



**Health and Safety Policy Statement  
&  
Organisation Roles and Responsibilities  
and Arrangements**

**2023/2024**

**Version 1.0 Release**

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## Health and Safety Policy: Statement of Intent

Havant Borough Council recognises that good health and safety management supports the delivery of our services for the people it employs and serves. As part of the overall risk management process and culture, good health and safety management will help reduce the risk of injury and loss, help promote a healthy workforce and help protect all who are affected by the Council's services.

This policy, and the management structure and arrangements that support it, contribute to the achievement of the three aims set out in the Council's Strategic Plan:

- Wellbeing
- Pride in Place
- Growth

The Council recognises and will meet its common law and statutory health and safety responsibilities. It will provide, so far as is reasonably practicable, a safe and healthy environment for its staff and all persons affected by its undertaking. This will be based on providing safe environments for the people of Havant, safe places of work, safe systems of work, safe equipment, and materials for use at work, adequate resource to implement this policy and the associated procedures and individuals who are competent.

The Council will maintain appropriate health and safety management systems, arrangements, and organisational structures to ensure adequate health and safety for all people affected by its operations. It has adopted the Plan, Do Check, Act approach set out in the Health and Safety Executive's "*Managing for Health and Safety*" (HSG 65) document. The Council will monitor and review the effectiveness of its health and safety management system.

Managers will ensure health and safety matters are an integral part of all activities and health and safety is given due consideration with other service commitments.

The Council will endeavor to consult on significant health and safety issues with the workforce in good time to enable staff to express their views on health and safety issues. All staff must actively support the Council's efforts by working with due regard to the safety of themselves and others. It expects and encourages similar support from contractors, partners and volunteers and co-operation from clients and other visitors who use its facilities or visit premises.

Signed

Chief Executive

Date

*The principal responsibilities for health and safety in Havant Borough Council are as follows:*

**Councillors shall:**

- Ensure that suitable resources and strategic direction are available to discharge the Council's health and safety responsibilities.
- Monitor, via reports, the overall performance of the Council's health and safety management systems.
- Have regard for health and safety in any decisions made.
- Take reasonable care of themselves and others who may be affected by their acts or omissions whilst carrying out their duties.

**The Chief Executive shall:**

- Take overall responsibility for health and safety across the Council, and lead in setting corporate the policy and direction.
- Sign and endorse the health and safety policy statement of intent.

**The Executive Leadership Team (ELT) shall:**

- Provide strategic direction and oversight of corporate health and safety strategies and policies.
- Produce a corporate health and safety strategy, and an associated corporate health and safety plan.
- Promote a 'top down' positive health and safety culture
- Ensure that Services adopt and comply with corporate procedures and all other health and safety arrangements.
- Support the Chief Executive in meeting their health and safety responsibilities for the Council as a whole.
- Appoint an Executive Head to lead on health and safety issues across the Council.
- Support the work of the Executive Head with the lead for H&S and the competent person – Health and Safety.
- Ensure there are systems in place for consulting with union and non-union safety representatives.
- Ensure that adequate resources are allocated to meet the H&S training needs of the council.

**Executive Heads:**

- Have responsibility for health and safety in their Services and the implementation of this policy and associated procedures.
- Oversee the Services appropriate and targeted improvement plans.

### **Lead Executive Head for H&S shall:**

- Ensure that they have an overview/awareness of significant health and safety issues across the Council, and the actions being taken to address them.
- Ensure that the Council's activities are coordinated with the health and safety advisor to deliver the agreed H&S improvement plan.
- Meet with the competent person– Health and Safety at least monthly to review the progress and delivery of the H&S improvement plan.
- Chair the Health and Safety Committee and ensure two-way communication on issues raised by staff representatives or ELT.
- Manage the Council's arrangements for delivery of the health and safety policy, corporate procedures, and associated training provision.

### **Executive Head of Commercial shall**

- Ensure adequate resources to fulfil the specific health and safety responsibilities set out in the corporate health and safety procedures relating to the Council's built estate including but not limited to
  - Management of asbestos
  - Water temperature and treatment for Legionella
  - Gas safety of boilers, services, and pressure systems
  - Electrical wiring and portable appliance testing of electrical appliances
  - Heating, ventilation, and lighting
  - Passenger lift examination
  - Fire risk assessments are carried out and reviewed annually for all Council owned and managed buildings for which they have control.
- Ensure that items identified as being assets under the responsibility of the Council are adequately inspected and maintained.
- Provide assurance on statutory compliance in the Council's built estate
- Ensure effective systems are in place to appoint, manage and monitor contractors working on the Council's built estate.

### **Section 151 Officer shall**

- Ensure that appropriate insurance cover is in place for all activities undertaken by the Borough and those operating on its behalf

### **Service Managers/Team Leaders shall:**

- Ensure compliance with corporate procedures and manage any specific health and safety risks arising from the delivery of their services, with support from the health and safety team.
- Ensure all new starters (including agency, casual staff, and contractors) are given the necessary health and safety instruction as soon as is reasonably practicable.
- Ensure all staff and others comply with the requirements of their department's health and safety documentation as well as any local health and safety requirements.
- Ensure that all work-related hazards are identified, and suitable and sufficient risk assessments are undertaken.

- Ensure sufficient resources are allocated to meet health and safety obligations throughout the department.
- Ensure staff are involved and consulted on relevant health and safety matters in good time and ensure that their views are considered.
- In conjunction with corporate health and safety adviser, develop any necessary local procedures and safe working practices that implement departmental documentation and local risk assessments, with the aim of eliminating or adequately controlling occupational risks.
- Ensure that they and their staff have adequate levels of competency to complete their work tasks safely and, where necessary, are provided with appropriate health and safety training relevant to the hazards in their work.
- Ensure that staff are trained in accordance with the corporate training requirements and any additional training provided recorded.
- Ensure that any volunteers working in their areas of responsibility are given adequate information, instruction, and training, along with any other support or protection needed to enable them to work safely.
- Ensure that health and safety systems are maintained locally.
- Report and investigate incidents as required, in line with corporate procedures.
- Monitor the performance of all contractors operating within the service to ensure the terms and conditions of their tasks/roles are being met.
- Ensuring that unsafe/unsatisfactory conditions are corrected as soon as possible including stopping work where appropriate.

### **Service Manager, Facilities and Resilience shall:**

Is responsible for the day-to-day management of Havant Plaza and any associated activities arising from its use including but not limited to.

- First aid provision
- Fire risk assessment and fire precautions
- Co-operation and co-ordination of third parties
- Public safety
- Security
- Sanitation and cleaning regimes

### **Health, Safety and Risk Lead shall:**

- Act as the “competent person” as set out in the Management of Health and Safety at Work Regulations 1999.
- Provide the professional lead on health and safety matters.
- Develop and provide to ELT, for implementation the necessary procedures to support the business needs of the Council and meet legal requirements.
- Provide appropriate advice and support to managers to meet departments’ needs.
- Keep up to date with legislation and best practice knowledge.
- Assist in the draft and delivery of the individual topic plans, within the H&S improvement plan(s).
- Provide quarterly updates on health and safety to ELT and the H&S Committee.
- Assist in the identification and procurement of training.
- Advise departments on the identification and selection of external training.

- Have the authority to stop any activity carried out by the Council, its employees, and contractors where they consider there is a risk of serious or imminent danger and to undertake investigations with the full co-operation of all those involved.
- Support the Emergency and Business Continuity Functions as required.

### **Occupational Health Clinical Team shall:**

- Provide expert occupational health advice to managers and individuals.
- Provide occupational health reports where required.

### **Health and Safety Committee**

The H&S Committee is intended as a means for Havant Borough Council to consult employees on health and safety matters as required by the Safety Representatives and Safety Committees Regulations 1977 (*for trade union appointed health and safety representatives*) and the Health and Safety (Consultation with Employees) Regulations 1996 (*for non-trade union appointed health and safety representatives*).

The H&S Committee shall:

- Provide a corporate forum for Safety Representatives and Champions to raise matters of concern in relation to the health and safety of the employees they represent, or where those matters cannot be resolved at local level.
- Provide in turn a forum for management to consult employees on matters that substantially affect the health and safety of employees.

Appendix A details the arrangements for the Health and Safety Committee.

### **Safety Representatives**

Safety Representatives, both Trade Union and non-Union representatives, can exercise their rights to:

- Attend the Havant Borough Council Health and Safety Committee
- Conduct investigations into reportable incidents.
- Represent the views of the staff to managers and to HSE Inspectors.
- Conduct inspections of the workplace.

### **Safety Champions/Committee**

Will be responsible for

- Attending the Havant Borough Council Health and Safety Committee.
- Ensuring that the minutes, discussions, and any actions agreed by the Health and Safety Committee are shared with managers and staff across the Services on whose behalf they attend.
- Bring to the attention of the Health and Safety Committee any concerns or issues raised by the Services or individuals on whose behalf they attend.
- Comply with the further arrangements for the H&S Committee as set out in its Terms of Reference.

## **Staff and Volunteers shall:**

- Familiarise themselves with the contents of this policy and those corporate health and safety procedures that relate to their work.
- Work with due regard to the health and safety of themselves and others in compliance with those corporate health and safety procedures.
- Use any equipment provided to them in accordance with their training and in compliance with any requirements imposed by the Council.
- Co-operate with and support managers in meeting the Council's health and safety responsibilities.
- Draw attention to any health and safety problems or deficiencies they become aware of, including in their own training and instruction and capability to work safely.
- Report all incidents, near misses, dangerous occurrences or acts of violence and aggression in accordance with the required procedures.
- Cease any work activity where it is believed that there may be serious or imminent danger to themselves or others.

## **Contractors and Partners shall:**

- Co-operate and communicate with the Council on all relevant health and safety matters
- Meet the health and safety standards required of them in the performance of the work activities undertaken with or on behalf of the Council.
- Draw attention to any health and safety problems or deficiencies they become aware of, including in their own competency and capability to work safely.

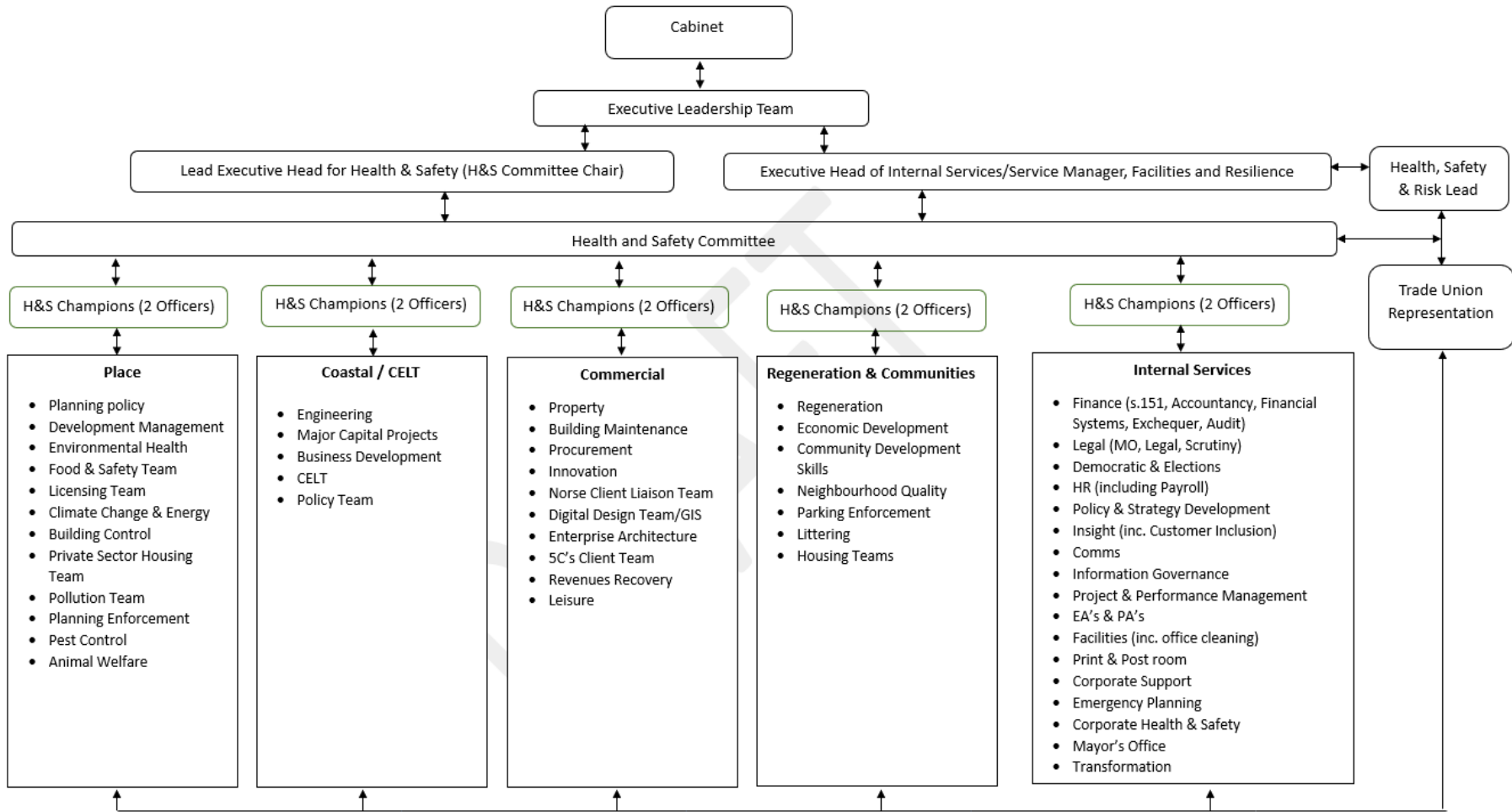
## **Service Users and Members of the public**

Service users and members of the public are requested to:

- Co-operate with the health and safety arrangements put in place by the Council to protect them and the people who are providing a service for them.
- Draw attention to any health and safety problems or deficiencies they become aware of, including in their own capacity or training.

# Appendix A: Governance arrangements for Management and communication of H&S

Proposal for a H&S Consultation/Communication Structure



**Notes**

- Each Department would have up to 2 Health and Safety Champions (so up to 10 to sit on the H&S Committee) with an additional officer sitting on the Committee representing Information Governance and Human Resources
- The Departmental Champion would be responsible for cascading/obtaining feedback from across their services and raising issues at the H&S Committee.
- Depending on the size of service and teams, may need some local arrangements to support. This could be decided within the departments along with deputies.