



# WEST DARTMOOR FEDERATION

## POLICIES & PROCEDURES

**TITLE: Health, Safety and Wellbeing Policy**

### DOCUMENT MANAGEMENT

This document was **adopted** at the FGB meeting on **25 January 2016**

The document is subject to **review on an annual basis**

The next review will be **Spring term 2017**

### MODEL POLICY STATEMENT

This **is** a Local Authority model policy

The model policy used is **version September 2015**

Local changes **have not** been made to the model policy by the Federation

### IMPACT OF THIS POLICY ON THE ETHOS OF SCHOOLS IN THE FEDERATION

Date of Effect	Change History
April 2014	New policy
Sept 2015	Wording amended to comply with DCC policy

**DEVON COUNTY COUNCIL**

**HEALTH, SAFETY & WELLBEING**

**POLICY**

Policy Date:	September 2015
Policy:	County Health Safety and Wellbeing Policy
Next Review Date:	September 2016

# DEVON COUNTY COUNCIL

## HEALTH, SAFETY & WELLBEING POLICY

<b>Date:</b>	September 2015
<b>Replacing previous Policy dated:</b>	January 2015
<b>Review Date:</b>	September 2016
<b>Policy Type:</b>	County Health Safety and Wellbeing Policy
<b>Approval:</b>	Devon Health and Safety Panel
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<b>Sponsors:</b>	Dr Phil Norrey, Chief Executive John Smith, Services for Communities
<b>Associated policies:</b>	<p>This policy states in broad terms Devon County Council's commitment to managing health, safety and wellbeing including, in general terms, how roles and responsibilities are delegated.</p> <p>The "Arrangements", i.e. the measures to manage specific health, safety and wellbeing risks including more detailed health, safety or wellbeing policies, procedures and guidance to address more specific risks, are documented separately. <b>Appendix 2</b> of this document provides a list of the relevant documents.</p>

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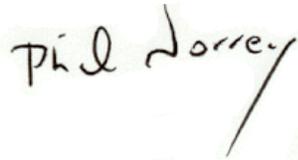
# HEALTH, SAFETY & WELLBEING POLICY

## 1. STATEMENT OF INTENT

1. Devon County Council (the Authority) is committed to achieving high standards of health and safety performance throughout the organisation. This commitment will be afforded to all County Council employees and those that may be affected by the Council's work activities and as such will include service users, visitors, volunteers, contractors and the general public. In addition the Authority is committed to ensuring that all reasonable measures are in place to maintain and enhance staff wellbeing so that staff can lead productive and healthy working lives.
2. The Authority recognises and accepts its responsibility as an employer under the Health and Safety at Work etc Act 1974 and other relevant statutory provisions. This includes the duty to make and put into effect suitable arrangements for health and safety and staff wellbeing together with the funding and other resources necessary to carry them out. To this end, sections 2 and 3 of this policy outlines how the Authority will organise itself for health, safety and wellbeing purposes and set into effect its arrangements to identify and manage risks. This policy is supplemented by specific health, safety and wellbeing guidance notes and arrangements which outline how regulations, policies and good practice etc. are applied throughout the Authority. These arrangements will include measures to ensure, as far as is reasonably practicable, the provision of:
  - a) Plant, equipment and systems of work that are safe and without risk to health.
  - b) Safe arrangements for the use, handling, storage and transport of articles and substances.
  - c) Appropriate levels of information, instruction, training and supervision to ensure that all employees are aware of any hazards to which they may be exposed and the measures used to control any significant risks arising.
  - d) Safe place of work together with safe access and egress to and from it.
  - e) A healthy work environment.
  - f) Effective systems for the monitoring of health and safety performance throughout the Authority together with means for reporting and responsibility for instigating any corrective measures found necessary.
  - g) A robust audit and review process designed to measure safety performance generally and the compliance with the Authority's policies and relevant statutory provisions.
  - h) Support services to benefit the wellbeing of employees.

3. Devon County Council will strive to meet the aims and goals of national initiatives. Corporate Leadership Team, Members, Heads of Service, managers and staff each have an important role to play in achieving the degree of performance to which this Authority aspires and to this end, their co-operation and commitment is essential. I am confident that we can rely upon all staff, service users and contractors in helping to achieve our goals.

Signed:

A handwritten signature in black ink that reads "Phil Norrey". The signature is written in a cursive style with a long, sweeping underline.

**Dr. P. Norrey - Chief Executive**

## **2. ORGANISATION AND ACCOUNTABILITY**

### **GENERAL**

- 2.1 This section of Devon County Council's Health, Safety and Wellbeing Policy establishes and allocates a range of duties and responsibilities to both managers and employees throughout the Authority.
- 2.2 Health, safety and wellbeing arrangements at service and establishment level supplement and add to these duties and responsibilities so as to ensure that activities and risks of a more unique or specific nature are catered for. These arrangements and management systems will be formulated in a manner compatible with other management systems and controls that may apply.
- 2.3 In recognition of the size and diversity of this Authority, the following information is provided to assist in reaching an understanding of how the County Council organises itself for health, safety and welfare purposes:
- Appendix 1: Communication
  - Appendix 2: Health and safety documents that confirm Devon County Council's arrangements that support this policy document

## **3. DUTIES AND RESPONSIBILITIES**

### **The Chief Executive**

- 3.1 The Chief Executive holds the overall responsibility to make and give effect to such arrangements and management systems as necessary for the health, safety and wellbeing of County Council employees and others affected by its activities. Such arrangements and management systems 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 and that of the County Council's service users, contractors, volunteers and members of the public. To achieve these goals, the Chief Executive will:
- Set objectives and monitor management performance to verify that reporting directors and senior managers are meeting their health and safety accountabilities
  - Ensure that the necessary financial and other resources are provided to meet the County Council's objectives for health and safety and staff wellbeing
  - Ensure that adequate competent health and safety advice and assistance is available to undertake the measures needed to comply with statutory requirements

## **The Elected Member - Health, Safety & Wellbeing**

- 3.2 An elected member is appointed to serve on the Devon Health and Safety Panel. The Health, Safety & Wellbeing Lead Member will actively monitor and promote health, safety and wellbeing across the Council raising matters with Senior Management and relevant Committees as necessary.

## **Head of Service with Overall Responsibility for Health, Safety & Wellbeing**

- 3.3 The Head of Services for Communities is the senior manager with overall responsibility for Health, Safety and Wellbeing across the authority and is advised by the County Health and Safety Manager and by other specialists as may be appropriate. To meet these responsibilities the Head of Services for Communities is required to:

- Have sufficient knowledge and understanding of health and safety law and good practice to effectively champion health and safety at board level and to promote high standards of performance throughout the Authority
- Inform the Corporate Leadership Team (CLT) of the level of health and safety performance achieved by the Authority as a whole as verified by management systems for monitoring, auditing and reviewing health and safety arrangements
- Identify relevant key performance indicators for health, safety and wellbeing, co-ordinate the collection of relevant data and facilitate its use within the County Council for benchmarking purposes
- Advise CLT of new developments in health and safety legislation and approved Codes of Practice together with proposals for new or amended management systems necessary to ensure legal compliance
- Assist the Chief Executive and CLT in setting the Council's health, safety and wellbeing objectives and in the establishment of appropriate means of performance measurement
- Co-ordinate measures for joint consultation with safety and employee representatives. This includes the allocation of specific research and development tasks and to continuously monitor the effectiveness of this forum

## **Corporate Leadership Team, Heads of Service and Managers of Establishments**

- 3.4 To meet the duties and responsibilities delegated by the Chief Executive, each CLT member, Head of Service and Managers/Headteachers of establishments are required to:
- Ensure they have sufficient understanding of the County Council's Health, Safety and Wellbeing Policy and bring it to the attention of all employees in their service, including those Devon County Council employees who work from home and at establishments run by other organisations

- Have sufficient knowledge of health and safety laws to enable them to discharge their duties and responsibilities
- Provide positive leadership and a visible commitment to the County Council's declared performance standards and management systems as outlined within the corporate Health, Safety and Wellbeing Policy
- Provide and have in place, the service/unit/establishment Health and Safety arrangements and procedures specifically tailored to meet the hazards and risks arising from the business functions and work activities of the organisation
- Ensure that the necessary financial and other resources are provided so as to facilitate and meet the health, safety and wellbeing objectives of the County Council
- Monitor health, safety and wellbeing performance within the organisation through planning and setting objectives, establishing systems of inspection, audit and review
- Take all reasonable precautions to provide a healthy and safe working environment
- Ensure that health, safety and wellbeing issues are given equal priority with other management issues at regular management or quality review meetings
- Ensure that all accidents, incidents, near misses, dangerous occurrences and cases of occupational disease or ill-health are recorded, reported, appropriately investigated and acted upon according to County Council policy and legal requirements
- Introduce and participate in appropriate means of consultation and communication with employees and their health and safety representatives. The means of such communication can include the service, unit or establishment Health, Safety and Wellbeing Committees
- Collaborate with the Devon Health, Safety and Wellbeing Service in health and safety performance monitoring for internal/external audit and subsequent reporting on health and safety performance on a regular basis
- Ensure that suitable and sufficient risk assessments are undertaken, recorded and reviewed as appropriate. To achieve this requirement, allocate and train sufficient numbers of key personnel having regard to the diversity, size and complexity of the organisation's activities and the degree of risk to which employees are exposed
- Ensure that all contractors, commissioned to undertake work on behalf of the Council, are appropriately selected in terms of competence for health and safety and managed accordingly. Management systems will include those for monitoring and reporting on contractor performance and their suitability for further commissions or appointments
- Have in place current, suitable and sufficient written emergency procedures for each site or workplace
- Where the service, unit or establishment shares facilities with other employing organisations (either internal or external), ensure that there are suitable and sufficient arrangements for communicating and co-ordinating effective arrangements for health and safety

- Demonstrate commitment and support to the County Council's holistic approach to health and wellbeing at work for employees, service users and customers by taking into full account all health and wellbeing factors when planning and undertaking work

### **Line Managers and Supervisors**

3.5 Every manager and supervisor, so far as is reasonably practicable, is responsible at all times and in varying degrees, for the health and safety of all persons (including employees, service users, learners, visitors, volunteers, contractors and the general public) within their area of responsibility or control, including those Devon County Council employees who work from home and at establishments run by other organisations. As appropriate, this applies to every manager or supervisor beginning with the Chief Executive. Each must be aware of and comply with relevant County Council health, safety and wellbeing policies as well as the specific statutory provisions, guidance and Approved Codes of Practice applying to their specific work activities. They must ensure that:

- Regular hazard identification and risk assessment, including workplace, fire and work activity risk assessments are carried out and necessary actions completed
- Relevant records, including hazardous substance registers, risk assessments etc are held, reviewed annually and kept up to date to reflect significant changes
- All equipment is safe and checked on a regular basis by competent persons
- Hazardous substances are controlled according to legal and County Council requirements
- Health and safety information and training needs are assessed and duly provided
- All necessary activity or job instructions, warning notices and signs are provided
- No person works alone unless a risk assessment has been completed and appropriate arrangements put in place
- Appropriate protective clothing, equipment, devices and aids are selected and made available to those who need them and properly used, maintained or replaced as necessary
- All health and safety incidents are reported and investigated as appropriate to determine the cause and to expedite any corrective action required
- Health and safety objectives and targets are set to improve health and safety performance and monitor their attainment
- Health and safety topics are included on the agenda of management and team meetings
- All relevant health and safety considerations are applied to all employees both working in and away from their normal County Council workplace
- All contractors under their control have been appropriately selected and are competent in terms of health and safety and that their safety performance is appropriately monitored
- A good example is set for all employees, service users, learners, visitors, volunteers, contractors and the general public by always following Devon County

Council's policy procedures and wearing appropriate protective clothing and equipment as required

- All relevant information regarding those health and safety policies which have a Health at Work focus must be monitored and audited regularly especially those which have identified health surveillance needs at risk assessment
- Commitment must be given to health surveillance monitoring needs and rigorous data must be kept by managers where health surveillance needs have been identified

### **The Devon Health Safety and Wellbeing Service**

3.6 The County Council employs a number of specialist Health and Safety Advisers and practitioners in Occupational Health and Wellbeing. The County Health, Safety and Wellbeing Manager, accountable to The Head of Services to Communities as the Head of Service with overall responsibility for Health and Safety, leads and co-ordinates the development of the Authority's health, safety and wellbeing policies and strategies.

3.7 In relation to Health and Safety, this service is required to:

- Provide health and safety advice and assistance to managers and staff within their remit. Assist managers and staff in the application of policy and relevant health and safety legislation, guidance and Approved Codes of Practice (ACoP) as may apply to the business and service delivery needs
- Provide and update the service or unit on new legislation, guidance and ACoP's to enable it to respond cost effectively
- Be proactive in applying health and safety and risk management techniques within planning and review processes
- Assist senior managers in monitoring health and safety performance
- Initiate health and safety audits of the Service/Unit/establishment activities personally or by external/internal arrangements to ensure that the various health and safety policies are implemented and recommendations made for improvements where necessary
- Investigate selected accidents, incidents and cases of ill health, making recommendations on appropriate action
- Analyse and provide a statistical interpretation and commentary on health and safety incidents, accidents, ill health and dangerous occurrences
- Provide advice as requested on litigation from injuries, cases of ill health and the Council's response to enforcement actions
- Assist in the identification of health and safety training needs and the design and delivery of appropriate training
- Co-ordinate the service's approach to the safe placement and management of hazardous materials and processes
- Respond to and influence national policymaking
- Liaise with officers of the Health and Safety Executive, Fire Authority, other enforcing authorities and relevant agencies

3.8 In relation to Occupational Health and Wellbeing, this service is responsible for providing a range of information, services and advice to the Council on workplace health and wellbeing needs by:

- Providing advice and information relevant to health and wellbeing needs at work
- Advising and assisting managers in managing sickness absence
- Providing services and managers with regular updates on changes to legislation, best practice, guidance for issues associated specifically with the health needs of employees
- Responding to and influencing national policy making
- Assisting in identifying training needs in areas relating to health and wellbeing at work
- Responding to changing health needs within the organisation
- Promoting a healthy and balanced workplace and workforce
- Providing statistical data, information and commentary on factors relating to health at work
- Having a robust commitment to compliance with the protection of employee confidentiality

### **Health and Safety Co-ordinators**

3.9 Health and Safety Co-ordinators will provide the first point of contact on matters of health and safety within their unit, section or establishment including the provision of guidance and assistance on low risk issues. Co-ordinators will ensure the dissemination and regular flow of health and safety advice and information to and from managers throughout their unit, section or establishment

3.10 Each Health and Safety Co-ordinator will receive sufficient instruction, training and resources as commensurate with the level of risk prevailing and will be assisted by the relevant service or corporate advisors.

### **All Employees**

3.12 All persons employed by Devon County Council, including official volunteers, have a duty to themselves, their colleagues, the Council, and the community they serve, to work in a safe and responsible manner. To that end they must, so far as is reasonably practicable:

- Assist the County Council in achieving its health and safety objectives
- Take action to prevent work related accidents and ill health
- Report unsafe processes, practices and equipment to supervisors or managers
- Raise health and safety concerns with supervisors or managers
- Report all health and safety incidents however minor to supervisors or managers
- Follow the appropriate safety rules and procedures relating to each work activity

- Use the control measures, protective clothing, equipment and devices where provided
- Not intentionally or recklessly interfere with, or misuse anything provided in the interest of health, safety and wellbeing
- Co-operate in screening and health surveillance procedures as required
- Always set a good example to others and always behave in a responsible manner and never instigate or participate in any form of reckless behaviour

### **Contractors and Partners**

3.13 To ensure that the Council meets requirements, it is expected that contractors and partners working with us for the people of Devon, will:

- Co-operate with the Council on all relevant matters
- Meet all health and safety standards and requirements in the performance of their work activities undertaken with or on behalf of the Council

### **Service Users and Visitors**

3.14 Service users and visitors are encouraged to co-operate with the health and safety arrangements put into place by Devon County Council to protect them and the people who are providing a service to them.

## **4. TRADE UNION HEALTH AND SAFETY REPRESENTATIVES**

4.1 The Authority has made arrangements with the recognised trade unions for the appointment, training and provision of facilities for safety representatives. Health and Safety issues are dealt with as and when. Formal consultation is also raised via a Corporate Forum. Reports, recommendations and issues raised from this or any H&S committees are fed into the Devon Health & Safety Panel which is concerned with the wider aspects of health, safety and wellbeing.

4.2 Trade union safety representatives within Devon County Council have agreed to represent all employees' health and safety interests (be they union or non-union members) to meet the requirements of the Health & Safety (Consultation with Employees) Regulations.

## **5. ARRANGEMENTS**

5.1 Due to the size and diversity of the Council it is not possible, in one document, to identify all health, safety, wellbeing and risk management arrangements (policies, procedures, guidance). Arrangements for the management of risks that are currently assessed as risks applicable to all services are posted on the Council's Intranet on the Health, Safety & Wellbeing pages of [The Source](#) and they are also available on [OSHENS](#), the DCC Health and Safety Management on line system.

5.2 **Appendix 2** provides a list of the relevant documents containing procedural arrangements.

## **6. EQUALITY STATEMENT**

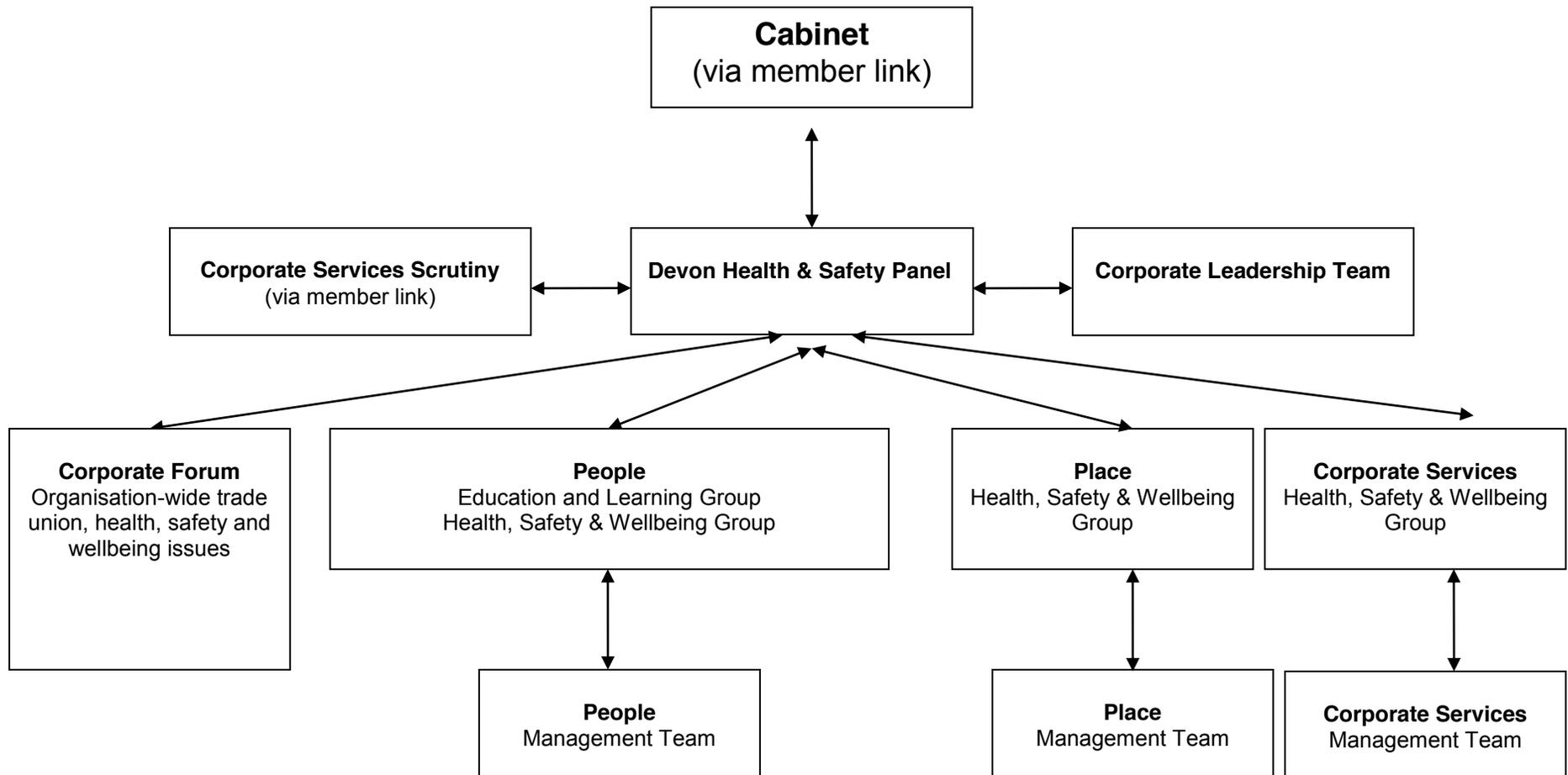
6.1 'The Council will only commit to policies and practices which will eradicate discrimination and promote equality for all, regardless of age, gender, disability, religion and belief, race and ethnicity and sexual orientation'.

6.2 This policy and related guidance has been the subject of an Equality Impact and Needs Assessment. This assessment will be integral to all future policy and guidance reviews.

## **7. REVIEW OF THIS POLICY**

7.1 The Devon Health and Safety Panel will review this policy every year or sooner if changes are made to current legislation or Council Structure.

## APPENDIX ONE – HEALTH, SAFETY & WELLBEING CONSULTATION AND COMMITTEES CHART



**Health and Safety committees are composed of representative members of those services that have been identified as services with higher risk activities as confirmed by DCC’s risk mapping process.**

## APPENDIX 2 – HEALTH AND SAFETY POLICIES AND GUIDANCE THAT CONFIRM DCC ARRANGEMENTS

HS0001	Accident Information	HS0033	Mobile Phones
HS0002	Agency and Temp Workers	HS0034	Moving and Handling – Objects
HS0003	Art and Pottery Safety	HS0035	Moving and Handling – People
HS0004	Asbestos	HS0036	Music Safety
HS0005	Auditing and Monitoring	HS0037	Noise
HS0006	Caretaking and Cleaning Safety	HS0038	Office Safety
HS0007	Construction, Design & Management	HS0039	Organising Major Events
HS0008	Consultation and Communication	HS0040	Personal Protective Equipment
HS0009	Contractors – selection and control of	HS0041	Personal Safety
HS0010	COSHH	HS0042	Physical Education
HS0011	Design and Technology	HS0043	Playground Safety
HS0012	Display Screen Equipment	HS0044	Premises Management
HS0013	Drama Safety	HS0045	Pressure Systems
HS0014	Drugs and Alcohol	HS0046	Primary Curriculum Activities
HS0015	Educational Visits	HS0047	Risk Assessment
HS0016	Electrical Safety	HS0048	Safety Signs
HS0017	Emergencies	HS0049	Science Safety
HS0018	Fire Safety	HS0050	Security
HS0019	First Aid	HS0051	Slips and Trips
HS0020	Gas Safety	HS0052	Stress
HS0021	Grounds Maintenance Safety	HS0053	Swimming Pool Safety
HS0022	Hand Arm Vibration	HS0054	Teleworking
HS0023	Health Issues for Young Service Users	HS0055	Training
HS0024	Health Issues for Staff	HS0056	Transport
HS0025	ICT Safety	HS0057	Volunteer Safety
HS0026	Infection Control	HS0058	Work Equipment
HS0027	Kitchen Safety	HS0059	Work Experience
HS0028	Legionella	HS0060	Working at Height
HS0029	Library Safety	HS0061	Pandemic Flu
HS0030	Lifting Equipment	HS0062	Early Years
HS0031	Loneworking	HS0063	Partnership Working
HS0032	Medication Arrangements		

## POLICY HISTORY

Policy Date	Summary of change	Contact	Implementation Date	Review Date
September 2007	Updated to reflect DCC current structures	M Bullock 382788	September 2007	September 2008
September 2008	Annual review and updated to reflect DCC current structures	M Bullock 382788	September 2008	September 2009
July 2009	Updated to reflect DCC current structures and changes to the consultation arrangements and the Central Health, Safety & Wellbeing Committee.	M Bullock 382788	July 2009	July 2010
July 2010	Annual review and updated to include Contractors, Partners & Service Users and updated Committee and Consultation Structure	M Bullock 382788	July 2010	July 2011
September 2011	Annual review and updated to reflect structural changes within DCC and to the overall senior manager responsibility allocated to the Head of Human Resources	M Bullock 382788	September 2011	September 2012
December 2012	Annual Review – minor typographical amendments to group names, no structural changes	M Bullock 382788	December 2012	December 2013
September 2013	Annual Review – minor typographical amendments to group names, no structural changes	M Bullock 382788	September 2013	September 2014
January 2015	Annual Review – replacing 'Head of Human Resources' with 'Head of Services to Communities'	M Bullock 382788	January 2015	January 2016
September 2015	Wording amended to comply with DCC policy	M Bullock 382788	September 2015	September 2016