

---

<b>Report To:</b>	<b>Policy &amp; Resources Committee</b>	<b>Date:</b>	<b>9 August 2022</b>
<b>Report By:</b>	<b>Head of Organisational Development, Policy &amp; Communications</b>	<b>Report No:</b>	<b>PR/15/22/PR</b>
<b>Contact Officer:</b>	<b>Pauline Ramsay</b>	<b>Contact No:</b>	<b>714723</b>
<b>Subject:</b>	<b>Corporate Health and Safety Policy</b>		

---

## **1.0 PURPOSE AND SUMMARY**

- 1.1  For Decision  For Information/Noting
- 1.2 The Health and Safety at Work etc. Act 1974 places a duty on employers to prepare a written statement of its general policy with respect to the health and safety at work of its employees and the organisation and arrangements in force for carrying out that policy.
- 1.3 The health and safety policy sets out the Council's general approach to health and safety and explains how we, as an organisation, will manage health and safety.
- 1.4 The policy requires to be updated to take into account organisational changes and changes in leadership of the Council.

## **2.0 RECOMMENDATIONS**

- 2.1 The Committee is recommended to approve the reviewed policy for signing by the Chief Executive.

**Steven McNab**  
**Head of Organisational Development Policy and Communications**

### 3.0 BACKGROUND AND CONTEXT

- 3.1 By law (Health and Safety at Work etc Act 1974 section 2(3)) if you employ five or more people you must have a written health and safety policy. This contains a statement of general policy on health and safety at work and the responsibilities and arrangements in place for putting that policy into practice.
- 3.2 An effective health and safety policy will set a clear direction for the Council to follow, it will contribute to all aspects of business performance as part of a demonstrable commitment to continuous improvement. It will demonstrate a shared common understanding of the Council's vision, values and beliefs. A positive health and safety culture is fostered by the visible and active leadership of senior managers. This is reflected within the policy.
- 3.3 The health and safety policy should be subject to regular review, this is generally:
- on an annual basis,
  - where there are significant changes to the organisational structures or personal responsibilities, or
  - legislative or other changes require it to be updated.
- 3.4 Due to the formation of a new administration, the appointment of a new Chief Executive and some changes in organisational structure the policy was reviewed by the Corporate Health and Safety Committee. The Committee comprises trades union and management representatives. No major changes were recommended.
- 3.5 The principal changes made were:
- Revision of job titles and organisational structure
  - Formalisation of the review process
  - Change of name of the Chief Executive.
- Appendix 1

### 4.0 PROPOSALS

- 4.1 The Corporate Health and Safety Policy revision to be adopted by Inverclyde Council and used as a framework to further enhance the health and safety of employees and those affected by the work of the Council.

### 5.0 IMPLICATIONS

- 5.1 The table below shows whether risks and implications apply if the recommendation(s) is(are) agreed:

SUBJECT	YES	NO	N/A
Financial			X
Legal/Risk	X		
Human Resources			X
Strategic (LOIP/Corporate Plan)			X
Equalities & Fairer Scotland Duty			X
Children & Young People's Rights & Wellbeing			X
Environmental & Sustainability			X
Data Protection			X

### 5.2 Finance

One off Costs

Cost Centre	Budget Heading	Budget Years	Proposed Spend this Report	Virement From	Other Comments
N/A					

Annually Recurring Costs/ (Savings)

Cost Centre	Budget Heading	With Effect from	Annual Net Impact	Virement From (If Applicable)	Other Comments
N/A					

### 5.3 Legal/Risk

Failure to have in place a documented and signed health and safety policy would constitute a breach of the Health and Safety at Work etc Act 1974 and could result in enforcement action being taken against the Council.

### 5.4 Human Resources

A training course "Health and Safety – Understanding your Responsibilities" is available.

### 5.5 Strategic

This report helps deliver Corporate Plan Organisational Priorities 9 and 10, delivering effective management of resources and motivated, trained and qualified employees that deliver quality services.

## 6.0 CONSULTATION

6.1 Consultation with Trades Union colleagues and CMT.

## 7.0 BACKGROUND PAPERS

7.1 Corporate Health and Safety Policy August 2022  
Health and Safety Charter

Version 0.8  
Produced by:  
Health & Safety,  
OD, Policy and Communications  
Inverclyde Council  
Municipal Buildings  
GREENOCK  
PA15 1LX

# Inverclyde Council Corporate Health and Safety Policy 2022



INVERCLYDE COUNCIL IS AN EQUAL OPPORTUNITIES EMPLOYER

THIS POLICY BOOKLET IS AVAILABLE ON REQUEST, IN LARGE PRINT, BRAILLE, ON  
AUDIOTAPE, OR CD

## FOREWORD

This Health and Safety Policy represents the continuing commitment by Inverclyde Council to improve standards of health and safety throughout its operation. It requires action at all levels of the organisation.

Everyone employed by the Council shares the responsibility for maintaining high standards of Health and Safety within their own working environment, and managers have a considerable responsibility for encouraging a positive health, safety culture amongst employees.

This document will be central to the management of health, safety and welfare within the Council. It requires the support and commitment of all employees to achieve the benefits to be derived from good health and safety management. To this end I commend this document to you.

Louise Long  
Chief Executive  
Inverclyde Council

CONTENTS

<b>FOREWORD</b>	<b>2</b>
<b>DOCUMENT CONTROL</b>	<b>4</b>
<b>INTRODUCTION</b>	<b>6</b>
<b>SECTION 1</b>	<b>7</b>
<b>GENERAL STATEMENT OF HEALTH &amp; SAFETY POLICY</b>	<b>7</b>
<b>SECTION 2</b>	<b>10</b>
<b>THE STRATEGY FOR SAFETY MANAGEMENT</b>	<b>10</b>
<b>SECTION 3</b>	<b>12</b>
<b>THE ORGANISATION AND RESPONSIBILITIES FOR HEALTH &amp; SAFETY</b>	<b>12</b>
1 ORGANISATION	12
2 ELECTED MEMBERS	12
3 CHIEF EXECUTIVE	12
4 CORPORATE DIRECTOR EDUCATION, COMMUNITIES AND ORGANISATIONAL DEVELOPMENT	13
5 CORPORATE DIRECTORS	14
6 HEADS OF SERVICE AND OTHER CHIEF OFFICERS	15
7 LEAD OFFICERS/HEADS OF ESTABLISHMENTS	17
8. MANAGERS/TEAM LEADERS/SUPERVISORS	17
9 EMPLOYEES	18
10. STATUTORY APPOINTMENTS RELEVANT TO HEALTH AND SAFETY	18
<b>SECTION 4</b>	<b>20</b>
<b>CORPORATE POLICIES OR ARRANGEMENTS FOR HEALTH AND SAFETY</b>	<b>20</b>
1 HEALTH & SAFETY POLICY ARRANGEMENTS	20
2 ASSESSMENT OF RISK	20

## DOCUMENT CONTROL

Document Responsibility		
Name	Title	Service
Pauline Ramsay	Health and Safety Team Leader	Organisational Development, HR and Performance

Change History		
Version	Date	Comments
0.2	June 2006	Signature change from Robert Cleary to John Mundell. Addition of attachments index.
0.3	September 2007	Policy review in light of organisation restructure.
	April 2009	Reviewed no changes
0.4	October 2011	CMT and management team updated Directorate changes incorporated
0.5	November 2012	Directorate changes incorporated and Union Representatives updated
0.6	November 2013	Corporate Director with responsibility for Health and safety changed Arrangements updated.
0.7	September 2017	Signature change from John Mundell to Aubrey Fawcett. Removal of a signed H&S charter, general update of job titles.
0.8	September 2022	Signature change from Aubrey Fawcett to Louise Long Update of organisational responsibilities

<b>Distribution</b>		
<b>Name</b>	<b>Title</b>	<b>Location</b>
CMT and Extended Management Team		
Union Representatives		
Stuart Graham	UNITE	Ingleston Park
George Steele	UNISON	Princes Street House Port Glasgow
	GMB	
Paula McEwan	EIS	St Andrews Primary
Paul Cochrane	SSTA	Port Glasgow High School
	NASUWT	

*Distribution may be made to others on request*

<b>Policy Review</b>		
<b>Review Date</b>	<b>Person Responsible</b>	<b>Service</b>
August 2023	H&S Team Leader	OD, HR and Comms

*Copyright*

***All rights reserved. No part of this publication may be reproduced, stored in a retrieval system or transmitted in any form or by any means, electronic, mechanical, photocopying or otherwise without the prior permission of Inverclyde Council.***



## INTRODUCTION

This document is the Corporate Health and Safety Policy, Organisation and Arrangements for Inverclyde Council, having regard to the requirements of the Health and Safety at Work etc. Act 1974, Section 2(2). It is set out in the following parts: -

### Section 1

The statement of the Health and Safety Policy approved by Inverclyde Council. The Policy Statement applies to all Council Services.

### Section 2

The strategy for safety management sets out the overarching aims of the Council's health and safety process.

### Section 3

Identifies the Council's organisation for health and safety and establishes the responsibilities for developing the organisation and arrangements for health and safety throughout the Council.

### Section 4

Establishes the common operating standards to be achieved throughout all Council Services. These are the Council's Arrangements for Health and Safety and they are communicated within the organisation through the Policy and Arrangements.

This reviewed Health & Safety Policy was approved and adopted by Inverclyde Council, Policy and Resources Committee on 09 August 2022, and is reviewed and updated annually by the Head of Organisational Development, Policy and Communications as per his delegated authority.

---

## SECTION 1

### GENERAL STATEMENT OF HEALTH & SAFETY POLICY

- 1.1 The Elected Members, Chief Executive, Corporate Directors and the Heads of Service (hereafter “Senior Management”) of Inverclyde Council recognise that health and safety is a fundamental part of both efficient and effective delivery of local government services.
- 1.2 Senior Management is committed to its responsibilities as a good employer for ensuring, so far as is reasonably practicable, the health and safety of its employees at work, any other person whether employed or otherwise and the community at large who may be affected by the activities, operations or statutory undertakings of Inverclyde Council.
- 1.3 Senior Management are committed to the objective of attaining a high standard of health and safety performance in the delivery of services. This standard will be achieved by:-
  - 1.3.1 Creating and maintaining a positive health and safety culture which ensures the commitment and participation of all employees;
  - 1.3.2 Meeting its responsibilities to employees, to other persons and to the environment in a way which recognises that legal requirements are the minimum standard;
  - 1.3.3 Adopting a planned and systematic approach to the implementation of the Council’s Health and Safety Policy.
- 1.4 As a demonstration of their commitment they will lead by example in establishing a positive safety culture and ensuring, as far as is reasonably practicable:-
  - 1.4.1 the provision and maintenance of plant, equipment and systems of work that are, so far as reasonably practicable, safe and without risks to health;
  - 1.4.2 the provision of arrangements for the safe use, handling, storage and transport of articles and substances that ensures the absence of risk;
  - 1.4.3 the provision of such information, instruction, training and supervision as is necessary, to empower competent employees to undertake their assigned tasks, roles and responsibilities with due regard for themselves and other persons who may be affected by their acts or omissions in the course of their employment;
  - 1.4.4 that all places of work under their control are maintained in a condition that is safe and without risks to the health and safety, including the means of access to and egress from it;
  - 1.4.5 the provision of safe places of work, safe methods of work, the provision of appropriate training and the promotion of workplace consultation with employees, to engender a culture of risk management throughout the business operations of the Council;

- 1.4.6 the adequate and appropriate provision of facilities that meet the welfare requirements of employees and such other appropriate persons, to include service users, under their control. This provision will be maintained to provide suitable levels of personal hygiene that are appropriate to the work or personal environment, and not be detrimental in any way;
  - 1.4.7 encouragement of each employee to co-operate in accident prevention and to exercise personal responsibility so as to avoid accidents to themselves, fellow workers and others who may be affected by their acts or omissions;
  - 1.4.8 unsafe working practices are not to be condoned and that all employees are required to report deficiencies in the operation of safe systems of work, work equipment and other systems, preferably in writing to their line manager as soon as they become aware of such situations;
  - 1.4.9 the systematic identification and assessment of risks associated with the activities of the Service and business units there-in, drawing the results of such assessments and the identified control measures to the attention of all affected; and
  - 1.4.10 support for the identification of resources necessary to meet the requirements of implementing this Health and Safety Policy of Inverclyde Council.
- 1.5 Senior management will plan for continued improvements in health and safety by the setting of realistic short and long term objectives, deciding priorities and establishing adequate performance standards.
  - 1.6 Senior management will monitor and review performance on a regular basis to ensure that high standards are maintained and report this through update reports to Council Committees and the Corporate Health and Safety Committee.
  - 1.7 Senior management will develop a system of joint consultation with health and safety representatives and other representatives of employee safety and provide them with facilities and assistance to enable them to carry out their functions.
  - 1.8 The Chief Executive, each Corporate Director and Head of Service will demonstrate their personal commitment and support of this Health and Safety Policy by displaying a copy of the Health and Safety Charter (Appendix 1) within their office and work areas for which they are responsible.
  - 1.9 This Health and Safety Policy Statement, along with the supporting organisation and arrangements for health and safety will be kept under review and all amendments made drawn to the attention of those employees affected.
  - 1.10 This policy and the procedures that stem from it, support the wider corporate objectives of the Council in their provision of services to the community of Inverclyde.

1.11 This Policy Statement will be reviewed annually as a part of the Council's ongoing commitment to monitoring the effectiveness of the Safety Policy and its implementation throughout the provision of its services.

This Policy will only be effective if all employees accept responsibility for its implementation and adhere to the Policy and to the procedures and standards referred in it.

Signed \_\_\_\_\_ Date \_\_\_\_\_

Louise Long  
Chief Executive

---

## SECTION 2

### THE STRATEGY FOR SAFETY MANAGEMENT

- 1.1 Inverclyde Council has adopted a single Health and Safety Policy that applies to all Services of the Council.
- 1.2 The Chief Executive, Corporate Directors and Heads of Service are required to lead by example, in establishing a positive safety culture. As a demonstration of their commitment to this Policy, they will also display a Safety Charter within their office and on appropriate notice boards within those Service areas they are responsible for.
- 1.3 Directorates will display only those elements of the safety management systems that are appropriate to the Service areas within their field of responsibility.
- 1.4 The Council's arrangements for health and safety are made available on Icon the Council's intranet system. Where service areas have groups of employees who do not have access to Icon it is the responsibility of the relevant Head of Service to ensure that information on health and safety arrangements appropriate to that Service are made available in a form which is easily accessible to employees.
- 1.5 The Council's health and safety policy and arrangements comprise of three key areas:
  - The Council Health and Safety Policy Statement, and organisation.
  - The corporate procedure or arrangements to be adopted for the Council to comply with the law. Each document will be identified as a procedure or standard to be complied with and, in appropriate cases, guidance will support that document.
  - Specific information supporting the corporate standards as they affect individual Services. These documents will be developed locally in co-operation with Corporate Health and Safety, and in conjunction with the relevant safety representatives or representatives of employee safety.
- 1.6 The Council will undertake both active and reactive monitoring of safety performance through the Corporate Health and Safety Committee, Policy and Resources Committee, individual Service Committees, Joint Consultative Committees and similar consultation forums at all levels within the organisation.
- 1.7 Annual Targets, in the form of the Corporate Health and Safety Action Plan will be set by the Council and their progress monitored through the Policy and Resources Committee and the Corporate Health and Safety Committee.

- 1.8 Each Head of Service will consider the corporate health and safety action plan and develop a service action plan to complement the corporate goals and set appropriate actions and targets specific to the development of health and safety management within their service area.

## SECTION 3

### THE ORGANISATION AND RESPONSIBILITIES FOR HEALTH & SAFETY

#### 1 ORGANISATION

- 1.1 This health and safety policy statement will be supported by service specific documents detailing the organisation and arrangement interpretations in place to ensure policy objectives are met and the safe systems of work implemented through the risk assessment process.
- 1.2 An outline of the responsibilities of Elected Members, the Chief Executive, Corporate Directors, Heads of Service, Managers, Supervisors, Head of Organisational Development, Policy and Communications, and employees is set out below.

#### 2 ELECTED MEMBERS

- 2.1 Elected Members are advised and informed in the development and approval of Council Policy, including Health and Safety Policy, by the Corporate Management Team and their senior staff.
- 2.2 Elected Members will consider the proposals being presented to the relevant committees and confirm the course of action they consider appropriate, having due regard for the health and safety of employees fulfilling their duties and obligations, as well as the community at large

#### 3 CHIEF EXECUTIVE

- 3.1 The Chief Executive has the overall accountability for ensuring the effective implementation of the Health and Safety Policy of the Council. The Chief Executive will therefore develop a culture amongst the Corporate Management Team that encompasses the integration of health and safety into the general ethos of the organisation.
- 3.2 The Chief Executive will ensure that, as far as is practicable, adequate finance and other resources are allocated to ensure the safety and health of employees and those other persons who may be affected by the activities and actions of the Council, its employees and those persons working on behalf of the Council.
- 3.3 The Chief Executive will nominate a Corporate Director, to lead health and safety matters at a corporate level, providing for the strategy to be implemented across all directorates.
- 3.4 The Chief Executive will ensure adequate resources are allocated to provide for health and safety. This allocation will include the provision of competent health and safety assistance to the Council as well as such other technically competent individuals as may be necessary to fulfill the requirements imposed upon the Council under the relevant statutory provisions.

- 3.5 The Chief Executive will ensure systems are in place that makes for the provision and maintenance of a safe place of work that has adequate protection from a harmful environment.
- 3.6 The Chief Executive will ensure that appropriate structures are in place to implement the Policy and for delegating the day to day responsibility for such implementation within the directorates to the Corporate Directors and their Senior Staff.
- 3.7 The Chief Executive will ensure, so far as is reasonably practicable, the establishment and maintenance of health, safety and welfare management systems within Services which will ensure the assessment of significant risks, effective planning, organisation, control, monitoring and review of the preventative and protective measures necessary to reduce and control the identified risks.
- 3.8 The Chief Executive will ensure, so far as is reasonably practicable, adequate mechanisms are in place for the provision of corporate training systems in all service areas.
- 4 CORPORATE DIRECTOR EDUCATION, COMMUNITIES AND ORGANISATIONAL DEVELOPMENT
- 4.1 The Chief Executive has confirmed the Corporate Director, Education, Communities and Organisational Development, with particular responsibility for corporate health, safety and welfare policy. This Corporate Director will take the overall lead on corporate health and safety issues affecting more than one department.
- 4.2 The Corporate Director Education, Communities and Organisational Development, in addition to their duties as a Corporate Director, will take lead responsibility for ensuring that: -
- 4.2.1 The Council Health and Safety Policy is effectively implemented, with managers, to whom specific responsibilities are allocated being aware of their responsibilities and appropriately trained to discharge their duties correctly.
- 4.2.2 Appropriate action is taken on matters pertaining corporately to health, safety and welfare, which are brought to his/her attention and that the Chief Executive is made aware of those matters out with his/her control.
- 4.2.3 Corporate Health and Safety Standards are monitored to ensure that they are relevant and reflect industry best practice or statutory minimum standards where no such practice is recognised.
- 4.2.4 The corporate safety auditing system is effectively supported and an appropriate programme of functional audits are undertaken, to ensure reasonable feedback is provided to assess the management of health and safety within the Council.
- 4.2.5 Arrangements are made/maintained to provide for the effective discussion and consultation on health and safety matters and that appropriate facilities are made available to the recognised Trades Union



Safety Representatives to allow them to carry out their prescribed function.

- 4.3 The Corporate Director Education, Communities and Organisational Development will ensure that matters requiring specialist advice are brought to the attention of the Health and Safety Team Leader, in order that appropriate assistance may be sought.

## 5 CORPORATE DIRECTORS

- 5.1 Are responsible for ensuring, so far as reasonably practicable, the health, safety and welfare at work of employees in their respective services and all other persons who may be affected by the work of the service.
- 5.2 Each Corporate Director will promote the health and safety of employees at work and of service users through the implementation of the Council's Health and Safety Policy in accordance with all relevant statutory requirements, in each case leading by example.
- 5.3 Each Corporate Director has the overall responsibility for ensuring that there is a suitable organisation in place within their directorate, to implement the arrangements for health, safety and welfare in accordance with the Health and Safety Policy Statement of the Council.
- 5.4 Each Corporate Director will ensure that those persons with management responsibilities for health and safety are made aware of those responsibilities and receive relevant training to effectively implement the requirements of the Health and Safety Policy of the Council.
- 5.5 Each Corporate Director will ensure that adequate information, instruction and training are given to employees to ensure they are able to discharge competently their responsibilities.
- 5.6 Each Corporate Director will ensure that there are adequate levels of competent supervision to provide for the safety of employees and others who may be affected by the activities and operations of the Council.
- 5.7 Each Corporate Director will ensure, as far as is practicable, the adequate provision of financial resources to meet the foreseeable expenditure pertaining to health, safety and welfare requirements.
- 5.8 Each Corporate Director will ensure that where new work equipment or systems of work or, where significant changes in systems of work are introduced, they are appropriately assessed for their risks and the workforce consulted in relation to health and safety matters, including what control measures are required to be implemented.
- 5.9 Each Corporate Director will ensure that employees are only tasked with those duties and responsibilities for which they are competent. The Corporate Director will therefore, ensure each employee is aware of the Health and Safety Policy and procedure documents in so far as it affects the operations and activities undertaken by the individual.
- 5.10 Each Corporate Director will ensure the maintenance of a safe place of work that has an adequate provision for welfare. Where that workplace is a premise,

the premises and all services connected with it will be maintained in a condition that does not expose the users to risk.

- 5.11 Each Corporate Director will support the implementation of a corporate health and safety audit programme, reporting outcomes to the Corporate Health and Safety Committee and relevant Joint Consultative Committee. Areas identified requiring attention will be included into the annual service health and safety action plan.
- 5.12 Corporate Directors will ensure there are effective communications with the Health and Safety Team Leader and the relevant information provided to enable the undertaking of statutory duties in the provision of competent health and safety assistance.
- 5.13 Corporate Directors will ensure that any matters brought to their attention likely to affect the Council on health, safety or welfare issues, are addressed or brought to the attention of the Corporate Director, with responsibility for health and safety matters as appropriate.
- 5.14 Each Corporate Director will ensure there are effective communications and consultations with employees and their recognised Trades Union representatives on matters of health, safety and welfare.
- 5.15 Each Corporate Director will ensure there is effective communication and co-operation between the Corporate Management Team and the Corporate Director. with responsibility for health and safety, in order that the council policy may be implemented.

## 6 HEADS OF SERVICE AND OTHER CHIEF OFFICERS

- 6.1 Each Head of Service, will lead in the promotion of a positive safe working culture by setting the standard and leading by example.
- 6.2 Ensure the effective implementation of the arrangements of the Health and Safety Policy of the Council in those areas under their control or influence.
- 6.3 Ensure they are aware of the Council's policy and procedures on health and safety and what is expected of them in ensuring the required standards are applied.
- 6.4 Ensure that those employees for whom they are responsible are made aware of their responsibilities and what is expected of them with due regard for the health and safety of themselves in following safe working practices as dictated by applicable regulations, approved codes of practice or council safety standards.
- 6.5 Ensure the allocation of appropriate resources to permit the operation of a safe working environment with safe systems of working being adopted by all concerned.

- 6.6 Ensure that managers to whom specific duties and responsibilities are given are made aware of and discharge them correctly, having received suitable training.
- 6.7 Ensure that appropriate courses of action is taken when health and safety deficiencies are brought to their attention. Where such matters are out-with their control, they in turn will ensure their Corporate Director is informed.
- 6.8 Ensure that adequate and appropriate access is provided for employees within their control to the Council's arrangements for safety in the form of the Health and Safety Policy and arrangements/guidance documents.
- 6.9 Ensure that local procedures are developed in support of the Health and Safety Policy and arrangements/guidance standards and drawn to the attention of appropriate employees.
- 6.10 Ensure that appropriate health and safety training is programmed and provided to managers with specific responsibilities for others.
- 6.11 Ensure that a training needs analysis is carried out for all employees under their control and that suitable training and instruction is provided at appropriate intervals.
- 6.12 Ensure effective investigation into all incidents and near miss reports, by management, including acts of physical or verbal abuse, or threatening behaviour. They will also provide appropriate support and facilities required for investigations by independent bodies or directorates.
- 6.13 Ensure arrangements are made for appropriate consultation with local managers, Trades Union representatives or representative of employee safety and employees on matters of health and safety.
- 6.14 Ensure key objectives and developments are managed through structured health and safety planning, including the assessment and control of risks, with appropriate built in review mechanisms and realistic timescales.
- 6.15 Ensure systems are in place to allow for the purchase, maintenance and safe disposal of work equipment and premises, that take due cognisance of statutory and Council policy requirements, appropriate at the time.
- 6.16 Ensure matters requiring specialist advice are brought to the attention of the Health and Safety Team Leader as appropriate.
- 6.17 Ensure Safety Representatives are allowed reasonable time and resources to allow them to fulfil their duties under the Safety Representatives and Safety Committee Regulations 1977.

## 7 LEAD OFFICERS/HEADS OF ESTABLISHMENTS

- 7.1 For each Property/Establishment under the control of the Council the Corporate Management Team/Heads of Service will nominate Lead Officers or Heads of Establishment as appropriate, to ensure the co-ordination and implementation of health and safety issues and corporate policy within that establishment/property.
- 7.2 The Lead Officer or Head of Establishment will have overall responsibility for the co-ordination of emergency arrangements including fire and first aid. They shall act as the Lead Person in the case of implementation of the findings of the Fire Risk Assessment and ensure compliance with the Fire Safety and First Aid Policies of the Council.
- 7.3 The Lead Officer will co-ordinate corporate health and safety policy with members of other directorates occupying the same identified premises. Where the premises are shared with other employers or agencies, the Lead Officer will co-operate in meeting those statutory requirements placed upon them by the Management of Health and Safety at Work Regulations 1999 (as amended).
- 7.4 The lead officer will ensure that arrangements are made for the appropriate consultation with employees through their recognised Trades Union on matters of Health and Safety.

## 8. MANAGERS/TEAM LEADERS/SUPERVISORS

- 8.1 Any person who has a managerial/supervisory responsibility for other employees, whatever title they are given will assist in the promotion of a positive safe working culture by setting a standard and leading by example.
- 8.2 Ensure that they are aware of the Council's Policy and procedures on health and safety and what is expected of them in ensuring the required standards are applied.
- 8.3 Ensure those employees for whom they are responsible are made aware of their responsibilities and what is expected of them with due regard for the health and safety of themselves in following safe working practices as dictated by applicable Regulations, Approved Codes of Practice or Council safety policies and procedures.
- 8.4 Ensure that personal protective equipment which has been agreed as necessary as a result of applicable legislation or as a result of any risk assessment is issued and correctly used for its intended purpose.
- 8.5 Ensure that once advised of any reports of unsafe conditions, defective work or other deficiency likely to affect the safety or health of any person, they take the necessary appropriate immediate action to prevent injury or ill-health.

- 8.6 Ensure that all instances of near misses, injury or ill health reported to them are recorded and investigated appropriately as per the incident reporting arrangements and guidance.
- 8.7 Ensure that a system of hazard identification is in place and that risk assessment findings are communicated to staff.
- 8.8 Ensure that all matters outwith their personal experience or authority are brought to the attention of an appropriate Manager or Head of Service.
- 8.9 Ensure that matters requiring specialist health and safety advice are brought to the attention of the Health and Safety Team Leader.

## 9 EMPLOYEES

- 9.1 Every employee of Inverclyde Council is required to co-operate in the implementation of the Council's Health and Safety Policy.
- 9.2 By undertaking activities in the course of their employment with due care for their own safety and for that of others, who may be affected by their actions or failures to act.
- 9.3 By co-operating to ensure the Council undertakes its business in accordance with the relevant legal requirements in force at the time.
- 9.4 By using correctly, all work items, plant and equipment provided by the Council in accordance with training or instructions they receive, or in the absence of such, to draw that fact to the attention of their Supervisor.
- 9.5 By reporting any near miss incident, injury, dangerous occurrence or case of disease to their immediate Supervisor and to co-operate in the ensuing investigation by appropriate persons.
- 9.6 By bringing to the attention of their immediate Supervisor/Line Manager any shortcomings they become aware of in respect of the Council's health and safety arrangements.
- 9.7 By attending health and safety training courses, including induction training as instructed by line/ service managers.
- 9.8 By attending occupational health appointments as necessary under the requirements of the appropriate statutory legislation.

## 10. STATUTORY APPOINTMENTS RELEVANT TO HEALTH AND SAFETY

- 10.1 The Council will be advised on health and safety matters by the Health and Safety Team Leader, appointed within Organisational Development, Policy and Communication. The Health and Safety Team Leader is the appointed Competent Person within the meaning of Regulation 7 of the Management of Health and Safety at Work Regulations 1999.
- 10.2 The Health and Safety Team Leader will be responsible to the Head of Organisational Development, Policy and Communication. However, should the situation arise they will have direct communications with the Chief Executive and Corporate Directors, in order that they can perform their appropriate statutory functions.

- 10.3 The Health & Safety Team Leader will be supported in his/her function by Health and Safety Advisors, and other support staff that may form the Health and Safety Section.
- 10.4 The Council is advised on road transportation matters by the Team Leader Refuse Collection and Vehicle Maintenance, based in Roads and Environmental Shared Services. The Team Leader Refuse Collection and Vehicle Maintenance is the confirmed competent person in relation to the Operator's Licence of the Council.

## SECTION 4

### CORPORATE POLICIES OR ARRANGEMENTS FOR HEALTH AND SAFETY

#### 1 HEALTH & SAFETY POLICY ARRANGEMENTS

- 1.1 The accepted arrangements for the Health and Safety Policy of Inverclyde Council are contained within the Policy and Guidance Section of ICON, reference to specific arrangements sections will be by title. This information is available at all main offices and depots and electronically through the Council Intranet.
- 1.2 The Policy and Guidance Section of ICON contains the Corporate Arrangements in the form of policy documents, procedures or operational standards. These in turn may be supported by guidance material.
- 1.3 Service sections of ICON or other appropriate storage medium should contain the local Directorate or Service specific arrangements, in support of the corporate arrangements. These are intended to provide more direct guidance as to how the Directorate or Service implements the Corporate Policy or Standards.
- 1.4 The Council seeks to develop a positive attitude towards health and safety among all employees by ensuring that it becomes an integral part of the overall business culture. For this to be achieved, every employee is encouraged to promote safe working practices, report defects and deficiencies in systems of work, plant, equipment and premises.

#### 2 ASSESSMENT OF RISK

- 2.1 Due to the diversity of the operations of the Council, the assessment of risks is undertaken in a variety of ways:-
  - 2.1.1 General activity and workplace risks are assessed and recorded in a suitable format as identified in the Risk Assessment arrangements. All such assessments will be carried out by trained appointed assessors from within the Services.
  - 2.1.2 Workplace fire safety risks are assessed and recorded in a suitable format as identified in Fire Risk Assessment and Fire Safety Policy. Workplace fire risk assessments will be carried out either by trained appointed assessors or external assessors as appropriate to the degree of risk within the building. Property Services are the responsible body for ensuring completion of fire risk assessments.
  - 2.1.3 Within Education; Culture, Communities and Education Resources and the HSCP, the assessment of moving and handling of persons will be undertaken by trained assessors within these directorates. All moving and handling will be carried out in accordance with the



- Council's Moving and Handling Policy. Where a need is identified outside these Services, the Health and Safety Section will be the first point of contact.
- 2.1.4 The assessment of risks from the manual handling of inanimate objects will be carried out by trained appointed assessors from within the Services or appropriate external trainers in accordance with the requirements of the Moving and Handling Policy.
- 2.1.5 The assessment of noise and vibration requires training in the use of specialist equipment. Noise and vibration assessments will be undertaken by trained appointed assessors (Competent Persons) from within the Council, or appropriate external assessors. The assessments will be carried out in accordance with the requirements of the Control of Noise at Work Policy and the Control of Vibration at Work – Hand Arm Vibration Policy.
- 2.1.6 With the exception of Education Services, where alternative arrangements have been made through the Technician's Service, the assessment of substances hazardous to health is undertaken through the Health & Safety Section or trained appointed assessors within Services. The services of an external agency will be employed for the technical assessment of substances, (dust monitoring, WEL's etc). Supervisory staff will notify the Health & Safety Section of those substances potentially hazardous to health in the approved format as identified in the Control of Substances Hazardous to Health arrangements.
- 2.1.7 Display Screen Equipment (DSE) workstations are assessed and recorded in the corporate format as identified in the Display Screen Equipment arrangements.
- 2.1.8 The assessment of risks to new and expectant mothers is required when supervisory staff are made aware of the fact by the employee. In accordance with the Risk Assessment arrangements, all such assessments are to be carried out in the corporate format by the line manager.
- 2.1.9 Other assessments may be undertaken in prescribed forms by Services implementing local procedures. These equally will form a part of the arrangements for safety and will be treated accordingly.
- 2.2 Inverclyde Council has in place arrangements for ensuring Council compliance with statutory legislation. These arrangements may be expanded or altered to meet the specific requirements of Services. This should be carried out in consultation with the Head of Organisational Development, Policy and Communication.
- 2.3 The Corporate policies, procedures or arrangements are available on ICON, or through the Corporate Health and Safety Section.







# Inverclyde Council

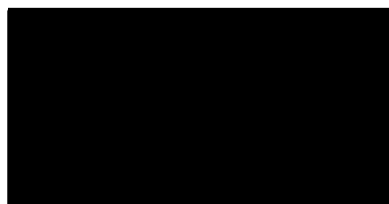
## Health and Safety Charter

We are committed to a health and safety culture within Inverclyde Council and accept that it is a reflection of our personal commitment to health and safety.

Improving health and safety is one of our key priorities. In this we will lead by example and visibly promote continuous improvement in the standards of health and safety.

### To achieve this we will:

- Ⓒ **Ensure** that Annual Health and Safety Action Plans and challenging improvement targets are put in place and communicated to employees in our charge
- Ⓒ **Monitor** the health and safety performance within our directorate
- Ⓒ **Encourage** and **influence** workforce involvement and ownership of health and safety at all levels of our directorate
- Ⓒ **Ensure** as far as is practicable adequate resources for training and support of health and safety initiatives
- Ⓒ **Establish** and **maintain** an effective audit and inspection programme within our directorate's workplaces
- Ⓒ **Ensure** that incidents and near miss events are reported, investigated and that preventative measures are put in place
- Ⓒ **Communicate** effectively with employees on all relevant health and safety matters, ensuring regular dialogue with their Trades Union representatives and
- Ⓒ **Ensure** that good safety behaviour is recognised, encouraged and supported



Louise Long / Chief Executive