

Corporate Health & Safety Policy

Document Control Summary

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Acronyms		
CHSG	Corporate Health and Safety Group	
CHSS	Corporate Health and Safety Service	
CHSP	Corporate Health and Safety Plan	
ECF	Employee Consultative Forum	
HSCOP	Health and Safety Code of Practice	
CSB	Corporate Strategy Board	
OHS	Occupational Health Service	
EAP	Employee Assistance Programme	
HSE	Health and Safety Executive	
GNs	Guidance Notes	
ACoP	Approved Code of Practice	
SSoW	Safe Systems of Work	

1. Corporate Statement of Health & Safety Policy

Harrow Council, as an employer, recognises its legal responsibility to make every effort and secure the health, safety and welfare of all its employees and others, i.e. visitors, contractors, service users etc. that may be affected by the Council's undertaking.

The Council aspires to achieve excellence thereby implementing and effectively maintaining a robust safety management system that will permit safe work practices without compromising the health, safety and wellbeing of employees, the general public and the environment.

Harrow Council recognises that success in achieving and maintaining a safe and healthy work environment incorporates commitment from both senior management and all employees within the organisation along with effective communication and co-operation.

The Council is committed to continuous improvement in health and safety performance and has developed a Corporate Health and Safety Improvement Plan which will include key targets and objectives for improvement in health and safety management, and reviewed annually by the Corporate Health & Safety Board.

In particular, it is corporate policy to;

- Meet and whenever possible exceed the minimum standards set by the Health and Safety at Work etc. Act 1974 and supporting regulations and guidance
- Provide financial and physical resources to ensure that the Council's health and safety arrangements are implemented and adequately maintained.
- Regularly monitor and revise the health and safety management system, including this Policy Statement, other corporate Policies and Codes of Practice, to ensure that these documents remain in circulation and in date.
- Carry out appropriate risk assessments, seeking to eliminate and or reduce hazards. Where risk assessments have revealed risk levels to be unacceptably high, health and safety requirements will therefore take precedence over all other business requirements to ensure that these levels are reduced a low level as reasonably possible.
- Seek continuous improvement in health and safety performance; promote a proactive safety culture and to effectively maintain a safer and healthier working environment.
- Ensure that all employees receive adequate training for the purposes of health and safety.
- Consult with employees or their representatives, on health and safety matters, also ensuring that the corporate Safety Policy is available when required.
- Ensure that competent persons are appointed to assist the Council in meeting its statutory obligations.
- Recognise that accidents usually result from failings in management control and are not necessarily the fault of the individual/s involved.
- Recognise that the Chief Executive has overall responsibility for ensuring that health and safety in the workplace is considered in all Senior Management Team decisions and allocating resources to support quality improvement programmes aimed at continual improvement.

Tom Whiting
Interim Chief Executive
Date:

Graham Henson
Council Leader
Date:

2. Purpose

This Policy and in conjunction with local documents, Codes of Practice (CoP) and Guidance Notes (GNs) will permit understanding how health and safety is managed across the Council as well as defining Senior Management roles and responsibilities.

The Policy is divided into principles, Organisation (people) and Arrangements (systems) and provides the framework for health and safety management within the Council.

2.1 Scope

This is a corporate Policy that applies to all employees including school staff, agency staff, consultants, contractors and volunteers.

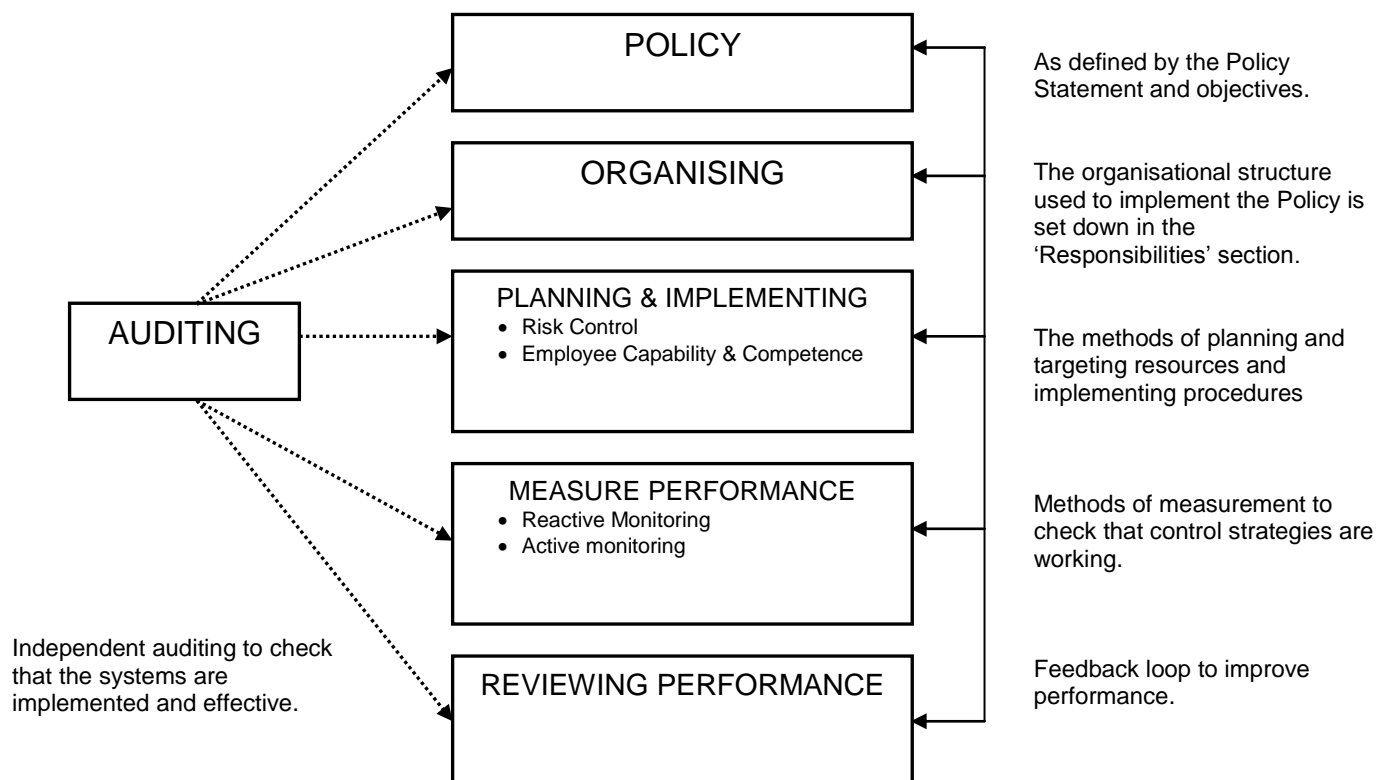
2.2 Elected Members

The Elected Members have overall responsibility for the application of health and safety legislation, achieving the objectives set out within this Policy and ensuring that adequate resources are available to meet the organisation's health, safety and welfare needs. The Elected Members delegate the work required to the Chief Executive.

2.3 Principles

Harrow Council recognises and accepts its statutory, moral and economical responsibilities; fundamentally aiming to ensure that all employees, stakeholders and the general public do not suffer injury or ill health that may occur as a result from the Council's undertakings.

Harrow Council's Health and Safety Management System is based on the following model:



For the model to be successful, the following standards must be applied:

- Ensuring that a health and safety management system is implemented to provide a structured management approach to controlling workplace hazards and risks throughout the organisation
- Ensuring that all employees undertake their tasks without disregarding health and safety
- Active commitment from Senior management to improving health and safety standards, making reference to European law and UK health and safety legislation in order to meet minimum standard
- Ensuring that the necessary resources are available to effectively meet the requirements of this Policy
- All level management to actively demonstrate a positive attitude towards workplace health and safety, encouraging employees to ensure that safe practice is routine
- Employees' participation, including contractors, consultants and volunteers, working on Council premises, to pay maximum attention to the health and safety aspects of their work, embracing safe work practices to avoid injury / ill-health to themselves and to others.

3. ORGANISATION

3.1 Chief Executive

The Chief Executive has overall responsibility for ensuring that the corporate Health and Safety Policy is implemented and that all health and safety matters are brought to the attention of the Elected Members.

The Chief Executive will also direct the execution of this Policy and ensure that adequate resources are available to enable ongoing improvements and in particular:

- Actively demonstrating leadership in requiring and supporting high standards of health and safety performance in all the corporate undertakings
- Ensuring that the Corporate Health and Safety Policy is implemented
- Ensuring that there is accountability at the correct level of management when corporate and legal standards are unacceptable
- Appoint the Corporate Director Community with responsibility for overseeing the day-to-day management of health and safety on behalf of the Council
- Agreeing Corporate health and safety strategic aims and targets with Directors
- Ensuring that the Council's Health and Safety Management System is effectively managed and maintained
- Ensuring that the Organisation and Arrangements for carrying out this Policy are adequate
- Ensuring that the statutory requirement to monitor the prioritisation of and responses to health and safety issues affecting all Directorates are carried out through the Corporate Strategy Board (CSB) and the Corporate Health and Safety Group (CHSG) which should incorporate Trade Union representatives.
- Determining and periodically reviewing corporate targets in respect of health and safety issues.
- Continually reviewing health and safety performances and making decisions, where require, about the nature and timing of the actions necessary to remedy deficiencies.

3.2 The Corporate Director – Community

The specific responsibilities of the Corporate Director – Community are; delivering, co-ordinating and leading the Council's vision for a safe, secure and healthy work environment.

The Corporate Director – Community will:

- Advise the Council on the preparation and revision of the its Policy Statement for Health and Safety; the appropriate Organisation and Arrangements necessary to meet the Policy's aims and objectives
- Act as the person with responsibility for overseeing the delivery of the day-to-day management of health and safety on behalf of the Council
- Ensure that the Corporate Health and Safety Plan is implemented and suitably disseminated
- Encourage a practical approach to managing health and safety
- Ensure that all employees have access to competent health and safety advice
- Ensure that the required level of 'competent' persons are maintained within the directorate given the higher operational risk levels within certain areas of the directorate.
- Act as Chairperson for the CHSG and ensure that health and safety information is disseminated throughout the organisation and to escalate health and safety matters to the CSB and to the Employees Consultative Forum (ECF), if required
- Ensure that health and safety is promoted throughout all services and at all stages, including recruitment selection and training
- Regularly consult with employees through their Trade Union or other representatives with respect to changes that may affect their health, safety and wellbeing
- Coordinate the preparation of the CHSG meetings and management reports and ensure effective consultation with the ECF.

3.3 Corporate Directors

Corporate Directors are responsible for implementing this Policy within their Directorates along with any specific health and safety Policies, Codes of Practice and Safe Systems of Work (SSoW), where required.

Corporate Directors shall:

- By leadership and personal example foster positive attitudes towards health, safety, welfare and security throughout their Directorates, such that their beliefs and commitment to health and safety become the shared values of all employees
- Have oversight of health and safety performance in their areas of responsibility and actively contribute to achieving the overall health and safety strategic aims, including the delivery of the Corporate Health and Safety Plan
- Support the Corporate Director - Community with responsibility for the lead health and safety role and champion Directorate employees with health and safety remits, to ensure that the Health and Safety Management System is adequately monitored and is effective.
- Ensure that a Health and Safety Group for their Directorate is in place, which should have a chairperson appointed and comprise of relevant Trade Union representatives. The Group should also incorporate the Terms of Reference agreed by the CHSG.

- Agree with Divisional Directors and Heads of Service targets for health and safety performance, in support of the Council's overall strategy, the Corporate Health and Safety Plan and Health and Safety Management System.
- Report on and / or recommend to the appropriate Committee trends in the performance and prioritisation of health and safety issues and on associated resource implication, not less than annually through the budget estimate process
- Designate a named officer (Person with Responsibility for Asset Management and / or Premises Manager) to be responsible for management of those buildings occupied by them or by more than one Directorate or agency and ensure that these responsible persons are adequately trained.
- Ensure that Safety Champions are engaged in their Directorate thereby promote health and safety in their individual areas.
- Be responsible for ensuring that the Directorate's Health and Safety Policy is developed detailing the Organisation and Arrangements for their Directorate. This document will act as a link between the overall Corporate Health & Safety Policy and each Directorate & Division's Health and Safety Action Plans
- Ensure that their Directorate Management Teams know and fulfil their individual responsibilities regarding health and safety and that they receive relevant information, training and instruction so as to competently carry out health and safety tasks assigned to them. The Directorate Management Teams will also ensure that their employees are given suitable advice, information, and training and support such that the requirements of all relevant health and safety legislation and Codes of Practice are met.
- Determine the health and safety responsibilities and safety critical roles of all employees in their Directorate are identified and incorporated within the employees' role profile or job descriptions.
- Ensure adequate consultation with the appropriate employee representatives prior to the introduction of any change that may affect employee's health, safety and wellbeing.
- Make the necessary arrangements, such as time off for training, to ensure that safety representatives who may be appointed under the regulation can effectively carry out their duties as required
- Be responsible for ensuring that this Policy and the Directorate Policy are communicated and understood by all employees in their Directorate
- Be responsible for translating the Policy's aims and objectives, applying these so as to deliver an effective service on behalf of the Council
- Set annual targets for health and safety performance with their Divisional Directors / Heads of Service in support of both Directorate and the corporate strategic aims
- At quarterly intervals and at Directorate Groups review the safety performance of their Division / Service Unit against the set targets
- Ensure adequate resources are available for health and safety measures in order to meet corporate responsibilities.
- Ensure that the appointed Safety Champions attend the Directorate Health and Safety Group meeting.

3.4 Divisional Directors and Heads of Service

All Divisional Directors and Heads of Service (in schools this could be Head Teachers and school Governors) have responsibility for ensuring that health and safety risks are managed in such a way as to meet Council aims and to ensure legal compliance as the minimum standard.

They also have responsibility for:

- Preparing, implementing, monitoring and periodically updating their Divisional and Service Health and Safety Plans and ensuring that the Council's Health and Safety Management System is maintained.
- Carry out suitable and sufficient risk assessments of the existing & new premises, plant, machinery etc. and appropriate action taken to effectively control the identified hazards.
- Delivering the agreed targets on health and safety performance, including the Divisional Health and Safety Action Plan, in support of the Council's overall strategy, the Corporate Health and Safety Plan and the Health and Safety Management System.
- Ensuring that the divisional sections of the Directorate Policy are developed to comply and support the Council's Corporate Policy and detail the Organisation and Arrangements for that Division. This document will act as a link between the Corporate Health and Safety Policy and their Directorate and Divisional Health and Safety Action Plan.
- Identifying the resources necessary to meet health and safety obligations under the corporate and Directorate Safety Policy.
- Advising and making recommendations to their Corporate Director where an inadequacy of resources is identified.
- Ensuring that Safe Systems of Work are devised and put in place including suitable and sufficient training for employees.
- Ensuring that all accidents involving or have the potential to cause injury or harm to persons or damage to property are reported and investigated and any corrective action is taken to prevent recurrence.
- Using and promoting systems of communication to ensure that all employees are involved in contributing to the safety of their work and workplace by giving feedback on existing safety rules and procedures.
- Informing employees of relevant health and safety information and provide supplementary written information wherever practicable in formats and languages that are known and understood by all employees.
- Selecting and controlling temporary workers, contractors and other visitors to the workplace, ensuring that they can meet corporate standards and providing them with appropriate information so that they do not put themselves, the workforce or the general public at risk.
- Ensuring all contracts are adequate in terms of health and safety provisions and that contractors are monitored to ensure they meet corporate standards.
- Ensuring that the appropriate information, instruction and supervision is provided to enable all employees to avoid hazards and contribute positively to their own and others safety, health and welfare at work.
- Ensuring liaison with other employers, including contractors and occupiers of shared premises to ensure effective cooperation for the exchange of "user" information to permit compliance with Corporate Policy.
- Ensuring compliance with Site Fire and Security Plans and allocating sufficient resources to meet the requirements of those plans in their work area and ensuring that emergency arrangements are in place to protect employees and others against risk of imminent danger

- Ensuring that employees are competent and capable of performing their duties to the required standard with the provision of adequate training to ensure that competency is assured and maintained.
- Ensuring that timely involvement with Occupational Health support is adopted to promote health at work and to enhance effective return to work, where appropriate.
- Making suitable arrangements for consulting with employees on health and safety matters and in accordance with legal standards i.e. through regular recorded team meetings and ensuring that health and safety is a standard item on the agenda at these meetings.
- Obtaining advice and support from the Corporate Health and Safety Service and / or the Occupational Health Service as may be needed.

3.5 Corporate Health and Safety (CHS) Manager

Corporate Health and Safety management falls under the responsibility of the Head of Community and Public Protection, who in turn is responsible to the Divisional Director - Environment & Culture (E&C) as part of the Community Directorate. The CHS Service forms part of the Commercial Team within E&C. Appendix One – Commercial Team Corporate Structure.

Duties of the Head of Community and Public Protection include;

- Implementing, monitoring and reviewing the Health and Safety Management System
- Designing, planning and executing the Corporate Health and Safety Action Plan (CHSP)
- Ensuring that adequate arrangements are in place to effectively deliver the CHSP
- Ensuring that Corporate Policies and Guidance Notes are developed and revised regularly
- Providing adequate advisory support to ensure compliance throughout the Council
- Ensuring that Senior Management are aware of their responsibilities in meeting health and safety objectives and targets
- Ensuring that all accident, incidents and near-misses are reported and where required, these are investigated to prevent recurrence
- Managing the corporate accident / incident database; preparing accident statistics; producing management reports and disseminating these as may be required
- Setting corporate performance standards and key performance indicators

3.6 People with Responsibility for Asset Management

People with Responsibility for Asset Management must ensure that suitable arrangements are in place for effective management of assets in all Council properties falling within their span of control and in line with the Council's strategic aims.

In order to ensure that People with Responsibility for Asset Management can fulfil their duties and responsibilities under the Corporate Health and Safety Policy, the tasks involved in managing these premises may be delegated to other persons e.g. Head Teachers in schools, members of staff, managing agents or other external organisations, provided that they have the necessary competence, resources and have Council approval to perform these roles.

However, your overall asset management responsibility for these premises cannot be delegated

People with Responsibility for Asset Management must monitor tasks performed on their behalf, to ensure that their responsibilities are being discharged and continue to meet corporate and legal requirement.

People with Responsibility for Asset Management also have responsibility to:

- Deliver targets on health and safety performance as agreed with their Divisional Director or Head of Service, including their Service Health and Safety Action Plan, and where required, their Directorate's Health and Safety Action Plan, the Corporate Health and Safety Plan and Health and Safety Management System
- Carry out suitable and sufficient risk assessments of the existing & new premises, plant, machinery etc. and appropriate action taken to effectively control the identified hazards.
- Ensure that suitable communication methods are established for liaison with all Premises Managers who have been delegated with the day-to-day management of individual sites & properties and that these managers receive suitable information, support and assistance to effectively manage these buildings safely and in the decision making process when planning any changes to buildings.
- Ensure that all accidents involving or have the potential to cause injury or harm to persons or damage to property are reported and where required investigated and any corrective action is taken
- Use and promote systems of communication to ensure that all employees are involved in contributing to the safety of their work and workplace by giving feedback on existing safety rules and procedures
- Inform employees of relevant health and safety information and provide supplementary written information wherever practicable in formats and languages that are known and understood by all employees
- Select and control temporary workers, contractors and other visitors to the workplace, ensuring that they can meet corporate standards and providing them with appropriate information so that they do not put themselves, the workforce or the general public at risk
- Ensure all contracts are adequate in terms of health and safety provision and that all contractors are monitored to meet corporate standards
- Provide suitable and sufficient information, Training and supervision to ensure that all employees avoid injury / ill-health thus contribute positively to their safety, health & welfare and that of others and monitor compliance
- Ensure liaison with other employers, including contractors and occupiers of shared premises to ensure effective cooperation and for the exchange of user information and others are safeguarded
- Ensure compliance with Site Fire and Security Plans and sufficient resources are allocated to meet the requirements of those plans in their area, ensuring emergency arrangements are in place to protect all employees and others against risk of imminent danger
- Ensure that all employees are competent and capable of performing their duties to the required standard and adequate training is provided to ensure that competency is assured and maintained
- Ensure that Safe Systems of Work are devised and put in place and that employees have been suitably and sufficiently trained
- Ensure that where required Asset Management information provides their Corporate Director and Divisional Director / Head of Service with a clear evaluation of risks and work priorities for Council building assets so that appropriate resources are secured for the control of those risks
- Fulfil their legal and compliance responsibilities under this Policy, other corporate Health and Safety Policies, Codes of Practice, Guidance Notes and relevant health and safety regulations

- Ensure that Corporate Directors and Divisional Directors / Heads of Service are aware of any shortfalls in relation to a lack of resources, training requirements and support that is needed
- Ensure that suitable communication methods are established

For the purposes of the corporate estate, this role falls to the Facilities Management Team within Community.

3.7 Managers and Supervisors

Managers (including Head Teachers and People with Responsibility for the day to day management of premises as Premises Managers) and Supervisors are responsible for ensuring that activities carried out under their control are in accordance with Corporate Policies and procedures and in compliance with statutory provisions by;

- Delivering targets on health and safety performance as agreed with their Divisional Director or Head of Service, including their Service's Health and Safety Action Plan and where required, their Directorate Health and Safety Action Plan, the Corporate Health and Safety Plan and Health and Safety Management System
- Carry out suitable and sufficient risk assessments of the existing & new premises, plant, machinery etc. and appropriate action taken to effectively control the identified hazards.
- Ensuring that suitable communication methods are established for liaison with Persons with Responsibility for Asset Management where you have been delegated responsibility for the day to day management of individual sites and properties
- Ensuring that all accidents involving or have the potential to cause injury or harm to persons or damage to property under your control are investigated and reported where required and any corrective action is taken
- Using and promoting systems of communication to ensure all employees are involved in contributing to the safety of their work and workplace by giving feedback on existing safety rules and procedures
- Informing employees of relevant health and safety information and provide supplementary written information wherever practicable in formats and languages that is known and understood by employees
- Selecting and controlling temporary workers, contractors and other visitors to the workplace, ensuring that they can meet our standards and providing them with appropriate information so that they do not put themselves, the workforce or the general public at risk
- Ensuring that all contracts are adequate in terms of health and safety provision and that contractors are monitored to meet corporate standards
- Provide suitable and sufficient information, Training and supervision to ensure that all employees avoid injury / ill-health and contribute positively to their safety, health & welfare and that of others and monitor compliance
- Inspecting the workplace at least quarterly; taking appropriate action to remedy the identified hazards; reporting those hazards that cannot be remedied to the line manager so that further action is carried out as may be required
- Ensuring liaison with other employers, including contractors and occupiers of shared premises to ensure effective cooperation for the exchange of "user" information to permit compliance with Corporate Policy

- Ensure compliance with Site Fire and Security Plans and sufficient resources are allocated to meet the requirements of those plans in their area; implementing emergency arrangements to protect all employees and others against risk of imminent danger
- Ensuring that staff, contractors, interims, agency workers and consultants receive appropriate inductions and are competent and capable of performing their duties to the required standard and adequate training is provided to all employees, where appropriate, to ensure that competency is assured and maintained
- Ensuring timely involvement of Occupational Health support to promote health at work and, where appropriate, to enhance the effective return to work of absent employees
- Ensuring that Safe Systems of Work are devised and put in place and that staff have been suitably and sufficiently trained
- Ensure that where required, safety management information provides their Divisional Director / Head of Service with a clear evaluation of risks and work priorities for the identified safety risks so that appropriate resources are secured to effectively control those risks
- Fulfil their legal and compliance responsibilities under this Policy, other corporate Health and Safety Policies, Codes of Practice, Guidance Notes and relevant health and safety regulations
- Ensure that Corporate Directors and Divisional Directors / Heads of Service are aware of any shortfalls in relation to a lack of resources, training requirements and support that may be required

3.8 Employees

All employees have a duty to take reasonable care whilst at work, ensuring not to endanger themselves or others that may be affected by their acts or omissions and to cooperate with management so as a high standard of health and safety throughout Harrow Council is achieved by;

- Ensuring they are aware of, understand and follow those parts of the health and safety management system, Codes of Practice and Guidance Notes which relate to their area of work.
- Also ensure that they are familiar with and understand the following;
 - Any necessary action concerned with fire and fire drills at their place of work
 - The first-aid arrangements and facilities available at their place of work;
 - The corporate accident / incident / near-miss reporting procedures;
- Avoiding conduct that would put themselves and others (including visitors, contractors, the public and persons on work experience) safety, health and wellbeing at risk of injury
- Attending any training provided and putting into practice all instruction intended to ensure safety whilst at work
- Not to disregard / mis-use safety equipment and protective clothing provided, utilising these in accordance with instructions or training received and immediately reporting any defects to their supervisor / manager
- Operating only those items of plant / equipment for which they have received training and are authorised to use
- Following any control measures identified within the risk assessments relevant to their work
- Complying with disciplined work procedures as detailed either in writing or verbally by their manager or supervisors and to ensure such instructions and training that is given is fully understood before commencement of work
- If in doubt, to query any matters regarding health and safety by contacting corporate health and safety service

- Using the correct tools and equipment for the task/s and ensuring that these tools are maintained in good working order therefore reporting any defects immediately to their supervisor / manager
- Report all accidents, incidents and near misses, in accordance with the corporate accident / incident reporting procedure
- Cooperating with management in evaluating risks and suggesting ways to improve health and safety performance
- Refraining from 'horseplay', cutting corners and taking unnecessary risks whilst undertaking their tasks
- Assisting management by ensuring that other employees, particularly new employees, are aware of the procedures, Safe Systems of Work and any potential hazards that are likely to be created during the work activity
- Ensuring that, where vehicles are used for work purposes, then these must carry out any designated check to ensure maintained in a safe and roadworthy condition and any materials and equipment carried in the vehicle should be appropriately secured thus in compliance with the related statutory regulations
- Not consuming any alcohol, recreational drugs or any other substances that may impede their mental and physical state of mind

If you have any doubts about your health and safety responsibilities in your workplace, you must seek clarification from your supervisor or line manager. You may also seek guidance from your Trade Union Safety Representative or the Corporate Health and Safety Service.

3.9 Safety Representatives

Safety Representatives are elected by Trade Union members recognised by the Council and have a duty to represent their members (employees). Functions of a Safety Representative include:

- Conducting investigations of potentially significant hazards and dangerous occurrences in the workplace and to examine the cause/s of an accident
- Investigating complaints raised by any employee they represent relating to the employee's health, safety or welfare.
- Making representations to management on matters arising from the two above duties or any other legitimate health and safety concerns
- Carrying out inspections of the workplace at agreed intervals, having given reasonable notice to the responsible manager
- Reviewing information from Health and Safety Inspectors and others on behalf of employees whose health and safety they represent
- Attending health and safety meetings and where necessary, ensuring that their members are adequately represented.

3.10 Occupational Health Service

Harrow Council is committed to promoting physical and psychological wellbeing of all its employees thereby undertaking appropriate measures to prevent ill-health and injury that may arise from any work activities.

The Occupational Health Service (OHS) and Employment Assistance Programme (EAP) are services provided by the Health Management Limited (HML), providing expert advice, specialist counselling and support to all Harrow Council employees when required.

Employees can access the EAP service 24 hours a day, 7 days a week, either online or by the telephone. The range of topics covered by EAP include; legal, bereavement, bullying and harassment advice etc.

Employees requiring the OHS can receive this following initial referral by their line manager.

Further advice / information can be obtained from Human Resources Department, email - AskHR@harrow.gov.uk as these services sit separate to the Corporate Health & Safety function, but will liaise with, and contribute to, any corporate health & safety plan for the purpose of ensuring the welfare of all.

3.11 Assurance

In order for this Policy to be effectively implemented there needs to be an assurance process. Assurance will be established by:

- Documentation - Divisional Health and Safety Plans including copies of risk assessments and safe working methods will be in writing and kept either electronically or as hard copy. It is essential that working documents such as risk assessments are readily available to all employees
- Reporting – Ensure key indicators are in place to monitor performance and include data to identify trends that will be fed back to Senior Management
- Independent Review - The Corporate Health and Safety Manager will ensure that the Corporate Health and Safety Service undertake assurance work of all Directorates. Directors and Heads of Service will ensure that active monitoring is carried out in their areas, based on the Corporate Health and Safety Plan. In addition Inspectors of the enforcing authorities and health and safety representatives appointed by recognised Trade Unions will / may conduct independent inspections and audits.

3.12 Commitment

This policy identifies the full commitment of Harrow Council to all matters of health and safety and to the provision of resources needed to ensure that the responsibilities to employees (whether direct or indirect, for example, consultants and contractors) and customers are fully met.

4. Health & Safety Arrangements

In line with corporate Policies and Codes of Practice, each Directorate and Division will undertake risk assessments to identify health and safety hazards and risks that may affect their work and detailing the necessary control measures to prevent, reduce and or control risks at an acceptable level. These will include, but not limited to;

- Fire safety
- First-aid
- Accident / incident reporting
- General workplace safety
- Training etc.

4.1 Corporate Health and Safety Service (CHSS)

The primary role for the CHSS is to provide professional advice and support to all Council services including schools so as to ensure and promote a sustainable positive safety culture throughout the organisation. This is achieved by;

- Developing and reviewing Policies, Codes of Practice and Guidance Notes – these are available on the [intranet](#);
- Providing health and safety advice, information and training for all employees;
- Promoting of Health, Safety and Well Being;
- Supporting and assisting managers in meeting their statutory obligations;

- Conducting site safety visits and investigating accidents;
- Reviewing of Educational Visits forms organised by schools;
- Producing quarterly and annually safety reports and;
- Monitoring and auditing Health and Safety performances

This function is co-ordinated through the use of the Assure SHE software, the corporate agreed software for the co-ordination, collation and auditing of corporate health & safety systems and documentation. The expectation is on all levels of the corporate entity to use, contribute and keep their documentation up to date on this system.

4.2 Sensible Risk Management

The Council is committed to sensible risk management and follows the HSE's Principles of Sensible Risk Management as detailed below:

1. Sensible risk management **is** about:

- ✓ Ensuring that workers and the general public are protected from harm to their health, safety and wellbeing
- ✓ Providing overall benefit to society by balancing benefits and risks, with a focus on reducing risks that may either arise frequently, those with serious consequences or both
- ✓ Enabling innovation and learning not overlook them
- ✓ Ensuring that those who create risks manage them responsibly and understand that failure to manage these is likely to lead to ramifications.
- ✓ Enabling individuals to understand that as well as the right to protection, they also have to exercise responsibility

2. Sensible risk management is **not** about:

- Creating a totally risk free society
- Generating useless paperwork mountains
- Scaring people by exaggerating or publicising trivial risks
- Stopping important recreational and learning activities for individuals where the risks are managed
- Reducing protection of people from risks that cause real harm and suffering

4.3 Consultation & Communication Code of Practice

As an extension of this Safety Policy, the Council has developed a Consultation and Communication Code of Practice (HSCOP 38) found on the intranet and produced corporately.

This Code of Practice aids health and safety communication and performance, which also assists the Council to meet its legal, moral and economic obligations.

As part of the Council's safety culture, this CoP outlines the membership, structure and functions of Safety Groups & Sub Groups and contains the Issues Log, which is the key communication tool for cascading and escalating health and safety issues within the organisation.

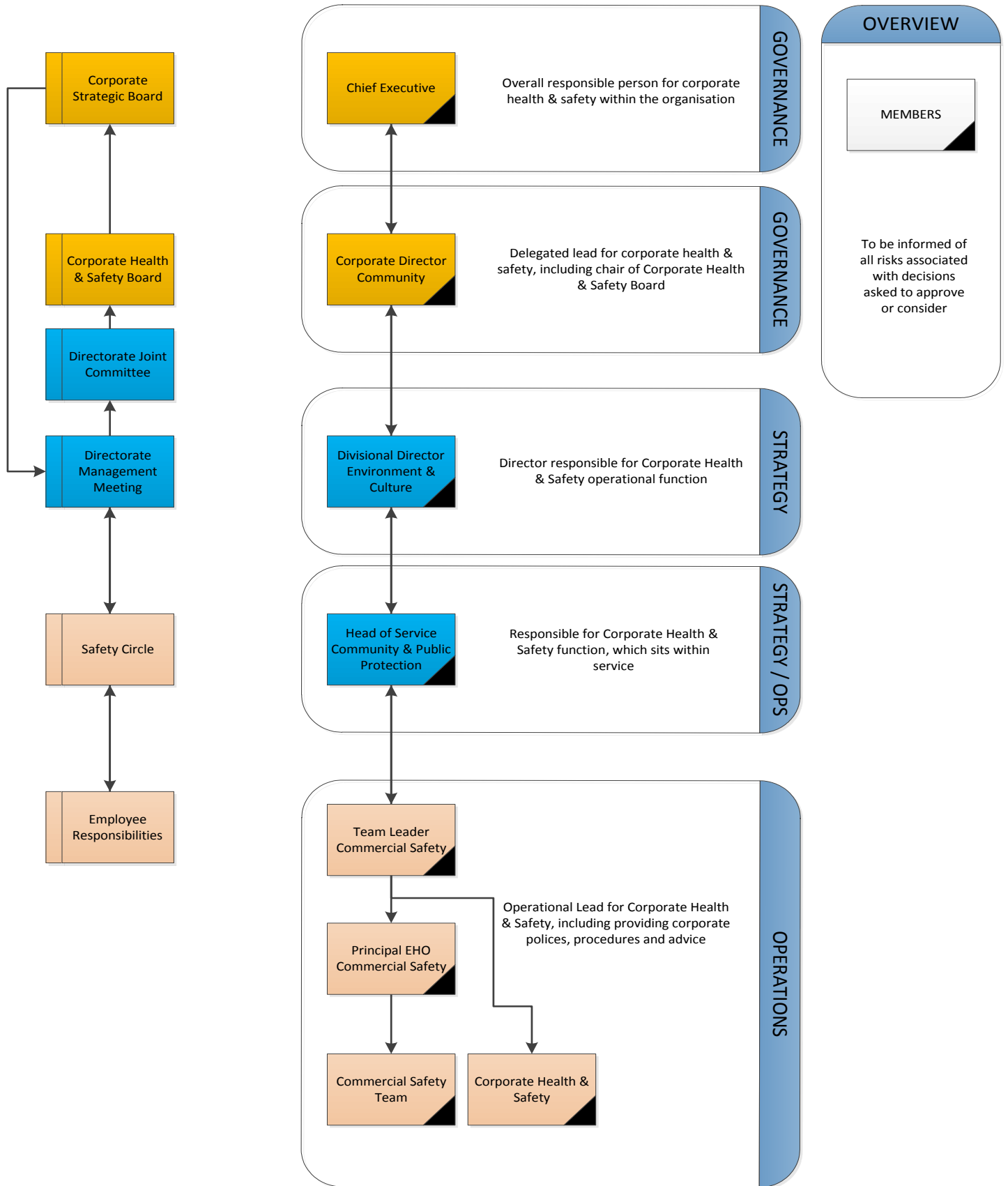
To aid with the flow of information throughout the Council, this CoP also contains a structured quarter financial programme for each Safety Groups.

4.4 Sign off of Policies and Procedures

The responsibility for producing, updating and communicating corporate policies and procedures rests with the corporate health & safety team under the Head of Community and Public Protection service.

Health & Safety requires the proactive, timely production of relevant and required policies and procedures to ensure the safety of those in the organisation.

Appendix One: Commercial Team - Corporate Structure



MEETINGS

STRUCTURE