

# Corporate Policy and Strategy Committee

10.00am, Tuesday, 6 August 2013

## Corporate Health and Safety Policy

Item number 7.2  
Report number  
Wards

### Links

Coalition pledges [P27; P33](#)  
Council outcomes [C024; C026; C027](#)  
Single Outcome Agreement [SO1; SO2](#)

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# Executive summary

## Corporate Health and Safety Policy

### Summary

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A new Corporate Health and Safety Policy is proposed which provides clear direction and accountability for the management of health and safety within the Council.

Health and safety governance and compliance arrangements will continue to be developed and monitored as part of the efficient, effective transformation programme, in particular the compliance, risk and governance work streams. This will ensure alignment with strengthened risk management arrangements with appropriate oversight and auditing council-wide.

### Recommendations

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1. To approve the new Corporate Health and Safety Policy for implementation.
2. To note health and safety governance and compliance arrangements will continue to be developed as part of the efficient, effective transformation programme.

### Measures of success

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The success of the new policy will be demonstrated by:

- a clear understanding of ownership and accountability for health and safety risk among managers and employees;
- upskilled technical specialists offering clear advice and recommendations to managers;
- a reduction in reportable accidents;
- a reduction in enforcement notices from the relevant enforcing authorities;
- a reduction in litigation, and
- positive partnership working with the trade unions on health and safety matters.

### Financial impact

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There is no overall financial impact for the Council.

### Equalities impact

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There are no adverse equality issues arising from this report which will impact on employee groups with protected characteristics as defined by the Equality Act 2010. The equalities relevance score is 3. A full Equalities Impact Assessment will be produced 12 months after implementation.

## **Sustainability impact**

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The creation of safer working conditions and a healthier workforce will benefit the overall health, safety and wellbeing of our staff and the communities they serve.

## **Consultation and engagement**

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Consultation with the Trade Unions has taken place and a Local Collective Agreement for the new policy has been secured.

## **Background reading / external references**

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None.

## Corporate Health and Safety Policy

### 1. Background

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- 1.1 The Council is required to have a Health and Safety Policy and to ensure that it is reviewed appropriately to take account of legislative changes and changes to the Council's organisational and decision making structures.
- 1.2 A new Corporate Health and Safety Policy has been developed to replace the existing policy implemented in March 2009.

### 2. Main report

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- 2.1 The proposed new Corporate Health and Safety Policy has been developed to take account of recent legislative requirements and the current risk environment.
- 2.2 The new policy is designed to place clear responsibility and accountability for health and safety at the appropriate levels of the Council's management structure.
- 2.3 The new policy sets out requirements to:
  - make adequate resources available to successfully manage health and safety;
  - provide relevant reports to show adequate and proportionate health and safety performance;
  - utilise the Performance Review and Development (PRD) framework to measure and record management performance on health and safety targets and objectives;
  - identify and commit to implement mandatory health and safety training where required;
  - promote wellbeing at work by working closely with our Occupational Health Service provider to reduce the risks of work-related ill health through timely intervention and monitoring, and
  - ensure meaningful consultation with the trade unions on employee health, safety and wellbeing initiatives.
- 2.4 Consultation with the Trade Unions has taken place and a Local Collective Agreement for the new policy has been secured.
- 2.5 A new Health and Safety Strategy for the Council has also been developed which sets out the Council's vision for continuous improvement and the programme of actions intended to establish a positive health and safety culture within the Council. This strategy will be made available on the Council's Orb Intranet site.

- 2.6 The roll-out of the new policy will be in line with the Council's framework for employment policy implementation and will be jointly agreed with the trade unions.
- 2.7 Health and safety governance and compliance arrangements will continue to be developed and monitored as part of the efficient, effective transformation programme, in particular the compliance, risk and governance work streams. This will ensure alignment with strengthened risk management arrangements with appropriate oversight and auditing Council-wide.

### 3. Recommendations

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- 3.1 It is recommended that the Corporate Policy and Strategy Committee:-
- 3.1.1 approves the new Corporate Health and Safety Policy for implementation; and
- 3.1.2 notes that health and safety governance and compliance arrangements will continue to be developed as part of the efficient, effective transformation programme.

## Alastair Maclean

Director of Corporate Governance

### Links

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<b>Coalition pledges</b>	<p><b>P27</b> - Seek to work in full partnership with Council staff and their representatives</p> <p><b>P33</b> - Strengthen Neighbourhood Partnerships and further involve local people in decisions on how Council resources are used</p>
<b>Council outcomes</b>	<p><b>C024</b> - The Council communicate effectively internally and externally and has an excellent reputation for customer care</p> <p><b>CO26</b> - The Council engages with stakeholders and works in partnership to improve services and deliver on agreed objectives</p> <p><b>C027</b> - The Council supports, invests in and develops our people</p>
<b>Single Outcome Agreement</b>	<p><b>SO1</b> - Edinburgh's Economy Delivers increased investment, jobs and opportunities for all</p> <p><b>SO2</b> - Edinburgh's citizens experience improved health and wellbeing, with reduced inequalities in health</p>
<b>Appendices</b>	<p>1. Draft new Corporate Health &amp; Safety Policy</p>

# Corporate Health and Safety Policy

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# 1. Corporate Health and Safety Policy Statement

## 1.1 Introduction

The City of Edinburgh Council is committed to delivering effective and successful Health and Safety management throughout the Organisation. Health and Safety is an integral part of everyday working practice within the Council and this Policy sets the framework of how we will manage our risk.

In compliance with the relevant Health & Safety legislation we will take all reasonably practicable steps to provide and maintain a safe and healthy workplace for our staff and any others who may be affected by our activities.

We seek to continuously improve on our Health and Safety performance and promote a positive safety culture by:

- Allocating adequate resources to meet the requirements of this Policy.
- Providing and maintaining safe equipment and safe systems of work.
- Providing arrangements for the safe handling, storage and transport of Articles and substances;
- Providing our staff with and maintaining a safe and healthy working environment, including safe access and exit.
- Working with safety in mind to prevent exposing our staff and others to risk by assessing the jobs we do and everything we use during work activities for significant risk and suitability for the task.
- Making sure our staff are properly supervised and have received the necessary instruction and training to enable them to work competently and safely.
- Encouraging and enabling everyone to participate in Health and Safety matters through meaningful consultation and developing partnerships with Trade Union safety representatives and other relevant parties.
- Actively promoting an Occupational Health and wellbeing function, through pre-screening, health surveillance and preventative and pro-active health awareness measures.
- Reviewing Council safety performance through an effective programme of audit and reporting.

1.2 This Policy will be reviewed on a regular basis but at least annually.

**Chief Executive: Sue Bruce**

Signature:

Date:



## **2. Organisation**

We are committed in the belief that everyone has a role to play in managing Health and Safety. As such we expect our staff to work with us in achieving our Health and Safety aims by following the guidance in this document and to effectively discharge the delegated Health and Safety responsibilities of the positions they hold.

This section shows the specific Health and Safety roles and responsibilities delegated to key positions within the Council. The senior key roles and responsibilities are shown diagrammatically at Appendix 1.

### **2.1. Leader of the City of Edinburgh Council**

The Leader will take steps to champion the need for the Council's work to be conducted in accordance with this Policy and Health and Safety procedures.

### **2.2. Finance and Budget Committee/Corporate Policy and Strategy Committee**

These Executive Committees will collectively have an overview of the arrangements for Corporate Health and Safety and will work to ensure that decision-making is in accordance with the Council's Policy and procedures for Health and Safety. The Committee will nominate one of its members as Convener of the Corporate Health and Safety Group.

### **2.3. Elected Members**

Members must always consider the potential Health and Safety implications when deciding Council actions. This applies to all committees and during contact with employees and members of the public.

### **2.4. Chief Executive**

The Chief Executive has overall responsibility for the Council's Health and Safety performance and the implementation of this Policy. This responsibility will be discharged by:

- Paying due cognisance to this Policy and its requirements.
- Delegating responsibilities to Directors to implement and maintain suitable and sufficient Health and Safety arrangements within their respective directorates to effectively manage risk.
- Having the Council's Health and Safety performance periodically reviewed.
- Using the Performance Review and Development (PRD) framework within the Council to measure and record Directors performance against Health and Safety targets and objectives.

### **2.5. Directors**

Directors will have delegated responsibilities for Health and Safety within their Directorates and spheres of control. In particular, Directors will:

- Make adequate resources available to successfully manage Health and Safety within their Directorate.
- Ensure that procurement arrangements consider Health and Safety implications.
- Champion the development and implementation of the necessary Health and Safety systems, procedures and arrangements to effectively comply with the requirements of this and other relevant policies.
- Delegate appropriate responsibilities to Heads of Service and other key managers, as necessary for the effective management of Health and Safety risk at all levels in their Service Areas.
- Implement an effective internal Health and Safety performance monitoring and measuring system in relevant Service Areas and ensure action points are addressed in good time.
- Utilise the PRD framework to measure performance of their senior managers, managers and supervisors against Health and Safety targets and objectives.

## 2.6. **Director of Corporate Governance**

In addition to the responsibilities outlined above, the Director of Corporate Governance will undertake the role of 'Health and Safety Champion' within the Corporate Management Team to oversee how Health and Safety issues are managed. This includes maintaining an adequately resourced Corporate Health and Safety Section within the OD Division of Corporate Governance.

The Director of Corporate Governance will chair the Joint Health, Safety and Wellbeing Consultative Group, consisting of the Head of Organisational Development, Employee Relations, Directorate Champions and the Trade Union Joint Staff Side Secretary and the Teachers Side Secretary, to oversee the implementation of this Policy and the monitoring of the Council's Health and Safety management systems.

## 2.7. **Director of Services for Communities**

In the corporate offices listed below, the Director of Services for Communities has the responsibility to ensure that evacuation procedures, management of the common circulation areas (stairs and corridors), the condition of the building fabric and the testing of equipment as specified by legislation (e.g. lifts, pressure vessels etc.) is carried out in line with legal requirements. These duties are undertaken by facilities management in the following offices:

• Waverley Court	• 1 Cockburn Street
• City Chambers	• McDonald Road
• Lothian Chambers	• Murrayburn Depot
• Chesser House	• Westwood House

In other Council buildings, the responsibility for workplaces and evacuation procedures rests with the particular Director (e.g. the Director of Children and Families is responsible for schools). In the case of shared workplaces, procedures and arrangements must be co-ordinated by the relevant Directors to ensure the safety of everyone working in, or visiting these locations.

## **2.8. Heads of Service, Managers and Supervisors**

Directors shall appropriately delegate Health and Safety responsibilities to their respective management teams, including Head Teachers, within their directorate Health and Safety arrangements.

In general, the person with operational responsibility for the work or activity being undertaken is responsible for ensuring that a reasonably practicable level of Health and Safety management is applied during this work or activity.

## **2.9. Directorate Health and Safety Champions**

Directors must delegate an appropriate senior manager to act as the Directorate Health and Safety Champion to take a strategic role for Health and Safety management within that particular service. Their role is to co-ordinate the Health and Safety effort across the directorate and to lead in Health and Safety planning, reporting and review.

Champions should plan meet with their Corporate Health and Safety Business Partner on a regular basis to review progress and discuss service needs.

Directorate Health and Safety Champions will be offered appropriate training in operational Health and Safety to allow them to effectively discharge the above duties. (e.g. IOSH Managing Safely)

## **2.10. Operational Units and schools level - Health and Safety Co-ordinators**

Heads of Service must appoint Health and Safety Co-ordinators within operational units, including schools to take the lead role for Health and Safety within their operational area.

Co-ordinators will be required to participate in Health and Safety management activities on behalf of their operational area and in partnership with the Head of Service.

This supporting role does not remove the delegated responsibilities that Unit managers and Section managers have for Health and Safety management. The co-ordinator role will include:

- membership of the directorate Health and Safety group (committee) and attending all meetings or ensuring representation;
- Working in partnership with the Head of Service, unit manager to develop an annual Health and Safety plan for the Unit/Section;
- Co-ordinating the implementation of the directorate and/or unit action plan within their operational area;
- Representing and championing the views of their operational area at Health and Safety related meetings, particularly during the formulation of the directorate annual Health and Safety action plan;
- Liaising with the relevant Corporate Health and Safety Business Partner;

- Ensuring that effective consultation takes place within the unit on any proposals, new procedures or Policy produced by the Council or directorate;
- Ensuring that Health and Safety is a regular agenda item of unit management team meetings;
- Monitoring, through the unit management team, the implementation of Health and Safety policies and procedures;
- Contributing to the development of directorate and corporate policies and procedures for Health and Safety.

#### **2.11. Organisational Development – Corporate Health and Safety Section (CHSS)**

The CHSS acts as the Council's "Competent Person" for the purposes of Regulation 7 of the Management of Health and Safety at Work Regulations 1999.

The CHSS provides a support and advisory function to everyone in the Council. Through the use of directorate Health and Safety Business Partners, they will support continuous improvement of the Council's Health and Safety arrangements by actively monitoring and reporting on directorate Health and Safety performance.

The primary function of the CHSS is to support and advise on Health and Safety matters. The day to day responsibility for managing Health and Safety rests with directorate management.

They will liaise with and act as the principal point of contact with external bodies regarding Health and Safety, including the Health & Safety Executive, the relevant Fire & Rescue Service and the National Health Service

The Corporate Health and Safety Manager reports to the Head of Organisational Development and is an ex-officio member of the Corporate Health, Safety and Wellbeing Engagement Group.

#### **2.12. Organisational Development Division – Leadership and Development**

In partnership with directorate Learning and Development Teams, the Corporate Leadership and Development Team will be responsible for co-ordinating the provision of Health and Safety training at all levels in the Council.

#### **2.13. Employee Participation**

The Council recognises the importance of employee involvement and the need to secure employee and trade union participation in establishing Health and Safety policies, procedures and arrangements, using the established Health and Safety groups (committees) as appropriate. The Council will provide safety representatives appointed by recognised Trade Unions with reasonable paid time off and facilities to carry out their role in accordance with the relevant legislation.

## 2.14. Employee Responsibilities

We all have an important part to play in protecting ourselves and others. Health and Safety responsibilities are based on legal and moral obligations and as such failure to follow Council Health and Safety policies and procedures is subject to the Council's disciplinary process. In particular, everyone is required to:

- Take reasonable care for the Health and Safety of themselves and others who may be affected by their acts or omissions;
- Follow Health and Safety related instructions, rules and procedures;
- Co-operate with managers and supervisors on Health and Safety matters;
- Not to interfere with, or misuse anything provided in the interest of health, safety and wellbeing. This includes personal protective equipment (PPE) provided for your safety;
- Make full and proper use of any PPE and clothing provided to you in accordance with instructions and training received;
- Report any loss or obvious defect to PPE to your supervisor or manager;
- Use machinery, equipment, safety device etc. in accordance with instructions and training received;
- Report to your manager, supervisor, or if they are unavailable, your Trade Union Safety Representative any work situation that could present a serious or immediate danger to Health and Safety, or any matter considered to present a potential failure of current arrangements for Health and Safety;
- Report any accident or violent incident you have witnessed to your supervisor or manager immediately;
- Follow any laid down emergency procedures in the event of imminent danger, such as emergency evacuation of the workplace.

## 3. Arrangements for Health and Safety Management

The arrangements for Health and Safety management are applicable to all activities and services throughout the Council. Documentation, including guidance, generic risk assessment forms are contained in the Council's Health and Safety system, accessed through the Council's Intranet. The system is maintained by the Corporate Health and Safety Section and is regularly reviewed and revised to reflect legislative requirement and good practice in Health and Safety management.

### 3.1. Health and Safety Strategy and Policy

*Corporate Health and Safety Strategy and Policy* –The Health and Safety Strategy Plan sets out the Council's vision for continuous improvement and the consolidation of a "safety culture" within the Council.

The Health and Safety Policy clearly sets out the Council's framework for Health and Safety management. Every Council service, including schools is required to actively pursue the strategy and Policy aims and objectives and to implement Health and Safety management systems within their own areas of responsibility.

*Directorate Health and Safety management systems* – Every directorate is required to establish directorate Health and Safety systems and processes to include sufficient arrangements for them to comply with the requirements of the Corporate Health and Safety Policy. These systems and processes must detail the responsibilities and accountability of the staff delegated to ensure this compliance.

### 3.2. **Organising Health and Safety**

Managers are responsible for the implementation of the Corporate Health and Safety Policy and Directorate systems and processes.

Specific Health and Safety roles and responsibilities are delegated to specific positions as detailed in this section. Other responsibilities of management are detailed in directorate Health and Safety processes.

We will consult with our staff by having Health and Safety on the agenda in team meetings and 1:1's. Appropriate membership of corporate and directorate groups and meetings which include the recognised Trade Union safety representatives will also meet regularly.

Corporate Health and Safety documentation has been developed and is made available in electronic and hard copy format. The Intranet, directorate newsletters, notice boards and signage are all methods we will use for communicating on Health and Safety.

Health and Safety training is core to working safely and is a prime requirement for the effective and competent management of risk. It significantly contributes to accident reduction and ill health prevention. Every new employee will undertake a Health and Safety induction course relevant to their work activities as soon after joining the Council as possible. Where defined by risk assessment, job description or on promotion, relevant agreed Health and Safety training will be mandatory.

Suitable clauses outlining Health and Safety responsibilities will be included in job descriptions appropriate to individual roles. Where change is required this will be in consultation with the relevant Trade Unions.

The PRD framework is to be used to set and measure performance against targets and objectives. This must include Health and Safety where this is appropriate for the job description of the employee concerned or a specific role set out in Policy arrangements.

The Council aims to promote the wellbeing of employees and seeks to reduce the incidence of work-related ill-health by the adoption of work practices and appropriate support arrangements that contribute to the health and wellbeing of employees. We will put in place appropriate contracts with occupational health specialists to act as the competent person for matters relating to occupational health.

Corporate and directorate groups/committees are established to help develop, monitor and review the Council's Health and Safety improvement initiatives.

Membership of these groups will be drawn from management representatives and Trade Union representatives. Directorate groups/ committees will meet an agreed number of times per year. All groups should feed relevant information to the Corporate Health, Safety and Wellbeing Engagement Group which is chaired by the Head of Organisational Development.

### **3.3. Planning and Implementation**

To assist in continuous improvement on Health and Safety performance, directorates are required to develop, maintain and report on a Health and Safety action plan. The plans will be developed by the directorate working group / Health and Safety Committees and their progress reported to relevant Directors annually.

In line with the corporate risk assessment strategy, suitable and sufficient risk assessments must be conducted for all significant risks. They should be completed and recorded by adequately trained and qualified staff. When complete, they must be brought to the attention of everyone who could be affected by the assessed process.

To ensure that they are still relevant, risk assessments will be reviewed regularly (at least annually) to account for any significant changes but at least annually.

In addition to general risk assessment, there are times when more in-depth and specific assessments have to be made. Examples of these include but are not limited to:

- The control of Legionella
- Exposure to vibrating machinery
- Exposure to hazardous substances
- Manual handling operations
- The use of display screen equipment
- The use of personal protective equipment
- Exposure to noise
- Fire safety
- The provision of Work equipment
- The selection and use of lifting equipment
- Violence to Employees in the workplace

Corporate and Directorate Health and Safety procedures and guidance are the standards for implementing control measures for specific Health and Safety risks. Corporate procedures apply Council wide and when applicable directorates must adopt them. All Health and Safety procedures are reviewed regularly and updated as appropriate and are subject to a document control system.

### **3.4. Measuring Performance**

Proactive Health and Safety monitoring is a key line management function. Using corporate Health and Safety systems, Health and Safety performance must be formally measured by managers and supervisor inspection routines. Incident and accident reporting and investigations should also follow the corporate procedures and reported to the Corporate Health and Safety Section as soon as practicable.

The Corporate Health and Safety Section will actively measure directorate performance against Policy and procedure by a regular programme of audits and when necessary, through incident or accident investigation.

### **3.5. Reviewing Performance**

Health and Safety performance is reported to and reviewed by Directorate Senior Management Teams and the Corporate Management Team.

Performance is measured against key indicators and targets and the achievement of Health and Safety action plans.

Health and Safety performance will also be reported through the network of corporate and directorate Health and Safety committees.

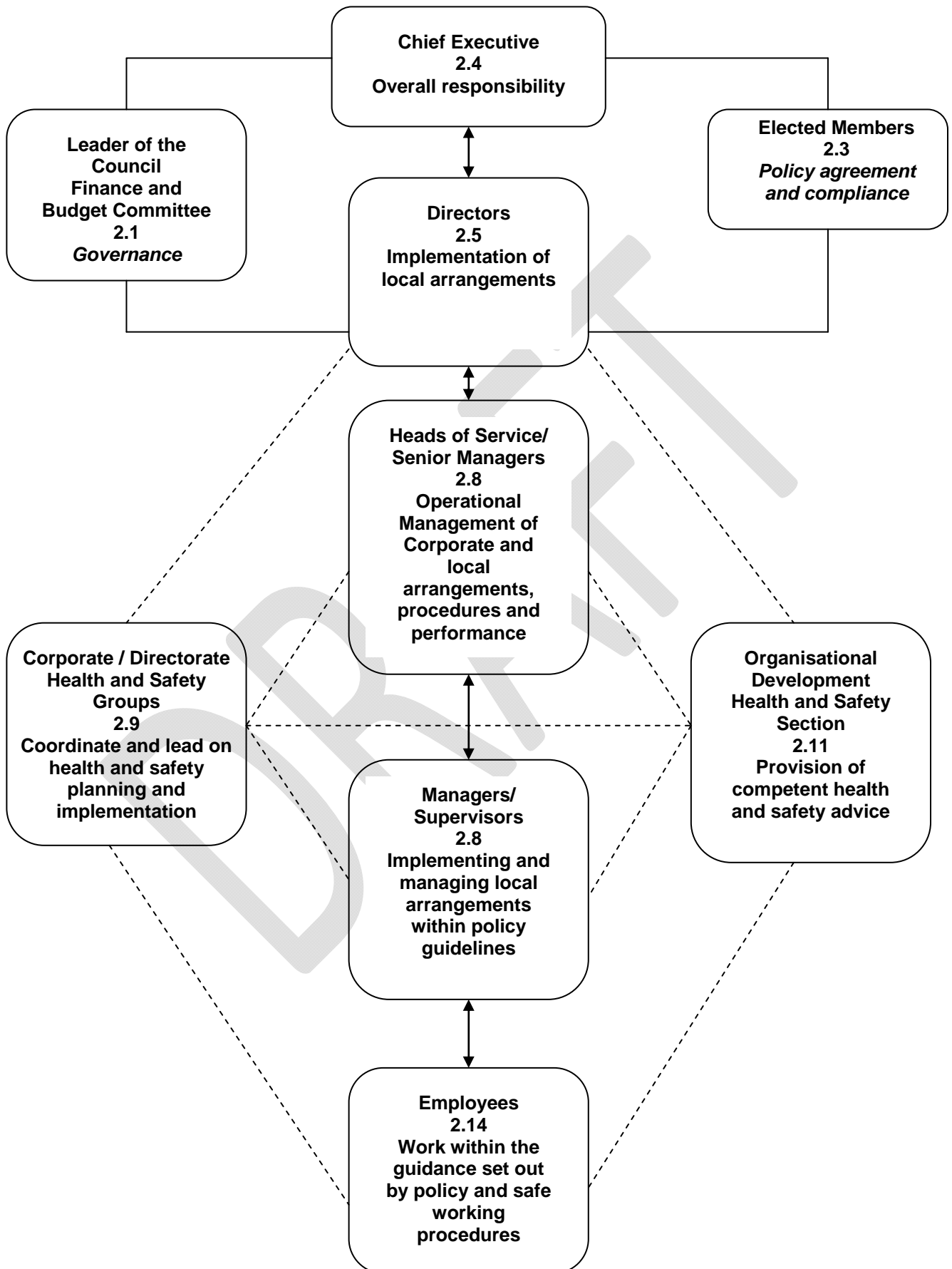
### **3.6. Auditing**

The Corporate Health and Safety Section will undertake performance audits across all directorates utilising the Council's Health and Safety auditing system. Audits will be based on directorate performance against corporate and local policies and procedures. Directors will agree suitable auditing programmes based on the risk profile of the directorate and will ensure that subsequent audit action plans are effectively managed.

## **4. Local Collective Agreement**

- 4.1 This document is a Local Collective Agreement between the Council and the recognised Trade Unions. Every effort will be made by both parties to ensure that this document will be maintained as a local collective agreement and adjusted by agreement to meet changing future needs. In the event of a failure to reach agreement both parties reserve the right to terminate this local agreement by giving four months notice in writing. In such circumstances the terms of the local agreement will cease to apply to existing and future employees.





DRAFT