



## Part 1: Policy Statement of Intent

East Suffolk Council recognises and accepts its responsibility as an employer to carry out its undertakings to provide, so far as is reasonably practicable, a safe and healthy working environment for the health, safety and welfare of all its employees, elected members, contractors, partners and others who may be affected by its activities.

East Suffolk Council will promote best practice and improvements in health, safety and wellbeing at all levels.

East Suffolk Council will:

- carry out regular risk assessments of its activities and implement control measures to mitigate the risks;
- provide safe places to work, safe work equipment and safe systems of work;
- supply relevant information, instruction and training to employees to enable them to work safely;
- seek and accept competent health and safety advice;
- consult with its employees on health, safety and wellbeing matters ; and
- regularly monitor and review this policy.

Signed



**Leader of East Suffolk Council**

Date 12/01/24



**Chief Executive of East Suffolk Council**

Date 15/01/24

## **Part 2: Responsibilities**

The Chief Executive holds the overall responsibility to ensure that appropriate arrangements and management systems as necessary for the health, safety and wellbeing of East Suffolk Council employees and others affected by its activities are in place. Such arrangements will apply to all work activities and be so designed and implemented as to ensure, so far as is reasonably practicable, the health and safety of all employees, elected members, service users, contractors, volunteers and anyone else who might be affected by the Council's activities.

The Chief Executive is supported by Strategic Directors and Heads of Service and they collectively form the Corporate Leadership Team (CLT).

### **1. Councillors**

The Leader will appoint a Councillor with health and safety responsibilities in their portfolio. All Councillors will consider health, safety and welfare issues when undertaking Council business and when making decisions for the Council.

### **2. Chief Executive**

The Chief Executive will ensure that:

- an effective health and safety management system is in place and effectively implemented throughout the Council;
- resources are allocated to maintain suitable and sufficient health and safety arrangements;
- health and safety is incorporated into the Council's risk management strategy; and
- there is an effective process for dealing with emergencies.

### **3. Corporate Leadership Team**

The Corporate Leadership Team will ensure that:

- Councillors are provided with adequate information to allow health, safety and welfare issues to be considered when making decisions;
- everyone, including employees, volunteers, contractors, partners etc. within their area of responsibility is adequately trained, competent and supervised to enable them to work safely in accordance with the risk assessments and/or safe systems of work;
- ensure that the structure and services of all workplaces where their teams work, that are not managed by East Suffolk Council, comply with the provisions of the relevant fire and workplace health, safety and welfare regulations;
- health and safety matters are promoted and discussed in team meetings throughout the service area;
- at least one person from their service area is appointed to represent the service area at the Health and Safety Group meetings;
- they designate and support persons given additional responsibilities for carrying out health and safety related activities;

- all contractors, and partners, are properly appointed and managed to ensure that they are carrying out the work on behalf of the Council in a safe manner in accordance with health and safety legislation and this policy;
- all incidents, e.g. near misses, abuse, dangerous occurrences, work related diseases, accidents and injuries, are appropriately reported and investigated; and
- they are able to take charge in an emergency situation such as an evacuation, bomb threat or lockdown or other evolving incident.

#### **4. Additional Responsibilities for certain Head of Services or Managers**

In addition to the duties outlined in 4 above, the following will have specific additional responsibilities.

##### **The Head of Customer Experience will:**

- administer the policies relating to customer behaviour and management of the Customer Alert List.

##### **The Head of Environmental Services and Port Health will:**

- take responsibility for the corporate health and safety team function;
- present an annual report on compliance to CLT; and
- advise CLT of changes to health and safety legislation, practice etc. which will have implications for health and safety compliance.

##### **The Human Resources and Workforce Development Manager will:**

- ensure that systems are in place for identifying incidents of work-related ill health, including stress, and that appropriate return to work programmes are in place for all employees that have been absent as a result of work-related ill health;
- promote wellbeing arrangements and provide a chair for the Wellbeing Group; and
- arrange any statutory health surveillance, advise managers on any actions required following health surveillance and maintain health surveillance records in accordance with current legislation.

##### **Chief Finance Officer will:**

- ensure suitable insurance policies are in place to comply with the Employers' Liability (Compulsory Insurance) Regulations 1969 and other statutory insurance.

##### **Heads of Services with responsibility for Council owned/managed property will:**

- ensure that any property, including East Suffolk Council workplaces, any equipment (including machinery and tools), or any other assets for which they are responsible are managed to ensure the safety of any person using or accessing them and that they comply with all relevant statutory requirements including statutory fire safety controls;

- ensure that the structure and services of all East Suffolk owned and/or managed workplaces comply with the provisions of the relevant fire and workplace health, safety and welfare regulations; and
- ensure that applications, by third parties, to use Council owned and/or managed land are assessed to ensure that the Council meets its responsibilities as a landowner in relation to the health and safety of persons who might be affected by the activity.

## **5. All Managers, Team Leaders, Supervisors etc.**

All staff with a line management role are responsible for themselves and for managing the health and safety of their teams, as well as any visitors, partners, contractors, volunteers and members of the public that could be affected by the work activities they are responsible for.

All managers are required to:

- ensure that suitable and sufficient risk assessments for all their team's work-related activities, including any specific assessments for individuals in the team, are undertaken, recorded and regularly reviewed;
- provide staff with appropriate personal protective equipment (PPE) if the risk assessment requires it;
- ensure adequate financial provision to meet their health and safety responsibilities;
- provide adequate training to enable team members to work safely and without risk to their health;
- discuss, consult on and review health and safety issues at team meetings on a regular basis;
- seek advice, when necessary, from the Corporate Health and Safety Team on matters relating to health and safety; and
- investigate incidents involving their staff or activities under their responsibility.

## **6. Employees**

Employees have a duty to take reasonable care of their own health and safety and that of other persons who may be affected by their activities, and to co-operate with their manager on health and safety issues.

All employees are required to:

- follow any training, information and instruction provided which is relevant to their work;
- use equipment correctly at all times, and not bring any electrical equipment into buildings for use unless it has been approved for use by the line manager or the relevant FM team;
- use the PPE identified by risk assessment as being necessary and report any defects to their line manager;
- report immediately to their manager all accidents, incidents, unsafe acts, including any "near misses" whether persons are injured or not and complete the incident report form on DASH;
- report to their line manager any risks in the workplace that they consider have not been adequately controlled;

- co-operate and assist in investigations of accidents/incidents, undertaking risk assessments, workplace inspections, safety tours and audits when necessary; and
- inform their line manager of any aspects of their health, including treatment, which may affect their ability to carry out their duties safely or need adjustments made e.g. to enable them to exit the building safely in an emergency.

## **Part 3: Arrangements**

### **7. Corporate technical policies**

The Council will develop additional technical policies and procedures e.g. asbestos, legionella, lone working etc. to support the general policy. These procedures, along with health and safety related information, are held on SharePoint (FRED) and the Corporate H&S Channel on MS Teams.

### **8. Competent Persons**

Members of the Corporate Health and Safety team who satisfy the criteria for TechIOSH will act as competent advisors under the Management of Health and Safety at Work Regulations 1999.

They will:

- provide professional support, technical and other guidance to the Councillors, Chief Executive, CLT, Managers, Health and Safety Champions and other employees on matters of health and safety;
- assist in the development of health and safety policies and procedures in line with current legislation and best practice;
- carry out inspections and audits and report findings to the appropriate manager;
- review accident and incident data to identify trends and any appropriate remedial action as necessary;
- provide reports on health and safety performance as required to members of CLT and Health and Safety Group, with recommendations as appropriate;
- liaise with the enforcing authorities on health and safety matters; and
- take part in the Wellbeing Group to help promote wellbeing within the Council.

### **9. Health and Safety Champions**

Each service area will appoint at least one member of staff to undertake the role of the Health and Safety Champion to:

- represent the employees in their service area;
- report back on the contents of the meetings to the service area's management team;
- cascade health and safety information within their service area; and
- contribute to discussions at the quarterly health and safety group meetings.

## **10. Consultation**

Staff will be consulted on the introduction of any measures that may substantially affect the health, safety and welfare of staff via the Health and Safety Group, monthly newsletters and information posted on Teams and SharePoint.

Health and Safety Group meetings with representatives from senior management, staff, UNISON and the Corporate Health and Safety Team will be held at least four times a year and copies of the minutes of these meetings will be held on the Corporate Health and Safety MS Teams.

The Health and Safety Group operate to published Terms of Reference and will comprise:

- the Head of Environmental Services and Port health who will chair the meeting and ensure that any relevant matters are reported to CLT;
- a Strategic Director
- the Health and safety Manager who will deputise for the Chair as necessary;
- a Health and Safety Advisor;
- a note taker from Environmental Services and Port Health to take the minutes for each meeting;
- Health and Safety Champions from each service area;
- Human Resources;
- Union Safety Representative(s); and
- other officers and specialists who may be co-opted as necessary.

Managers will consult with their staff on health and safety matters through team meetings and/or individually during the 'My Conversation' process.

## **11. Health and Wellbeing Group**

The Health and Wellbeing Group will develop health, safety and wellbeing strategies.

The Wellbeing Group will meet quarterly and will comprise:

- the Head of Environmental Services and Port who will ensure that any relevant information is cascaded to CLT;
- a member of HR;
- those staff members nominated to promote health and wellbeing in the Council;
- partners promoting wellbeing;
- a Health and Safety Advisor; and
- other officers and specialists who may be co-opted as necessary.

## **12. Provision of Information**

All employees will be given sufficient information, training and instruction, based on an assessment of risk, to enable them to undertake their work safely and to be aware of what to do in cases of emergency such as a requirement to evacuate the building or to obtain first aid.

### ***13. Accident/Incident/Dangerous Occurrence/Disease and Near Miss Reporting***

All incidents (accidents, near miss incidents, violence/abuse, dangerous occurrences, property damage and work-related diseases) arising out of or in connection with the Council's work activities will be reported as soon as possible via the incident reporting process on DASH and if reportable, under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013, to the Health and Safety Executive via the Corporate Health and Safety Team. The relevant line manager will investigate all incidents and record their findings on the incident form.

### ***14. Children and Young Persons***

Managers will ensure that suitable and sufficient risk assessments are undertaken for any young persons (under the age of 18), including for short term work experience.

Children will only be admitted to public areas such as waiting rooms and interview rooms after appropriate risk assessments and adjustments have been made to ensure their safety.

Staff that have contact with children or adults at risk will be provided with suitable safeguarding training.

### ***15. Contractors and Partners***

Contractors will be provided with copies of:

- the Council's Health and Safety Policy document;
- relevant risk assessments; and
- any other information that will be necessary to enable them to work safely.

The manager appointing the contractor will consider the contractor's health and safety documentation at the procurement stage and will monitor their working practices to ensure that they carry out their function safely. The manager responsible for the contract should seek advice from the Corporate Health and Safety Team if they need health and safety advice at any stage of the contract.

### ***16. Disabilities***

Where an employee or Councillor has any impairment could affect their ability to use or evacuate the premises safely the individual will:

- carry out a specific risk assessment considering their particular needs using the Personal Emergency Evacuation Plan (PEEP) documentation on SharePoint (FRED) ; and
- devise a suitable PEEP in conjunction with their manager or, in the case of Councillors, with a member of the Democratic Services Team.

### ***17. Event Safety***

The East Suffolk Council Safety Advisory Group (SAG) provides a forum for discussing and advising on public safety for events held in the District. SAG is a non-statutory multi-agency body and does not have legal powers or responsibilities and cannot approve or prohibit an event taking place.

SAG will review events being managed by East Suffolk Council in the same way that it would for any other events. The Corporate Health and Safety Team advise the Council's Asset Management Team following receipt of applications to use Council land for events.

## ***18. Fire Precautions and other evacuation procedures***

Evacuation and lockdown procedures are found on SharePoint (FRED).

Employees will receive instruction on the evacuation and lockdown procedures as part of induction and on a regular basis thereafter.

## ***19. Home working***

Individuals who choose to work at home will be required to follow the Council's Guide to Agile Working.

## ***20. Risk Assessments and Safe Systems of Working***

Information on each Service's own safe working practices and risk assessments will be held on the Risk Assessment Channel in the Corporate Health and Safety MSTEams site.

Personal risk assessments will be held securely by the individual's line manager and/or HR.

## ***21. Volunteers***

Volunteers undertaking activities on behalf of the Council will be considered to be employees for the purposes of health, safety and welfare.

## ***22. Corporate Health and Safety Team Contacts***

- [Corporatehealthandsafetyteam@eastsoffolk.gov.uk](mailto:Corporatehealthandsafetyteam@eastsoffolk.gov.uk)
- Health and Safety Manager, [v.johnston@eastsoffolk.goc.uk](mailto:v.johnston@eastsoffolk.goc.uk) , 07770 583246