



Corporate Health, Safety and Welfare Policy 2022

Contents

Policy Statement.....	3
Glossary.....	4
Organisation	5
Organisation Diagram related to Health safety and Welfare	5
Roles and Responsibilities.....	6
Chief Executive.....	6
Directors	6
County Councillors.....	6-7
Heads of Service	7
Managers and Supervisors.....	7
Head Teachers	8
Employees.....	8
Corporate Health and Safety Team	8
Occupational Health	9
Service Health and Safety Advisors.....	9
Union Health and Safety Representatives	9
Arrangements	10
Policy and Planning.....	10-11
Organisational Arrangements.....	12-17
Measurement and Review.....	17-19
Policy Review	19

Policy statement

Denbighshire County Council recognises its moral and legal duties with regard to Health, Safety and Welfare. The council will ensure, so far as is reasonably practicable, the health, safety and welfare of its employees whilst at work. It will also ensure, so far as is reasonably practicable, the health, safety and welfare of others who may be affected by its operations and activities.

As a responsible employer, we aim to comply with the requirements of the Health and Safety at Work etc. Act 1974, its subordinate regulations and approved codes of practice. We also aim to fulfil our common law duty of care.

We will : -

- Assess and adequately control the risks arising from our activities
- Put in place appropriate safe systems of work
- Consult with our employees on matters affecting their Health, Safety and Welfare
- Provide appropriate information, instruction, training and supervision for our employees
- Provide and maintain safe plant and equipment
- Maintain safe and healthy working conditions so far as is reasonably practicable
- Endeavour to prevent accidents and cases of work-related ill health
- Ensure safe handling, use and storage of hazardous substances
- Ensure all employees are competent and capable of carrying out their work
- Record accidents and incidents and report them to the enforcing authority where required by legislation
- Monitor and review any systems we put in place for the purposes of Health, Safety and Welfare management
- Apply consequences for non compliance to our agreed standards

To ensure successful implementation of this policy, we will provide strong leadership and commitment from the very top of the organisation and throughout the management chain. We expect the same commitment from all our employees irrespective of what they do.

We will inform all employees of the expected standards and put in place a safety management system to support them.

We will strive to continuously improve our safety culture.

This policy will be reviewed periodically.



Graham Boase

Chief Executive

Denbighshire County Council

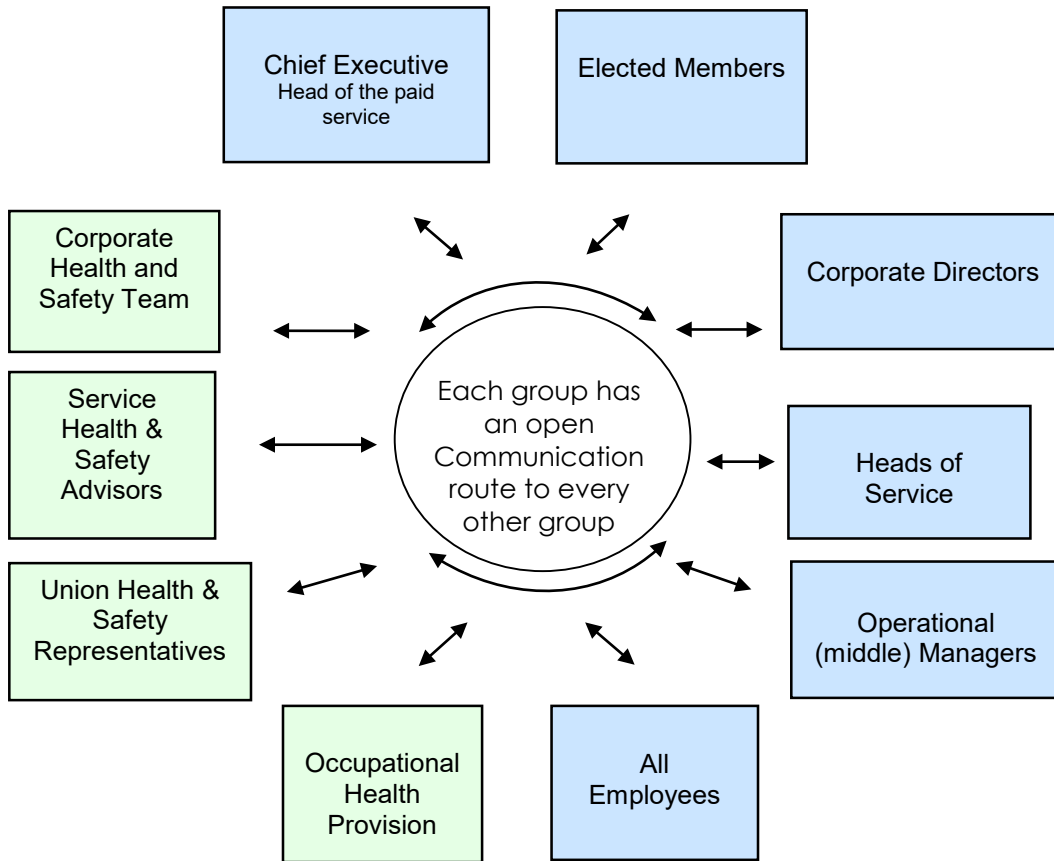
September 2022

Glossary

CEO	Chief Executive Officer
CH&S	Corporate Health and Safety
DCC	Denbighshire County Council
H&S	Health and Safety
HSE	Health and Safety Executive
HS&W	Health, Safety and Welfare
Linc	DCC Intranet
RIDDOR	Reporting of Injuries Diseases and Dangerous Occurrences Regulations
SSOW	Safe Systems of Work

Organisation

Organisation Diagram related to Health, Safety and Welfare



Key

Lines of communication	↔
Management control	■ (Blue)
HS&W advice	■ (Green)

Roles and Responsibilities

The following roles have specific duties and responsibilities regarding Health, Safety and Welfare (HS&W) within Denbighshire County Council (DCC).

2.1 Chief Executive Officer

The Chief Executive Officer (CEO), as the Senior Officer has overall responsibility for HS&W within the organisation. The CEO will : -

- Aim to ensure that the organisation complies with the requirements of Health & Safety legislation and fulfils its common law duty of care
- Provide strong leadership and commitment to drive the continuous improvement of the organisation's safety culture
- Put in place a senior management structure identifying individuals with specific HS&W responsibilities
- Ensure that adequate resources are provided in respect of HS&W
- Ensure that appropriate communication processes regarding HS&W between the employer and the employees are in place and are effective

2.2 Corporate Directors

Corporate Directors are accountable to the CEO. They will : -

- Provide strong leadership and commitment to drive the continuous improvement of the organisation's safety culture
- Support the delivery and maintenance of the organisations safety management arrangements
- Ensure that adequate resources are allocated to HS&W management
- The Corporate Director identified as the HS&W lead will support their subordinates who have specific HS&W roles and provide a senior level focal point for HS&W issues

2.3 County Councillors

- County Councillors are the political arm of the Local authority, they have a collective responsibility for providing leadership and direction, which means that all elected members have a responsibility for ensuring health and safety within the authority

- The nominated lead member with responsibility for Health and Safety acts as the 'champion' and leads in this area
- The lead member acts a point of contact for the sharing of information between officers and county councillors

2.4 Heads of Service

Heads of Service are accountable to the Corporate Directors. They will : -

- Provide strong leadership and commitment to drive the continuous improvement of the safety culture within their service
- Support the delivery and maintenance of safety management arrangements within their service
- Ensure that the HS&W responsibilities of all employees are clearly communicated
- Ensure that Service Group Health and Safety committee meetings take place for sharing of information that feeds into CH&S meetings
- Monitor and review the effectiveness of any processes put in place

2.5 Managers and Supervisors

All Managers and Supervisors are accountable via their line manager to their Heads of Service for ensuring that the arrangements in place for HS&W are correctly interpreted and robustly implemented. They will : -

- Provide strong leadership and commitment to the HS&W of their employees by identifying the hazards involved in their operations and workplace. Assess, evaluate and record the risks and mitigate those risks by suitable departmental procedures and safe methods of work
- Provide suitable & sufficient information, instruction, training & supervision to employees regarding hazards, risks and control measures used in the workplace
- Ensure effective communication between the employer and employees
- Drive a cooperative environment between the employer and employees
- Ensure that all accidents and incidents are reported and recorded as soon as practicable
- Investigate all injuries and incidents and ensure remedial action is implemented where it is required
- Monitor compliance to, and review the effectiveness of any processes put in place
- Take action where none compliance to standards are identified

2.6 Head Teachers

Our schools are managed by Head Teachers who work closely with School Governors. Head Teachers and Governors are jointly responsible for HS&W in their work environments. Head Teachers and Governors are supported by DCC and receive HS&W support from the CH&S team. Head Teachers will : -

- Manage all aspects of HS&W management in their school as described in the responsibilities of “Heads of Service” and “Managers and Supervisors”

2.7 Employees

Employees are accountable to their Line Manager and will comply with our systems of work and instructions given in the interests of HS&W. Our employees are empowered to take action to minimise HS&W risks. They will : -

- Be expected to take reasonable care of themselves and others who may be affected by their acts or omissions
- Cooperate with their employer with respect to fulfilling their statutory duties and fulfil their common law duty of care
- Report all injuries, incidents and dangerous occurrences to their line manager

2.8 Corporate Health & Safety (CH&S) Team

The Corporate Health & Safety Team will provide advice and guidance to the Chief Executive, County Councillors, Heads of Service, Managers, Supervisors and Employees as appropriate. They will : -

- Provide a focus for HS&W leadership, advice and support for all DCC employees
- Develop and review a Corporate Health and Safety policy and appropriate HS&W guidance
- Develop and deliver a HS&W training programme
- Ensure that effective arrangements for accident/incident reporting and investigation are in place and that Health and Safety Executive (HSE) reporting is carried out in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR)

2.9 Occupational Health

Occupational Health support is provided via an Employee Assistance Provider (EAP) and a DCC Occupational Health and Attendance Advisor. Their role is to provide guidance and support on Occupational Health and Welfare. When requested they will : -

- Advise managers and employees regarding work related health issues and progress health concerns following referral
- Collaborate with managers to advise on reasonable and practicable adjustments for employees with medical conditions
- Conduct health surveillance when applicable in accordance with managerial risk assessment requirements
- Arrange counselling support as appropriate
- Provide educational information regarding health and wellbeing matters e.g. alcohol, smoking, diet etc.

2.10 Service Health & Safety Advisors

The Service Health & Safety Advisors provide competent advice to managers and employees within their specific competence and Service areas. They will : -

- Provide operational HS&W advice within their area of expertise
- Ensure that effective systems for HS&W are in place within their service area
- Work and communicate with the CH&S team where appropriate

2.11 Union Safety Representatives

Safety Representatives represent employees regarding matters of HS&W at work.

They will : -

- Support employees on HS&W matters as appropriate
- Consult and co-operate with managers and Health & Safety Advisors to promote and develop measures to ensure the HS&W of their colleagues
- Attend HS&W committees and meetings when requested

Arrangements

The arrangements section of the policy describes what we do to achieve our HS&W objectives. We have in place a Safety Management System (SMS) as a means of managing all aspects of safety throughout the organisation. The SMS offers a systematic, explicit and comprehensive process which is woven into the fabric of our organisation. The elements of the SMS include : -

- The Corporate H&S Policy itself
- Senior people with delegated responsibility for HS&W (Lead elected council member, nominated Director and Head of Service)
- Professional H&S advisory team
- Service advisors and union safety representatives
- An on line \ Linc based accident \ incident reporting and investigation process
- On line \ Linc based staff protection register
- A Corporate risk register
- On line \ Linc based guidance documents supporting risk assessment and safe system of work development
- CH&S action plan and training plan
- Control of contractor commissioning and monitoring process

3.1 Policy & Planning

Corporate Health and Safety Policy

The Corporate Policy is written with respect to HS&W.

The Corporate HS&W Policy states that DCC aim to comply with the requirements of the Health and Safety at Work etc. Act 1974 and subordinate legislation, therefore further policy statements for individual pieces of legislation are not necessary. Emphasis is instead placed on providing information and guidance on how to keep people safe and healthy in the workplace, comply with Health and Safety legislation and fulfil our common law duty of care.

Corporate Risk Register

A Corporate Risk Register is in place to detail business and regulatory risks that potentially affect all Services within the organisation. This register is collated from all identified Service level business risks and business plans and is maintained by the Business Improvement and Modernisation Team.

Corporate Health and Safety Management Plan

The objectives detailed in the CH&S Management plan are aligned with the needs of the organisation. The plan is developed using information gathered from the services and uses objectives and key performance indicators that are specific, measurable, achievable, realistic and time limited (SMART).

Corporate Emergency Planning & Resilience

Corporate level emergency planning and civil contingency preparedness for major incidents is facilitated by the regional Joint Emergency Planning Unit.

Joint Consultative Committee for Health and Safety and Employee Relations.

This committee is made up of representatives of the Senior Management, elected Members, Corporate Health & Safety and Employee's Representatives. The committee meets a number of times per year to discuss health and safety issues and performance across the Authority. The committee has agreed terms of reference. The Committee will consider corporate issues, examine the minutes of Service Group Health & Safety committees and review completed actions identified. Committee members will scrutinise outstanding actions and status reports from managers responsible for those actions.

Service Group Health and Safety Committee

Each individual Service is required to monitor and review its own HS&W performance regularly. For convenience, the Services are combined into Service Groups with similar interests and risk profiles. There are currently three Service Groups, each with a combined Health and Safety Committee made up of representatives of Senior Management, Employee's Representatives and where possible, at least one Corporate Health & Safety Officer.

Each Service Group Committee will meet a number of times a year to discuss health and safety performance across the Services and Departments under their control. The minutes of the meetings will be recorded for the attention of the Corporate Committee.

Departmental Health and Safety Meetings

Where a Head of Service and Managers identify the need for Departmental Health and Safety meetings, those meetings will be managed within the structure of the local Service Health and Safety Framework. The minutes of those meetings will be recorded for the attention of the Service Group Committee and communicated to employees.

Individual Facility Health and Safety management

Where a facility operates autonomously under local management control (e.g. a school, factory or care home), local arrangements will be in place. The Chief Executive's Policy statement would be referred to as a common aim with local management organisation and arrangements listed in an appropriate local format.

3.2 Organisational Arrangements

Corporate Health and Safety Guidance Documents

Corporate HS&W guidance documents are prepared by the CH&S team to highlight key requirements of health and safety legislation e.g. risk assessment, managing hazardous substances, driving for work and lone working etc. The documents are available bilingually on the Health & Safety web page on Linc. Corporate Guidance documents are relevant to all services and all employees.

Corporate Health and Safety forms and templates

Documents, forms, templates and worked examples for HS&W activities such as risk assessments, accident reporting and safety tours etc. are available electronically and bilingually on Linc. Where necessary, personal support and advice is available.

Corporate Health and Safety Newsflash

Newsflashes will be prepared and communicated bilingually to relevant areas of the organisation by email on Linc and local management routes as appropriate. The newsflash is intended as a means of rapidly communicating urgent information around the organisation.

Corporate Health and Safety Consultation Documents

The Corporate H&S Policy will be reviewed and revised periodically. The revised policy will be made available bilingually to all members of the Joint Consultative Committee for Health and Safety and Employee Relations, Members of the Council, Senior Leadership, Union Representatives and employees for consultation prior to formal Council ratification and general issue. All other documents prepared by the CH&S team will be made available to relevant committees and interested parties for consultation prior to general issue.

Corporate Health and Safety Documents (Network Server and Intranet)

CH&S documents that make up the health and safety management system will be stored centrally on a common departmental drive. All document content and revisions will be suitably controlled and made available bilingually on the CH&S page on Linc. Forms and templates will be made available in an uncontrolled, editable electronic format which can be downloaded for immediate use.

CIVICA

CIVICA is an Electronic Document Retrieval and Management System (EDRMS) which is used to drive and record all health and safety processes relating to accident/incident reporting.

Health and Safety Law Poster and Notice Boards

Health and safety law posters, will be prominently displayed at Denbighshire facilities. At facilities where employees do not have routine access to computers and where practicable at other facilities, health and safety notice boards will be installed to display hard copies of health and safety information.

Competence

Competence requirements for individual job roles will be defined in job descriptions as part of the Human Resources (HR) recruitment process.

Corporate Training Matrix

To ensure the training element of competence, a Health and Safety training matrix has been developed listing job roles (from Chief Executive to Volunteers). Recommended training for each role group is indicated on the matrix. H&S related training courses are delivered or organised by the CH&S team. Training needs are agreed between Line Managers and employees as part of the annual performance appraisal system or identified by risk assessment and booked with the CH&S team.

Corporate Training Course Program

An annual health and safety training program has been developed to satisfy the demand generated by the Training Matrix. The program includes both internal and external courses and is managed by CH&S. Additional specific and bespoke training courses or tool box talks will be developed and delivered, depending on demand.

Training Provider Competence

The competence of external training providers and individual trainers will be confirmed prior to any training courses. All internal health and safety training will be provided by competent Health and Safety Practitioners. Competence will be confirmed through continued membership of the Institution of Occupational Safety and Health (IOSH), continuing professional development (CPD) and appropriate trainer training.

Health and Safety Training Records

Trent is the Corporate HR system for recording an individual's personnel information. Records of health and safety training events attended by employees will be recorded by Line Managers using the Trent database system.

H&S Union Representatives

Employees and Recognised Trade Union Representatives will be consulted on health and safety matters that impact on them.

Risk Assessment

In line with the Management of Health and Safety at Work Regulations, all Service and Operational Managers will ensure that suitable and sufficient risk assessments are undertaken for the risks to the HS&W of employees and others not employed by DCC.

The risk assessments will be recorded and reviewed at appropriate intervals. The risk assessments are a line management responsibility but the task may be delegated to a competent person(s) who has relevant knowledge, training and experience of the work activity.

Fire Risk Assessments

The fire Safety Manager in the Strategic Asset Management team is tasked with undertaking specialist assessments for fire risk in all County owned premises and other premises that Council Employees or Service Users may use. These fire risk assessments are required under the Regulatory Reform (Fire Safety) Order.

Control Measures

Risk assessments will invariably identify additional actions to further reduce risk. All such control measures and actions will be recorded, be assigned to an action owner and be given an expected completion date. Identification of hazards, risk and control measures are used to facilitate the development of safe systems of work.

Safe Systems of Work (Safe working procedures)

Where more formal risk control measures are required, safe systems of work (SSoW) will be developed, implemented, monitored and revised as necessary. The line manager will ensure that any SSoW are shared with employees and the instructions followed. SSoW are prepared by competent persons. The safe system of work will address the hazards and risks identified in the risk assessments, the people involved, the equipment, materials and methods to be used and may include written procedures and more formal permit to work systems for high risk operations. The safe system of work will be a logical and well thought out method for carrying out the work safely with suitable instructions communicated to the persons carrying out and supervising the work.

Permit to Work Procedures and Systems

A permit-to-work system is a formal, written system used as part of a SSOW to control certain types of work that are potentially hazardous. CH&S have a template permit to work for identified high risk work (e.g. work in confined spaces, roof access), this can be found on Linc. CH&S will support operational managers to implement adequate systems of control where requested.

Lone Working Systems

A lone worker is someone who works by themselves without close or direct supervision for brief or extended periods of time. DCC through the line management chain at operational level will ensure that the risks involved with lone working are assessed and will take appropriate steps to manage the risks.

Agile/Hybrid/Home Working

Agile/Hybrid/Home working is the combination of working in the office and working remotely. The split will be different for each service area but employees are expected to work from more than one location during the week, with appropriate steps taken to manage the risks. Bilingual guidance documents and templates covering Agile/Hybrid/Home working can be found on the CH&S page on Linc.

Control of Contractor Procedures

All Contractors, Consultants and Suppliers undertaking work for DCC will have their competence assessed by the commissioning officers. A pre-qualification questionnaire is used as part of the Proactis procurement process. Commissioning officers, project managers and their teams will be responsible for ensuring contractor competence and monitoring contractor performance throughout their term of engagement. Contractors will be required to risk assess their activities and provide agreed safe systems of work. Contractors work will be defined and limited by a schedule.

Emergency Preparedness

Corporate level emergency procedures for major incidents and civil contingency are facilitated by the regional Joint Emergency Planning Unit. The Organisation will prepare emergency procedures and guidance.

For local emergency plans, a generic template is provided on Linc. Service and Departmental areas prepare local emergency procedures for their operations based on their individual identified risks. Building Managers will prepare emergency procedures based on the local risks identified at their facilities.

3.3 Measurement & Review

The arrangements put in place for health and safety will be actively reviewed by a combination of proactive and reactive monitoring to ensure that they are effective and enable the objectives of the health and safety policy to be met.

Accident/Incident Reporting

DCC uses an on line based accident \ incident reporting process, via the CH&S page on Linc.

All accidents and incidents will be recorded and reported to the CH&S team using the on line reporting system. Where it is not practicable to directly access the on line reporting system, an emulated form is available as an interim measure until access to the on line system is available. Incidents will be reported as soon as reasonably practicable after the event.

Incidents that are reportable under the Reporting of Injuries Diseases and Dangerous Occurrence Regulations (RIDDOR) will be reported by the CH&S team to the HSE.

Statistical information regarding all accident/incidents and RIDDOR reports will be collated and reported to the safety committees. The data will also be used to identify trends and other information that will be used as a means of targeting, eliminating and reducing the likelihood of reoccurring problems.

Accident Investigation and Reporting

All accidents and incidents will initially be investigated by the Operational line manager/supervisor. The level of investigation and reporting will be proportional to the severity of the event. Incidents where a fuller investigation is deemed necessary and all RIDDOR incidents will be investigated by the CH&S team.

Where a HSE visit, investigation or initiative, results in a requirement for some action, the CH&S team will provide a suitable and sufficiently resourced response or co-ordinate a Service Level response to the HSE as appropriate. Any lessons learned from incidents and investigations will be used to support corrective action to prevent recurrences.

Complaints

Any complaints received regarding HS&W provisions or practices will be investigated and appropriate action taken.

Safety Tours

Safety tours form a part of the proactive monitoring process. Safety tours will be carried out at the operational level and involve management, union representatives and employees as appropriate. The CH&S team will also undertake safety tours as part of the teams monitoring program. Safety tours will be recorded and will result in an action plan, safety advice and if necessary a formal report with time limited actions.

Safety Campaigns

Safety campaigns will be developed and delivered in response to topical issues.

Work Related Health

Occupational health risks will be assessed. Where a significant risk to health is identified, action will be taken to prevent, reduce or control the risks to an acceptable level. Where the need for health surveillance is identified by risk assessment or highlighted in a new starter health declaration form, appropriate health surveillance will be implemented by the Occupational Health provider. The results of the Health Surveillance will be reported to the employee and their line manager with recommended actions. Results will be recorded on the employee's case notes using the OPAS Medical record database and the employee will be further monitored at an agreed frequency.

Audit

Formal audits of HS&W management systems and processes will be undertaken by the Internal Audit Team as part of their continuous auditing process. An audit plan will be developed and implemented to monitor activities and compliance within departments.

Safety Systems Assessments

Facility safety systems assessments carried out by the CH&S team are planned and carried out when mutually convenient. Targeted subjects are assessed during the visits. The objectives of health and safety assessments are to : -

- Compare individual facilities or activities within the organisation to best practice
- Provide evidence that the organisation is satisfying statutory requirements. (The level of evidence required will depend on the level of risk, the complexity of the activities being undertaken, and the responses received from the assessment process)
- Enable evaluation of management systems, determine any deficiencies and action cost effective and efficient solutions
- Check practices against procedures and to document any differences
- Identify new or improved standards, guidance or policies which could promote a safer environment within the organisation

The health and safety assessments will generate a formal report with an action plan for relevant managers. The results of the assessment process will be used in the review and revision of the Health and Safety Policy.

3.4 Policy Review

The Corporate Health and Safety Policy will be reviewed periodically by the CH&S team. The review will ensure that the organisation and arrangements remain relevant and up to date. The reviewed policy is shared with the Joint Consultative Committee for Health and Safety and Employee Relations for ratification before being reissued.

The revised, dated and signed Policy will be re-issued on Linc.