

Corporate Health & Safety Policy



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Version Control:

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0.1	2014	Original Policy	HR Health & Safety Team
0.2	10 Dec 2018	Revised Draft	James Wright
0.3	21 Jan 2019	Revised Draft	Muir Laurie
1.1	28 Jan 2019	CEO Approved Policy	Muir Laurie

1. The London Borough of Hillingdon's commitment to Health and Safety

- 1.1 The Council fully recognises the importance and benefits of a healthy and safe working environment; not only for all staff but for everyone for that the Council provides a service to or who may be affected by the Council's activities.
- 1.2 The Chief Executive, as head of paid services, has overall responsibility for ensuring the Council's health and safety management arrangements are adequate and effective. Nevertheless, health and safety is everyone's responsibility; managers, staff, contractors, partners and Councillors. All of us have a role in ensuring the London Borough of Hillingdon promotes a positive health and safety culture.
- 1.3 The size and complexity of the Council's activities present many and diverse health and safety challenges for us. We provide a wide range of services and so it is important that people take responsibility for health and safety in their own area.
- 1.4 To ensure we fully integrate health and safety into our daily business, we will:
 - promote high standards of health and safety awareness;
 - educate and support our managers and staff to ensure they are competent to conduct their duties safely;
 - aim to continually improve our safety performance;
 - assess all significant risks with a view to eliminate, reduce or adequately control their impact;
 - provide adequate resources to achieve our aims and objectives safely;
 - ensure contractors and anyone else who delivers services on our behalf have health and safety standards that are consistent with our own.
- 1.5 We will continue to promote a positive approach to health and safety so that it remains a core value of our organisation.



Fran Beasley
Chief Executive
London Borough of Hillingdon

2. Introduction

- 2.1 The **Corporate Health & Safety Policy** sets out the London Borough of Hillingdon's statutory responsibilities in respect of health and safety and the requirement for a formalised 'Health and Safety Management System' for the Council that accurately reflects the work environment.
- 2.2 This Policy is supported by a range of health and safety standards that form the 'Health and Safety Management System' that shall be considered as the organisational arrangements by which the Council manages health and safety in its undertakings (refer to section 4).
- 2.3 Directorates may produce supplementary procedures to manage any of their own Directorate-specific risks or processes. Where a Council-wide procedure is applicable, that procedure shall take precedence over any local arrangements.

3. Responsibilities

Elected Members

- 3.1 Although the Chief Executive has overall responsibility for ensuring the Council's health and safety management arrangements are adequate and effective, there is also a Cabinet Member (Cllr Richard Lewis) that has been appointed with responsibility for health and safety. That Member provides a strategic steer on the Council's health and safety strategy (from an elected Member perspective), receiving quarterly updates on the Council's health and safety performance.

Corporate Directors

- 3.2 Corporate Directors are responsible for ensuring their Directorate's health and safety arrangements comply with the Council's [Health and Safety Management System](#) and for ensuring the delivery of a safe service for all parties who may be affected whether directly provided or commissioned externally. This is achieved by:
- Appointing a Health and Safety Champion from each of the Directorate's Senior Management Team (SMT);
 - Providing adequate resources for the provision of effective Directorate health and safety arrangements; and
 - Monitoring the effectiveness of the Directorate health and safety arrangements.

Directorate Health and Safety Champions

- 3.3 As a senior manager with the authority of the SMT, each Directorate Health and Safety Champion assists the Director in managing the Directorate's health and safety arrangements and shall:
- Provide SMT authority in support of the [Business Assurance Health and Safety Services](#) to ensure Directorate's risks and appropriate actions are managed effectively;
 - Attend the quarterly [Hillingdon Health and Safety Group](#) to communicate any Directorate health and safety issues to the Group and reporting back to the SMT any relevant issues discussed at the Group;
 - Liaise and consult with [Trade Unions Safety Representatives](#) (recognised by Hillingdon Council) as outlined in 3.8; and
 - Periodically report to SMT on the Directorate's health and safety performance.

Managers

- 3.4 Managers shall administer the day to day delivery of their service's health and safety arrangements and shall:
- Be aware of and implement the Council's [Health and Safety Management System](#) and any relevant supporting procedures relevant to their area of responsibility;
 - Bring the Council's [Health and Safety Management System](#) and any Directorate health and safety arrangements to the attention of their staff;
 - Co-operate with the [Corporate Director](#), Directorate Health and Safety Champions and [Business Assurance Health and Safety Services](#) in the monitoring and review of the Directorate health and safety management arrangements for their area of responsibility;
 - Inform [Business Assurance Health and Safety Services](#) of any work process or activity which may require the production of Directorate specific procedures to ensure safety;
 - Complete and maintain suitable and sufficient risk assessments for work activities under their control;
 - Actively consult with their staff members on matters of health and safety including the risk assessment and risk control process;

- Control all significant risks arising from work activities in their area of responsibility to as low as reasonably practicable;
- Suitably address any unsafe conditions at the earliest opportunity;
- Monitor the effectiveness of controls in place to sufficiently mitigate identified risks in their area of responsibility and in line with the Council's [Health and Safety Management System](#);
- Ensure staff, within their area of responsibility, receive appropriate [health and safety training](#); and
- Review and investigate accidents, incidents and near-misses in their area of responsibility in line with the Council's [Health and Safety Management System](#).

Employees

- 3.5 Employees are responsible for their own acts and omissions in relation to health and safety and shall:
- Co-operate with their manager, any other relevant person and comply with the Council's [Health and Safety Management System](#) relevant to them;
 - Bring to the attention of their manager any inaccuracies or discrepancies they discover in their health and safety management arrangements; and
 - Report all health and safety hazards and incidents/accidents to their line manager at the earliest opportunity.

Business Assurance Health & Safety Services

- 3.6 [Business Assurance Health and Safety Services](#) ensure that the Council has a robust and effective [Health and Safety Management System](#) that adequately controls risks in the workplace. The team provides professional advice to the Council's Directorates, assisting the Directorate Health and Safety Champions in discharging their health and safety responsibilities and shall:
- Draft and maintain the Council's Corporate Health and Safety Policy;
 - Draft and maintain any supporting [Health and Safety Standards](#) to primarily prevent work related injuries and ill-health;
 - Where appropriate, assist with the production of suitable supporting Directorate procedures to supplement the [Health and Safety Standards](#) created under this policy;
 - Ensure that each Directorate's high and medium risks have been identified; including property related risks for premise(s) where employees are based;
 - For each Directorate's high and medium risks periodically monitor and review the identified risk control measures against the Council's [Health and Safety Management System](#) for effectiveness and compliance;
 - Provide quarterly reports on the Council's performance for effective health and safety management and associated trends;
 - Support managers to implement the Council's [Health and Safety Management System](#) within their area of responsibility;
 - Liaise with external health and safety training providers to ensure a consistent approach across the Council in relation to the management of health and safety;
 - Facilitate the quarterly [Hillingdon Health and Safety Group](#) meetings; and
 - Provide advice and guidance on health and safety in the workplace to the Chair of the [Hillingdon Health and Safety Group](#), the [Corporate Management Team](#) as required; and as appropriate, Directorate Senior Management Teams.

Hillingdon Health & Safety Group

- 3.7 Membership of the [Hillingdon Health and Safety Group](#) (HHSG) comprises of the Directorate Health and Safety Champions, representatives from Business Assurance [Health and Safety Services](#) and the Trade Union representatives. HHSG will:
- Be chaired by a senior manager who directly reports to the Chief Executive or a Group Director, with the Trade Union representatives providing the deputy chair;
 - Ensure a consistent approach to health and safety management is adopted throughout the Council;
 - Meet quarterly to review health and safety performance across the Council and discusses matters of topical and strategic interest that have Council-wide health and safety consequences; and
 - Adhere to the HHSG agreed [Terms of Reference](#).

Trade Union Health and Safety Representatives

- 3.8 Trade Unions recognised by Hillingdon Council can appoint/elect safety representatives who, on notifying the Directorate Health and Safety Champions, have clearly defined rights with regard to representing employees in health and safety matters. These rights include a reasonable amount of time off to investigate accidents, to inspect workplaces and for health and safety training; and the right to receive information and to be consulted about:
- Any new equipment proposed;
 - Any new technology proposed;
 - Alterations to working arrangements and systems;
 - The production and implementation of safety related procedures that may affect their members; and
 - The results of risk assessments that may affect their members.

Directorate Health and Safety Committees

- 3.9 Directorate Health and Safety Committees will be formed if requested by two or more Directorate trade union health and safety representatives (recognised by the Council). These Committees will be chaired by the Directorate Health and Safety Champion and membership will consist of:
- Management representatives from the main services within the Directorate;
 - A member of [Business Assurance Health and Safety Services](#);
 - Representatives from recognised trade unions; and
 - As appropriate, other key employees from the Directorate.
- 3.10 The Directorate Health and Safety Committee shall restrict its remit to addressing matters affecting the health and safety of the Directorate staff members and those who may be affected by the Directorate's activities. All other health and safety issues shall be referred to [Business Assurance Health and Safety Services](#) to be raised at the [Hillingdon Health and Safety Group](#) as appropriate.

Communication of Health and Safety Issues

- 3.11 Council-wide health and safety matters will be communicated through the 'managers monthly round-up, all-staff email, team Hillingdon' etc. These and local matters should be regularly considered at Directorate and team meetings. The frequency should be appropriate to any health and safety issues that arise, with a review of health and safety performance conducted quarterly. Where health and safety related issues or concerns are raised these shall be recorded in the minutes and passed to the appropriate person within the Directorate who has the authority and resources to address the issue or concern.

4. Arrangements

- 4.1 The Council's [Health and Safety Management System](#) is supported by a range of [Health and Safety Standards](#) for work activities which affect more than one Council Directorate. These standards and supporting procedures (including Directorate and local procedures) shall be considered the arrangements by which the requirements of this policy are identified and delivered.
- 4.2 Where a Council-wide procedure is applicable, that set of procedures shall take precedence over any local arrangements. The Corporate Health & Safety Management Organisational Arrangements are set out at [Appendix A](#).

5. Conclusion

- 5.1 The health and safety arrangements ensure that the Council carries out its functions in a way that protects anyone who might be adversely affected. Health and safety has been and will remain a foremost consideration of those who work for and those who work on behalf of this Council.

6. Review Cycle

- 6.1 The Corporate Health & Safety Policy will be updated periodically (as and when required) and be subject to a detailed review every 3 years to ensure it is up to date with best practice in this area. The next detailed review is planned for December 2021.

Muir Laurie
Deputy Director of Exchequer & Business Assurance Services (Acting)

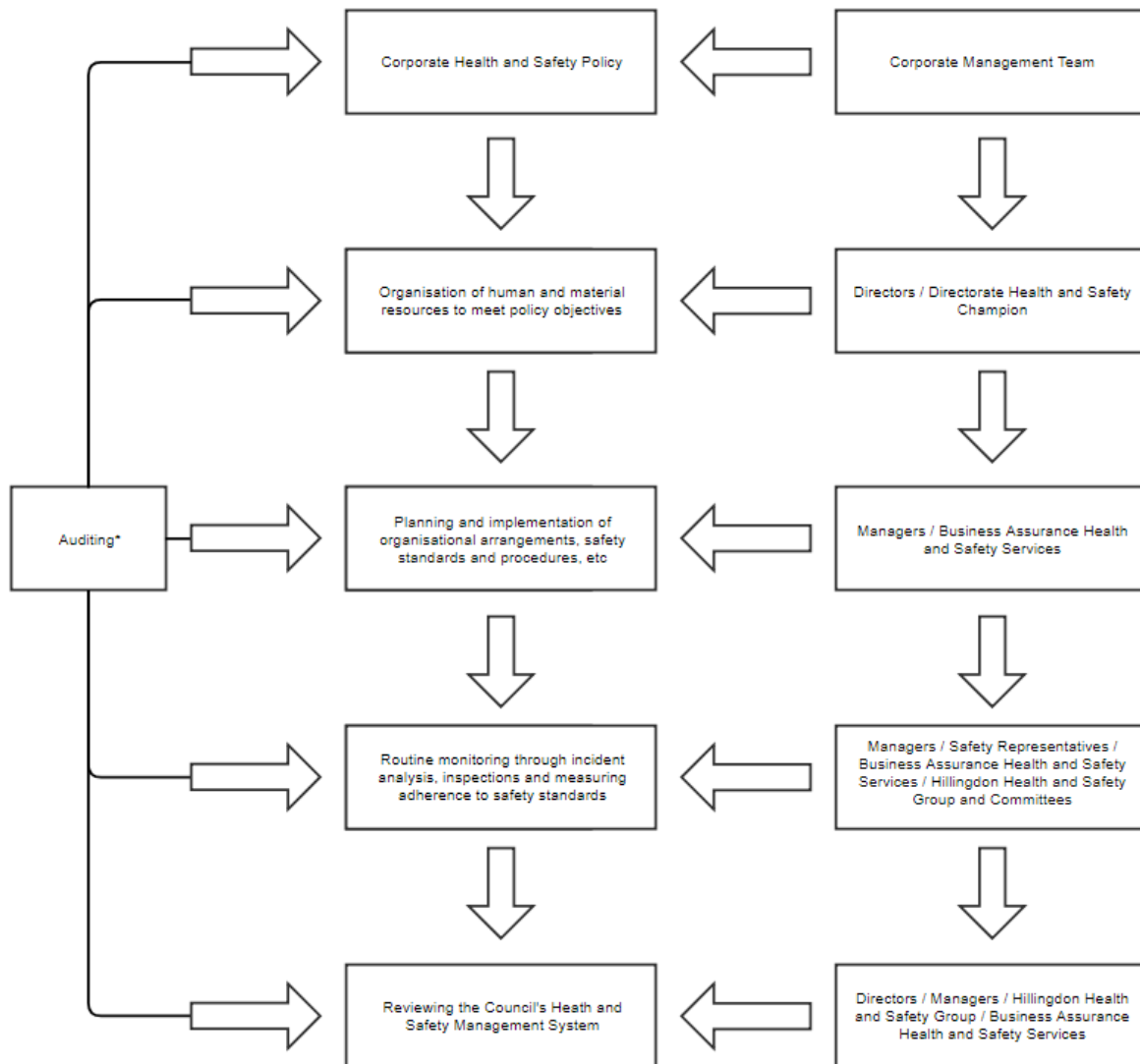
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Approved by:

Fran Beasley
Chief Executive

28th January 2019

Corporate Health & Safety Management Organisational Arrangements



*** = Audits/Health & Safety Reviews may be arranged or conducted by the Business Assurance Health & Safety Service and/or the Business Assurance Internal Audit team.**