

## HEALTH AND SAFETY POLICY DUTIES AND RESPONSIBILITIES

Lancaster City Council recognises that as an employer the organisation and its employees have prescribed statutory duties. All employees, officers and contractors are made fully aware of their responsibilities and role in contributing to maintaining a safe working place.

The organisation will identify responsible individuals who will:

- Identify actual or possible hazards and ensure that appropriate safety measures are implemented to minimise risk.
- Provide, monitor, and maintain a safe environment and systems of work in all areas of operation.
- Maintain premises, plant, and equipment to safe levels.
- Provide instruction, training and supervision to enable employees to carry out their duties safely and to enable them to actively contribute to health and safety.
- Provide all safety devices and protective equipment required to minimise risks to employees.
- Provide safe arrangements for the use, handling, storage and transport of dangerous substances.
- Provide a healthy working environment.
- Ensure adequate first aid facilities.
- Provide and maintaining fire safety systems and procedures.
- Ensure safe access and egress to all premises and sites we manage.

### Chief Executive Officer and Chief Officers (Senior Leadership Team)

The Chief Officers (including the Chief Executive Officer) have ultimate responsibility for ensuring that the duties imposed on the organisation as the Employer under the Health and Safety at Work etc. Act 1974 are carried out and will:

- Ensure there is an effective health and safety management structure.
- Ensure that key posts are filled by competent individuals and the requirements of these posts are being met.
- Ensure that matters of health and safety are as equal importance as other key business functions.
- Ensure that the Top Management provides as far as is reasonably practicable the resources deemed necessary, to fulfil the requirements determined by statute.
- Review safety performance of the company.

The Chief Officers will:

- Ensure the preparation and execution of Policy.
- Provide adequate resources to implement the Policy.
- Ensure there is an effective health and safety management structure.
- Ensure that health and safety considerations are integral to the overall management culture.
- Make adequate channels of communication available to employees so health and safety concerns can be raised, debated and appropriately resolved.
- Ensure establishment and maintenance of effective health and safety management systems.
- Ensure the appointment of a competent person(s) to assist with the development and implementation of the policy and providing competent advice in health and safety matters.
- Ensure review and monitoring of safety **performance**.
- Promote a positive safety culture through appropriate support and encouragement.
- Ensure safe working conditions are maintained for employees, visitors, contractors, and members of the public.
- Develop a positive attitude to health and safety among employees by demonstrating their own commitment to achieving a high standard of health and safety performance.
- Ensure that safety is given adequate consideration in all projects / schemes undertaken.

- Ensure that the arrangements of the organisation Health and Safety Policy are fully understood and observed at all levels of management and by all employees and contractors.
- Delegate responsibilities for health and safety matters to all levels of management within their and ensure that they are adequately trained and instructed to undertake such responsibilities.
- Support staff and others to achieve the highest possible standards; encourage employees to suggest new ways and means to reduce risk. Educate those who fail to consider their own health, safety and well being or that of others.

### **Corporate Health and Safety Manager / Consultant (Appointed Competent Person)**

The Corporate Health and Safety Manager will:

- Examine the requirements of laws, orders, regulations and codes of practice relevant to the health and safety of employees and members of the public we support in the organisation and to the health and safety of others towards whom the company has duties under the Health and Safety at Work etc. Act 1974.
- Devise the organisation's health and safety system and associated policies and procedures.
- Advise all levels of management regarding the implementation of the company's health and safety system, policies and procedures including accident / RIDDOR reporting.
- Monitor accidents / incidents and liaise with managers regarding remedial actions.
- Ensure the updating and amendment of the Health and Safety Policy and associated policies and procedures as required, and that amendments are brought to the attention of all levels of management. Advise on information, instruction and training requirements relating to health and safety and liaise with the Chief Officers to ensure implementation of health and safety training programme.
- Report to the Chief Officers as required on health and safety matters and advising as necessary.
- Represent the organisation in any matters relating to health and safety and liaise with inspectors of the enforcing authorities.
- Review and monitor the organisation's health and safety performance.

### **Line Managers**

Have direct responsibility for health and safety matters relating to the employees reporting directly to them and are therefore responsible for the implementation of the provisions of health and safety policies.

These Managers will:

- Be responsible for implementing the Health and Safety Policy and procedures in the departments / projects under their control and ensure this is brought to the attention of all employees and contractors.
- Ensure that all those reporting into them carry out their duties under the Health and Safety Policy.
- Co-operate with the Health and Safety team on matters affecting health, safety and welfare of employees, members of the public and contractors.
- Liaise with the Health and Safety team on any activities, equipment, areas deemed to be unsafe and any breach of statutory requirement in the premises under their control and which they cannot effectively deal with.
- Carry out suitable and sufficient risk assessments, implement control measures to reduce the risk and devise safety systems of work.
- Ensure that all employees and contractors are fully aware of and understand the outcomes of risk assessments and that employees adhere to the detailed control measures.
- Promote a positive safety culture through leading by example and providing appropriate support and encouragement.
- Ensure adequate instruction and supervision to ensure that work is undertaken in a safe manner.

- Ensuring that all employees receive adequate / appropriate training to comply with legislative requirements in liaison with the Health and Safety team.
- Ensure that business continuity and emergency response plans for their sites are prepared and kept up to date.
- Ensure that adequate first aid facilities are provided at their premises.
- Ensure that accidents, incidents, dangerous occurrences and near misses in the premises / department under their control are reported in accordance with the company procedures (also where required to the HSE under RIDDOR), thoroughly investigated, and resulting remedial actions implemented.
- Carry out periodic safety inspections and allocated audit of the premises / departments under their control and ensure any remedial actions addressed.
- Be available for contribution to external safety inspections / audits for the premises / department under their control.
- Ensure that contractors adhere to the organisation safety policies and adhere at all times to their legal and contractual responsibilities.
- Make available all necessary personal protective equipment.
- Ensure cleanliness and hygiene standards are maintained throughout council premises.

### **Employees and Contractors**

All employees and contractors will undertake their responsibilities and behave at all times in a manner that takes full account of health and safety matters, in particular cooperation with management to achieve a healthy and safe environment, attend all relevant training and follow all relevant policies and procedures.

Individuals are encouraged to play an active role by being consulted on the health and safety policies and procedures, taking part in health and safety inspections and attending meetings on their sites. Breach of Health and Safety policies or procedures is a serious disciplinary matter and may constitute gross misconduct.

All employees and contractors have specific health and safety responsibilities to:

- Be aware and adhere to the company Health and Safety Policy, procedures, risk assessments, safe systems of work including departmental or site safety requirements.
- Take reasonable care of their own health and safety, and the safety of other persons who may be affected by what they do or do not do.
- Be familiar with emergency procedures and drills.
- Presenting themselves for work in suitable clothing / footwear to carry out their contracted duties in a safe manner, as determined through the risk assessment process, adhering to any uniform policies and accepted health care protocols where relevant.
- Correctly use work items, including personal protective equipment, in accordance with training and instructions.
- Must not intentionally misuse or recklessly interfere with anything provided for health and safety reasons.
- Co-operate with the employer / client on matters relating to health and safety.
- Immediately report to their line manager any serious and imminent danger to health and safety and any short comings in health and safety arrangements.
- Report and record all incidents, accidents and near miss events appropriately.
- Comply with all hazard / warning signs and notices displayed on their sites.
- Remove or warn others of a hazard e.g. spillage, in an appropriate way.
- Conduct themselves in an orderly manner and refrain from any form of behaviour, which could lead to accidents or injury.
- Attend as requested, any health and safety training courses.
- Check any equipment before use and report any faults / damage to their line manager; and
- Not undertake any task for which authorisation and / or training / instruction has not been given.

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### **Health and Safety Representatives / Trade Union Representatives**

Health and Safety / Trade Union Representatives have certain responsibilities and duties and are able to audit and complete inspections where required.

A health and safety representative is a fellow worker who represents other union members to look after the health and safety at work of people they work with.

Health and Safety Representatives have the right to:

- take an active part in workplace risk assessments;
- investigate potential hazards and 'dangerous occurrences' and examine the accident data.
- investigate members' complaints.
- carry out inspections of the workplace in work time, at least every three months.
- be consulted on new working practices and new technology.
- receive safety information from their employer (such as inspectors' reports, hygiene surveys and risk assessments).
- attend union-approved training courses without loss of pay; and
- have access to a phone and office equipment, and paid time off work, both to carry out inspections and to meet staff and other safety reps.

### **Health, Safety & Wellbeing Joint Consultative Committee (HS&W JCC)**

The HS&W JCC provides the leading mechanism for staff consultation, tabling and monitoring of issues of health, safety and wellbeing concern, activity and progress.