

**Blackburn with Darwen Borough Council
Health, Safety & Wellbeing**

Health and Safety Policy



1.0 Summary

- 1.1 Blackburn with Darwen Borough Council attaches the greatest importance to, and concern for, the health, safety and wellbeing and of all its employees and the users of the premises and services under its control. This policy provides a formal statement of the council's responsibilities regarding managing health and safety at work.
- 1.2 The objective of this policy is:
 - To set the general direction for health, safety and wellbeing throughout the Council
 - To demonstrate senior management commitment to health, safety and wellbeing
 - To meet the requirement of Section 2(3) of the Health and Safety at Work etc. Act 1974 for a written statement of general policy on health and safety
- 1.3 This Policy applies to all Blackburn with Darwen Council employees, either employed directly or indirectly.
- 1.4 This health and safety policy is supported by the Corporate Health and Safety procedural and guidance documents which should be read in conjunction with this policy and are available on the Council's intranet.

2.0 Statement of Policy

- 2.1 Blackburn with Darwen Borough council recognise that good health and safety management supports the delivery of its services to the residents of Blackburn and Darwen.
- 2.2 Health and safety is the responsibility of **all** employees and managers within the Council, with clear leadership from Chief Officers. A proactive approach to health and safety management is applied to ensure legal compliance is met and our work environments are safe and healthy for all.

The Leader, Elected Members, Chief Executive and Directors recognise the importance of all employees being safe whilst carrying out their duties and, more particularly, where the provision of Council services may leave staff exposed to risks to their health and safety.

- 2.3 The Council will ensure, so far as is reasonably practicable, the health and safety of its employees and any other person affected by its operations by:
- Ensuring significant health and safety risks arising from work activities are identified and adequately controlled
 - Providing and maintaining safe plant, equipment, systems of work and where appropriate, personal protective equipment (PPE)
 - Managing and maintaining safe and healthy work environments
 - Ensuring employees are provided with adequate training and instruction to competently carry out duties within their role
 - Providing sufficient information, instruction and supervision to enable all employees to work safely, avoid hazards, and contribute positively to their own health, safety and wellbeing at work
 - Consulting employees on matters affecting their health and safety
 - Preventing accidents and cases of work related ill health
 - Reviewing health and safety documentation, such as procedures and guidance notes at periodic intervals
- 2.4 Without detracting from the primary responsibility of managers and supervisors for ensuring safe conditions of work, the Council will provide competent advice on health and safety matters where necessary, in order to assist managers.
- 2.5 All employees have duties under the Health and Safety at Work etc. Act. 1974 and must support the Council's efforts to take reasonable care of their own health and safety and others who may be affected by their actions at work. Failure to observe these duties or adhering to this policy, could result in disciplinary action in line with the council's Disciplinary Policy.
- 2.6 The Council will provide and maintain an opportunity for joint consultation on health and safety matters and will co-operate with both trade union representatives and safety representatives for non-union members, in accordance with current legislation. Consultation will be implemented through the council's Health and Safety Consultative Committee (HSCC).
- 2.7 The Council expects similar health and safety standards and support in meeting its responsibilities from contractors and partner organisations and will work with them to promote best practice.

3.0 Responsibilities

3.1 Elected Members will:

- Provide the strategic direction and ensure that suitable and sufficient resources are available to discharge the Council's health and safety

responsibilities for its workforce, contractors, suppliers, service users and customers

- Monitor, via reports, the Council's overall health and safety performance and ensure that any decision made that affects the health and safety of employees is in line with the intentions set out in this policy

3.2 **The Chief Executive** will retain overall responsibility for the management of health and safety activities in the Council and for ensuring that the objectives of this health and safety policy are implemented.

3.3 **The Director of HR, Legal and Governance** will have specific responsibility for Health and Safety and will:

- Advise the Council, Chief Executive, Executive Members and Management Board on all matters relating to health and safety
- Monitor overall performance of the council health and safety management systems and alert to and address significant risk
- Provide health and safety leadership focussed on the management of significant risk
- Ensure decisions made at Management Board that affect the health and safety of employees meet the intentions set out in this policy
- Ensure that arrangements are in place for effective consultation with employees concerning health and safety matters through both trade union representatives and safety representatives for non-union members, in accordance with current legislation

This role is intended to facilitate and promote health, safety and wellbeing at Director level. Its function does not alter or diminish the legal responsibilities held by the Chief Executive and Chief Officers.

3.4 **The Health and Safety Committee** will be chaired by the Director of HR, Legal and Corporate Services or an appropriate senior manager, and will meet as required by the terms of reference. Formal consultation on health and safety matters will take place at LJNCC.

3.5 **Directors** are responsible for the implementation of the health and safety policy and ensuring robust health and safety management systems are in place within their departments.

3.6 **Head of Service/Service Leads** must ensure that:

- Sufficient resources are allocated to meet health and safety obligations throughout their departments
- Department health and safety performance is subject to regular monitoring and review
- Employees are involved and consulted on relevant health and safety matters in good time and ensure that their views are considered
- All levels of management under their control know and understand their individual responsibilities regarding health and safety and that health and safety training is available and monitored

3.7 **Managers** are responsible for implementing this policy in their areas of responsibility. Health and safety matters shall be given due consideration, the same as other service commitments and form an integral part of their activities.

3.8 **Employees**, including those with managerial responsibilities have a responsibility to:

- Familiarise themselves and comply with the contents of this policy and any policy, procedure, risk assessment and safe system of work that relate to their work
- Work with due regard for the health and safety of themselves and others that may be affected by their work and must not misuse or interfere with anything provided in the interests of health, safety and wellbeing
- Co-operate with and support managers in meeting their health and safety responsibilities
- Report all accidents, incidents, near misses or any health and safety related issues to their line manager and to the Health, Safety and Wellbeing team via the online report form
- Take part in any health and safety training and development and any health surveillance programmes, as required

3.9 **The Health, Safety & Wellbeing Team** are responsible for:

- Maintaining, monitoring and reviewing compliance with this policy
- Developing, promoting and reviewing any procedures or guidance in line with this policy
- Providing competent health, safety and wellbeing advice and assistance to managers to ensure legal compliance and best practice
- Support Directors and Heads of Service to meet their health and safety responsibilities

3.10 **Trade Union Representatives** will:

- Attend and actively support the Health and Safety Consultative Committee with agreed outcomes and consultation
- Proactively support accident, incident and near miss reporting and any measures required to prevent reoccurrence
- Support the Council with health and safety initiatives to ensure a positive health and safety culture

4.0 Arrangements

4.1 Health and safety documentation and procedures

Corporate health and safety procedures and guidance set out the overall position the council takes on specific issues and aims to ensure that, as a minimum the requirements of health and safety legislation are met.

Health and safety procedures and guidance documents can be found on the

Council's intranet.

4.2 Review & authorisation

The Health and Safety Policy will be reviewed:

- At least every two years
- In line with changes to legislation or council organisation or
- Upon change of Chief Executive

A copy of this policy is made available to employees and can be found on the council intranet.

5.0 References

Health & Safety at Work etc. Act 1974

Management of Health & Safety at Work Regulations 1999

Safety Representatives and Safety Committees Regulations 1977

BwDBC Health and Safety Procedures and Guidance Documents

The image shows two handwritten signatures. The signature on the left appears to be "Denise Park". The signature on the right appears to be "Mohammed Khan". Both signatures are written in black ink on a white background.

Denise Park
Chief Executive

Councillor Mohammed Khan
Leader of the Council

Date: 1st May 2019

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