliance with all statutory workplace inspections managed either directly or via Property Services.
- 8.7. Liaise with the appropriate service provider (i.e. Capita Property Services) and building occupants to establish where the lines of responsibility lay for the management of property assets and services (note: there may be a cross over of duties between the Responsible Person and manager so these two roles must liaise with each other).
- 8.8. Ensuring that on-line records of statutory servicing, maintenance and testing for the site are accessed periodically to check accuracy.

9.0. Employee Responsibilities - It is the duty of all employees while at work:

- 9.1. To carry out their duties in line with the Health and Safety Policy, its Arrangements and Safe Working Procedures.
- 9.2. To take reasonable care for the health and safety of themselves and of other persons who may be affected by their activities.
- 9.3. To co-operate with the Council to ensure that any relevant statutory provisions are complied with.
- 9.4. Not to intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare.
- 9.5. To report all accidents, incidents or near misses to their immediate supervisor.
- 9.6. Report any unsafe work situation or equipment defects to their immediate supervisor.
- 9.7. To use any equipment or substance provided in accordance with any training or instruction given.

10.0. The Southampton Strategic Services Partnership Health and Safety Team is responsible for:

- 10.1. Ensuring that SCC is aware of its responsibilities and requirements to comply with relevant statutory provisions and codes of practice and to identify where SCC is not compliant.
- 10.2. Providing competent occupational health and safety advice to all areas of SCC in line with SCC's policies and procedures.
- 10.3. Create and maintain the SCC Health and Safety Policy , Arrangements and Safety Working Procedures in conjunction with SCC staff.
- 10.4. Audit and monitor compliance with this Policy, Arrangements and Safe Working Procedures, Advising and reporting on areas of health and safety management that are lacking, inconsistent or not in accordance with good practice to SCC.
- 10.5. Advise and support Directorates where necessary on production of risk assessments and localised procedures.
- 10.6. Identify health and safety training in coordination with the Learning and Development team.
- 10.7. Carry out and support Senior Managers in SCC to carry out accident investigations and to implement and monitor corrective actions.
- 10.8. Carry out inspections as required.
- 10.9. Undertake audits based on the management system to ensure it is being implemented across the Council.
- 10.10. Attend Directorate health and Joint Consultative Groups.
- 10.11. Liaise regularly with SCC trade union health and safety representatives.
- 10.12. Assist the SCC Advisor in liaising with enforcement authorities.
- 10.13. Keep abreast of and bring to the attention of SCC any relevant legislation changes.
- 10.14. Provide reports to the health and safety committee on trends identified from accident reporting, inspections, audits and any general observations based on enquiries.
- 10.15. Issuing periodic health and safety bulletins on changes to legislation, updates to the Health and Safety Policy and SWP's, training/briefing sessions, and results from accident investigations, audits and inspections.

11.0. The Southampton Strategic Services Partnership Occupational Health Team is responsible for:

- 11.1. The provision of an appropriate level of expertise, to assist the authority maintain a healthy workforce.
- 11.2. Advising on candidates' fitness for work to undertake the duties concerned.
- 11.3. Advising managers of the prognosis for the return to work or continuing absence of their employees.
- 11.4. Providing pro-active health promotion services and expert advice to Clients and employees to help the workforce to stay healthy.
- 11.5. Providing health surveillance activities to enable the council to meet its statutory obligations.

12.0. The Southampton Strategic Services Partnership Property Services Team is responsible for:

- 12.1. Carrying out their contractual CDM duties as required. This will include reviewing contractor's health and safety competence against a recognised standard prior to allowing contractors onto any construction related framework.
- 12.2. Carrying out contractor inspections to ensure compliance with Section 3 of HSWA 74 where they are contracted to do so and in accordance with SWP Control of Contractors.

- 12.3. Ensure that all work undertaken on behalf of the Council, by contractors, is undertaken with the appropriate levels of health & safety built in where they are contracted to do so.
- 12.4. To ensure that all contract documentation adequately addresses health & safety performance and that suitable monitoring arrangements are established to ensure the required level of performance is met where they are contracted to do so.
- 12.5. To ensure that compliance testing and inspection regimes related to property, which are within the remit of the SSP Contract, are delivered in accordance with the contract. The responsibilities listed in the relevant Product Specification Construction (PSCON) such as PSCON 31, 35 and 59 would be typical of such requirements.
- 12.6. To action any necessary works arising for such inspections and statutory inspections in discussion with the client.
- 12.7. To maintain accurate records and of required tests, inspections and certificates for those areas falling within the providers remit monitor.

13.0. The Corporate Health and Safety Advisor is responsible for:

- 13.1. Supporting the SCC Executive Director for Health and Safety to ensure the Council is meeting its legal and moral obligations with regard to the health, safety and wellbeing of its employees and those affected by the Council's activities.
- 13.2. Advise the Council's Strategic Service Provider (SSP) on SCC corporate health and safety objectives and ensure objectives are planned and implemented.
- 13.3. Ensure that the strategic direction for health safety is developed and communicated to the provider and their performance is regularly monitored and reviewed.
- 13.4. Receive health and safety reports from the Southampton Strategic Services Partnership Health and Safety Team in order to monitor performance.
- 13.5. Provide leadership for health and safety across SCC, working with and co-ordinating health and safety teams and advisors across SCC and providing support to Senior Managers.

14.0. The Directorate Health and Safety Coordinator is responsible for:

- 14.1. Supporting the Executive Director of their Directorate.
- 14.2. Acting as a conduit for health and safety information to ensure that Managers and others within the Directorate are kept up to date with health and safety issues.

15.0. The Responsible Person

- 15.1. Comply with the requirements set out in Safe Working Procedure Property Management.

16.0. Corporate Health and Safety Board – Chaired by the Chief Executive

- 16.1. The Board has the overall responsibility for monitoring, advising and ensuring compliance with the Council's Health and Safety Policy. The Board will review the management of health & safety by the Steering Group, make decisions in terms of any necessary funding and provide direction and support where required. The purpose of the Board is to;
 - 16.1.1. Monitor the compliance of the Health and Safety Policy, its Arrangements and Safe Working Procedures.
 - 16.1.2. Commission reviews into health and safety and advise the Management Board of Directors of any outcomes and actions the board need to consider.

17.0. Health and Safety Steering Group – Chaired by the Director Responsible for Health and Safety

17.1. The Health & Safety Steering Group is the senior health and safety decision making body in the Council. The members of the Group are the lead officers for the Directorates and have been appointed by their Director to membership of the Steering Group. The Group discusses and agrees policy and strategy documentation and monitors health and safety performance across all departments. In addition the purpose of the group is to:

17.1.1. Project manage any reviews requests coming from the Health and Safety Board.

17.1.2. Lead the development and implementation of corporate plans to drive improvements in Health and Safety performance and practice; taking into account statutory requirements and the Council's Health & Safety Policy.

18.0. Joint Consultative Groups (JCGs) – The Council operates a system of JCGs which are forums for Trade Union and Management to discuss issues which include health and safety. They must exist at Directorate and Divisional/School Level quarterly (each term for schools) and be made up of management and trade Union Safety Representatives. Depending on the level of risk and where there has been a request to hold one, JCGs may be required at Section and Sub-Section levels.

18.1. The following rules have are to ensure JCGs are meaningful and flow;

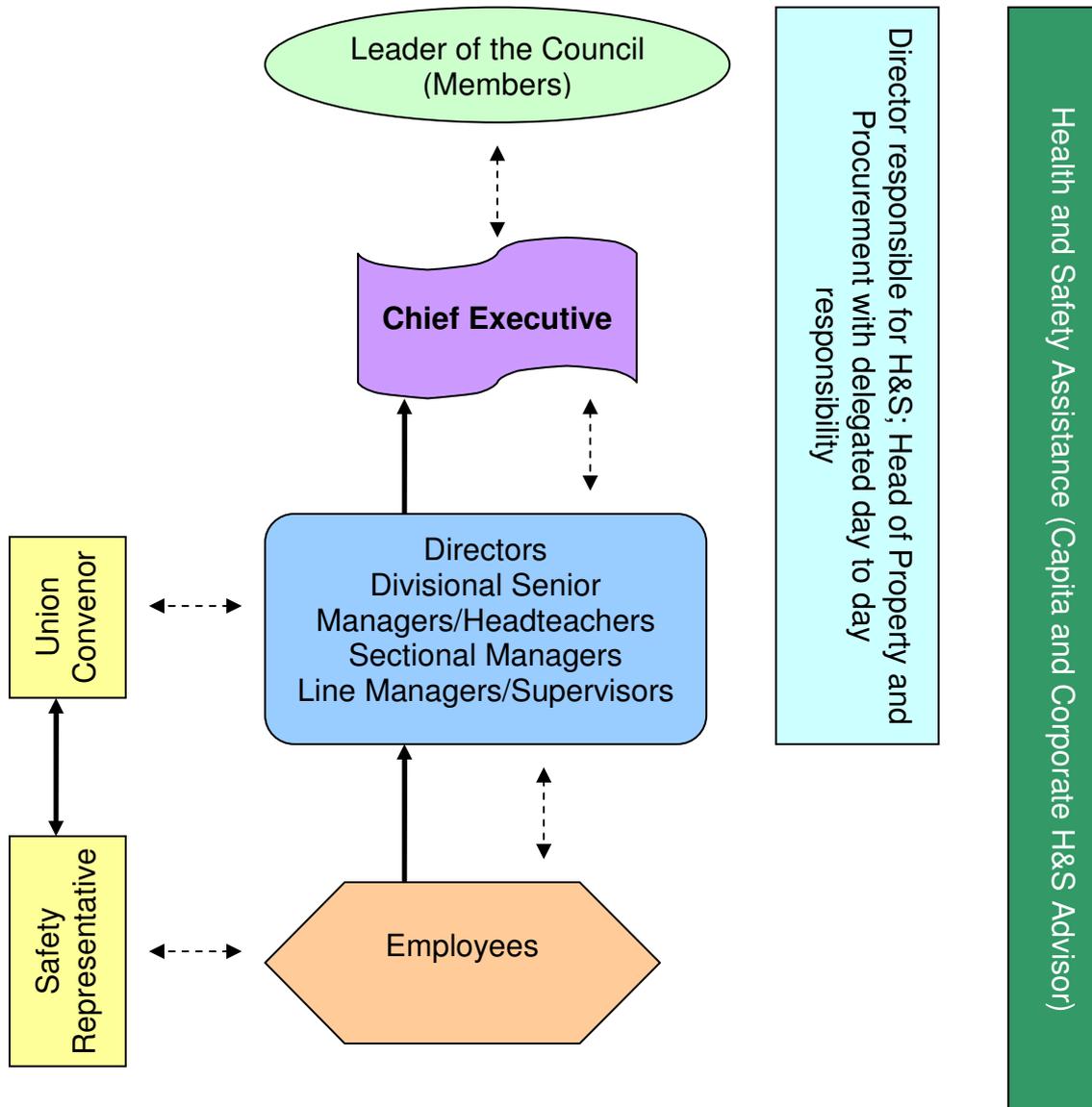
18.1.1. Each level of JCG must feed into the next level of JCG for example Divisional to Directorate.

18.1.2. JCGs must be held quarterly.

18.1.3. For an issue to be raised at a JCG, the person raising the issue must first be able to demonstrate they have raised the issue with the relevant line manager and if necessary the second line manager though to Director. A paper must then be submitted to the chair of the JCG stating clearly, what the issue is, who they have consulted and what outcome they are seeking.

18.1.4. Escalate any issues of a corporate nature to the Health and Safety Steering group that cannot be dealt with at Directorate level for their consideration.

19.0. Organigram showing Health and Safety Management reporting lines of responsibility and dotted lined of communication



Issue Control

This Health and Safety Policy is issued and managed by the Health and Safety Service.

Version		Revision			By whom
Number	Date	Number	Date	Amendments on	
1	1975				N/K
2	N/K				N/K
3	N/K				N/K
4	N/K				N/K
5	N/K				N/K
6	2006				CJ
7.00	Oct 2011				CJ
7.01	Sep 2012	01	07/09	Change of Leader of the Council/Director	CJ

Review Schedule

Review conducted		Review next due	
Date	By whom	Date	By whom
June 2011	CJ	Oct 2012	CJ
Sep 2012	CJ	Sep 2013	