

# Health, Safety and Welfare Policy

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Hinckley & Bosworth  
Borough Council

## Contents

Health and Safety General Policy Statement.....	2
Organisation.....	3
Roles & responsibilities.....	3
Strategic Leadership Team shall: .....	3
Chief Executive will: .....	3
Directors will: .....	3
Department Managers, Heads and Officers will:.....	3
Corporate Health and Safety Officer will: .....	4
Employees.....	4
Arrangements and Procedures .....	4
Monitoring, Measurement and Review.....	4
Relevant Legislation .....	5



# Hinckley & Bosworth Borough Council

## Health and Safety General Policy Statement

Hinckley and Bosworth Borough Council (HBBC) accepts its duty under the Health and Safety at Work etc. Act 1974 and is committed to providing and maintaining safe and healthy working conditions and appropriate welfare arrangements for all of its employees. It also accepts its duties under The Act to other people e.g. contractors, tenants, visitors, members of the public, etc. using its buildings and facilities or affected by activities carried out by or on behalf of the Council.

To achieve this we ensure:

- Provision of safe and healthy workplaces, plant and equipment
- Safe systems of work
- That employees are competent to carry out their tasks and given adequate training
- Provision of suitable and sufficient information, instruction, training and supervision
- That measures are in place to control risks arising from work activities
- Arrangements are in place to disseminate Health and Safety rules
- That employees are consulted about Health and Safety matters
- Provision of adequate welfare facilities
- Equal health and safety treatment for all
- Continuous improvement in health, safety and welfare standards.

Employees at all levels within HBBC are made aware of their responsibilities with regards to health, safety and welfare to themselves, their colleagues and to any others affected by Council business.

Arrangements are in place to regularly monitor and audit the Council's compliance with the Health, Safety and Welfare Management System.

Signed

Position

Date



## 2. Organisation

The organisation of health and safety within HBBC follows the Senior Management Structure as found on the organisation intranet. The Corporate Services and Monitoring Officer is the Council Safety Champion who, leading by example, is committed to management of health, safety and welfare risks within HBBC.

## 3. Roles & responsibilities

### Strategic Leadership Team shall:

- Agree the overall framework and operational responsibilities for health and safety
- Give due consideration to matters of health, safety and welfare when allocating resources and responsibilities

### Chief Executive will:

- be responsible for ensuring compliance with all Health and Safety legislation affecting the operations and activities of Hinckley and Bosworth Borough Council,
- Ensure that financial and other resources are available to meet health, safety and welfare responsibilities,
- Actively promote a positive health and safety culture within the council.

### Directors will:

- Co-ordinate work with the Chief Executive and to achieve the standards and procedures prescribed for Health and Safety;
- Ensure that arrangements for the monitoring and audit of Health and Safety are in place across all council sites and premises;
- Ensure adequate financial and other resources are allocated to ensure compliance with health, safety and welfare requirements.
- Take an active and visible role in the management of health, safety and welfare within their directorate and promote a positive health and safety culture
- Ensure that Managers, Heads and Officers of Department fulfil their role and responsibilities in the effective management of health, safety and welfare
- Ensure adequate emergency procedures exist and have been practiced and communicated to employees.

### Department Managers, Heads and Officers will:

- Take an active and visible role in the management of health, safety and welfare within their department and promote a positive health and safety culture
- Provide all staff with appropriate health and safety training as part of an induction and on-going programme;
- Together with HBBC staff, assess and control the risks to health and safety of all persons from hazards at council premise, sites and any other HBBC-related activities, wherever they are undertaken;
- Provide equipment and articles for their department that are suitable for their intended use, are correctly serviced and properly maintained;
- Liaise with contractors, or their representatives undertaking any works on site, to ensure the safety of all persons exposed;
- Provide suitable personal protective equipment and ensure its correct use (where a risk assessment identifies it as required);

- Ensure hazardous materials and substances are properly used, stored and disposed of;
- Report and investigate all incidents, ensuring learning is shared and implemented across the organisation.
- Consult with and provide information relating to health and safety to safety representatives
- Bring to the attention of the Health and Safety Officer any matters of Health and Safety that cannot be resolved or are of imminent danger to any person;

**Corporate Health and Safety Officer will:**

- Produce a draft annual Health and Safety Plan for approval by the SLT;
- Assist with investigation of accidents and incidents and report to the HSE under RIDDOR
- Provide competent advice and support on health, safety and welfare matters
- Arrange for initial audits and/or inspections, followed by a programme of further monitoring at a frequency identified by risk assessment,
- Assist Managers/ Department heads and Officers to arrange and where appropriate deliver Health and Safety training,
- Ensure adequate emergency procedures are arranged and practiced,
- Bring the details of any serious concerns to the attention of the SLT,
- Provide quarterly reports on Health and Safety to the SLT,
- Promote a positive health and safety culture within HBBC

**Employees**

As employees, all members of staff have a duty in law to:

- Take reasonable care for their own health and safety and that of others who may be affected by their acts or omissions at work
- Co-operate with managers to ensure compliance with health, safety and welfare legislation take a pro-active approach to health and safety
- Use plant, machinery, equipment, dangerous substances and other safety devices in accordance with health and safety information, instruction and training they have been provided with or seek appropriate guidance
- Not misuse or interfere with anything provided in the interests of health and safety at work
- Where an imminent and significant risk to a person's health or safety exists, stop the activity being undertaken and when safe to do so, notify their line manager
- Immediately report accidents, violent incidents, near misses, dangerous occurrences, hazardous workplaces or defective equipment to their line manager

All staff are encouraged to participate in improving Health and Safety by reporting all Health and Safety concerns to their manager, Safety Representative or the Health and Safety Officer and to foster safety consciousness and good practice amongst other employees.

**4. Arrangements and Procedures**

In order to deliver the Health and Safety Policy, the Council will follow the Health and Safety Management System. Subsequent policy and guidance regarding areas within health, safety and welfare are laid out in the Health and Safety Manual. The manual is available to all staff on the Intranet, an internet based file management system. The manual contains policy documents, information, guidance, forms and risk assessment checklists.

**5. Monitoring, Measurement and Review**

Monitoring and review allows the effectiveness of the Management System to be checked. The Council use key performance indicators to measure performance against its health and safety

# Health, Safety and Welfare Policy

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Borough Council

objectives as laid out in the Health and Safety Management System. A plan of inspections and audits is followed to ensure that the Council are compliant with current legal, Council, industry and best practice standards and guidance.

## **6. Relevant Legislation**

The document Legal Register can be found under Health and Safety Management section of Intranet. The document outlines the main statutes and regulations affecting health and safety and welfare at Hinckley and Bosworth Borough Council.