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Making Surrey a better place

Health, ~~safety~~ Safety and ~~welfare~~ Welfare

Policy Statement _____
January 2016

April

Corporate health, safety and welfare policy statement
Health & Safety Policy Statement

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As Chief Executive and Leader of Surrey County Council, we value the health, safety and welfare of Surrey County Council employees and recognise that good the promotion of health, safety and welfare is integral a benefit to our organisational and business performance everyone affected by reducing injuries and ill health, protecting the environment and reducing unnecessary losses and liabilities.

Successful implementation the Council's undertakings, including service users, contractors and members of this policy will enhance our overall business performance and annual targets in health and safety performance will be set at departmental and local level. the community.

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WeThe Council will adopt and promote safe working practices and high standards. The most effective approach to preventing occupational ill health, injury and loss is by systematic identification and control of risk. We will continue Consequently, the Council seeks to strive to continuously improve our health and safety performance in reducing and controlling the risks we face in the provision of the services to the community.

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We have a comprehensive wellbeing offer that includes occupational health, employee assistance, health initiatives and a commitment to preventing violence, assaults and threats in the workplace.

We recogniseThe Council recognises and will meet both its common law and statutory health and safety duties. WeThe Council will provide, as far as is reasonably practicable, a safe and healthy environment for all our staff and all persons affected by our undertaking. This will be based on providing safe environments for learning, leisure and care work, safe places of work, safe systems of work, safe equipment and materials for use at work and competent individuals who are competent.

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The key resource in our organisation is our workforce and to achieve a successful safety culture we need the active participation of all employees. We recognise that accidents, incidents and occupational ill health result from a variety of circumstances and these are not necessarily the fault of individual employees. Every employee will be given the information, instruction, supervision and training to enable them to safely perform their role.

We will ensure that adequate financial and nonfinancial resources are provided to support this policy.

WeThe Council will maintain an appropriate health and safety management system and organisational structure to ensure adequate health and safety for all people affected by its operations. The Council has adopted as the model for its health and safety management system the HSE's "Managing for Successful Health and Safety Management" (HSG65) and will measure its health and safety management system against this model. The Council will monitor and review the effectiveness of this system; in response to significant change, if monitoring or reporting indicates that acceptable standards are not being achieved, or periodically, if review has not been triggered by change or feedback.

Details of our health and safety performance will be included in our annual report.

The Strategic Director for Environment and Infrastructure has designated day to day responsibility for health and safety, including advising on performance and improvement. Directors, service heads, and managers and supervisors will make sure~~Directors, Service Heads, Managers and Supervisors will ensure~~ health and safety matters are an integral part of all activities and health and safety is given due consideration with other service commitments.

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Competent persons will be appointed to assist in fully meeting our statutory duties.

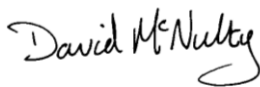
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~~We~~~~The Council~~ will endeavour to consult on significant health and safety issues with the workforce in good time to enable staff to express their views on health and safety issues.

All staff must actively support the ~~council's~~~~Council's~~ efforts by working with due regard to the safety of themselves and others. ~~We expect~~~~The Council expects~~ and ~~encourage~~~~encourages~~ similar support from contractors, partners and volunteers and co-operation from clients and other visitors who use its facilities or visit premises.

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This policy statement will be reviewed at least annually and revised as necessary in light of legislative or organisational changes.



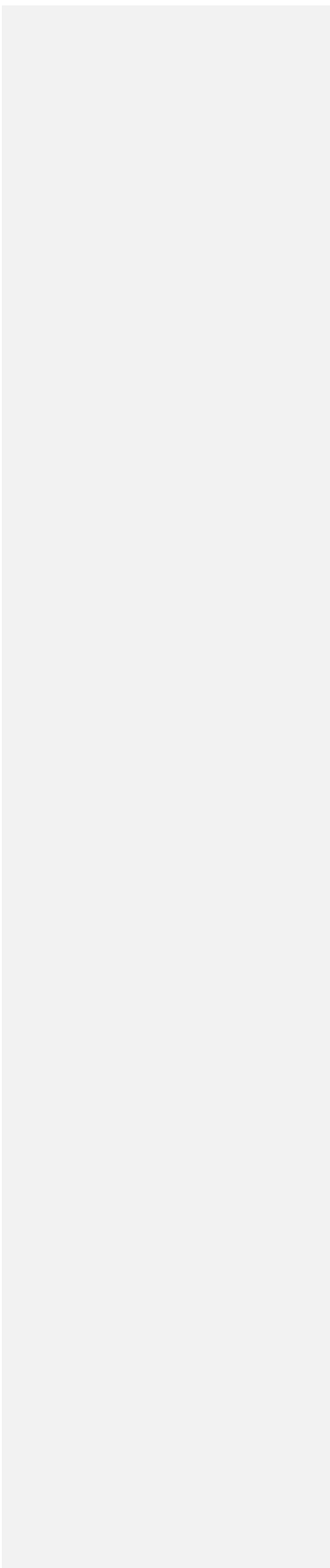
David McNulty
Chief Executive
Surrey County Council

David Hodge
Leader
Surrey County Council

Dated: 1 January 2016

Dated: 1 January 2016

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Organisation of (people and responsibilities)

The following are the principal responsibilities for health and safety in Surrey County Council (SCC) are set out below. These responsibilities are determined according to level of accountability and responsibility within the organisation according to the following definitions:

- Policy makers; include elected members, Chief Executive and direct reports, including strategic directors;
- Planners; include heads of service; and
- Implementers; include line managers and supervisors.

As members of the Cabinet, the portfolio holder for health and safety H&S and other elected members shall:

- We will ensure that suitable resources and strategic direction are available to discharge SCC's health and safety responsibilities;
- We will monitor, via reports, the overall performance of SCC's health and safety management system; and
- We will promote a positive health and safety culture in SCC.

As The Chief Executive I shall:

- Take overall responsibility for health and safety across SCC and lead in setting corporate policy and direction.

The Chief Executive and direct reports (CEDR) shall:

- Designate a Strategic Director and a Network Leadership Group responsible for health and safety strategic leadership; reporting performance and continual improvement;
- Approve the general policy statement which forms part of SCC health and safety policy document;
- Establish strategies to implement policy and integrate these into the general activities of SCC;
- Specify a structure for implementing policy and supporting plans;
- Agree plans for improvement and reviewing progress to develop the organisation and the policy;
- Authorise new or revised procedures;
- Ensure that health and safety performance is regularly reviewed; and
- Take responsibility for co-ordinating health and safety arrangements to ensure a One Council approach.
- Drive the implementation of the health and safety policy.

Each Strategic Director shall:

- Be accountable for ensuring that their Services comply with corporate health and safety policy; and
- Establish any additional local policies, management organisation and procedures necessary to ensure safe service delivery.

SCC HS&W Policy 2015 2014.v4

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Each Head of Service shall:

- Implement the SCC's Council's health and safety policy in accordance with Corporate Governance procedures; ~~and~~
- Appoint competent staff to lead on health and safety matters within their directorate;:-
- Participate in SCC's the Council's Health and Safety Operations Team network;:-
- Ensure the participation and involvement of all employees working for SCC;
- Obtaining and co-ordinating specialist advice necessary for the effective planning and implementation of policy;
- Keep up to date with changes in health and safety legislation, standards and good practice relevant to SCC;
- Establish management arrangements, risk control systems and workplace precautions together with associated procedures;
- Ensure that health and safety objectives are an integral part of SCC business plan; and
- Ensure the participation of employees in the planning process.

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Line managers and supervisors shall:

- Implement corporate and departmental Health and Safety policies, standards and procedures as applicable in their area of responsibility;
- Ensure the provision or the necessary physical and human resources and information for those carrying out the work;
- Ensure periodic feedback to senior management on performance including successes and failure;
- Be accountable for arranging for their staff to be given the information, instruction and training they need to undertake work safely and supervise them to ensure they act on it;
- Ensure that all work related hazards are identified and suitable and sufficient risk assessments are undertaken;
- Ensure timely feedback to senior management on deficiencies in plans, standards, procedures and systems; and
- Report and investigate incidents as required through OSHENS.

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The Senior Health and Safety Manager and Health and Safety Manager shall:

- Provide expert advice to the Chief Executive and Direct Reports (CEDR); Corporate Leadership Team and Senior Managers and act as the "competent person" as set out in the Management of Health and Safety at Work Regulations 1999;:-
- Maintain SCC's the Council's Health and Safety Policy and ensure that the Policy and revisions are made to it are made available to all staff;:-
- Prepare and publish SCC's the Council's health and safety corporate codes of practice and guidance;:-
- Advise on promoting a positive health and safety culture to secure the effective implementation of the policy;

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- Advise on the planning for health and safety including the setting of objectives and deciding priorities;
- Advise on identifying hazards, assessing risks and identifying suitable means of control;
- Maintain adequate information systems on the relevant law;
- Maintain adequate information systems on safety management practice;
- Assist in the establishment of risk control standards;
- Maintain the procedures for recording, reporting, investigation and analysis of accidents, incidents and the cases of ill health (OSHENS);

- Monitor the corporate training programme and advise on adequate provision for the development of health and safety management and skills;
- Ensure that adequate arrangements are made for consultation with staff, including representatives and unions;
- Liaise with nominated health and safety coordinators from Services;
- Undertake performance measurement in health and safety;
- Raise matters of serious Health and Safety concern with the nominated Strategic Director and the Chief Executive and Direct Reports; Corporate Leadership Team
- Represent the Chief Executive regarding health and safety inspections and investigations by enforcement agencies;
- Liaise with enforcement agencies and other lead bodies to enable best practice in health and safety management;
- The Senior Health and Safety Manager and Health and Safety Manager has the delegated authority to suspend activities and service where there is imminent risk of serious injury or ill health to staff or others; and;
- Audit the healthManagers and safety management system.

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Health and safety leads & Safety Leads Supervisors shall:

- Implement corporate and departmental Health and Safety policies, standards and procedures as applicable in their area of responsibility;
- Promote a positive health and safety culture to secure the effective implementation of the policy;
- Identify hazards, assess risks and identify suitable means of control;
- Implement plans and monitor control measures employing active and reactive techniques;
- Ensure periodic feedback to senior management on performance including successes and failures;
- Be accountable for arranging for their staff to be given the information, instruction and training they need to undertake work safely and supervise them to ensure they act on it.
- Ensure that all work related hazards are identified and suitable and sufficient risk assessments are undertaken;
- Report and investigate incidents as required through OSHENS;
- Report and investigate incidents as required through OSHENS;
- Establish professional relationships at all levels in the Council and outside organisations (HSE, Trade Associations); and
- Promote and lead on employee wellbeing.

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Health and Safety Co-ordinators shall:

- Liaise with managers on all aspects of health and safety;
- Ensure effective communications across the service on health and safety issues;

- Develop service level policy and procedures as applicable;
- Monitor incidents to promote prevention measures; and
- Provide escalation route from operational teams to relevant specialists and the SCC Health and Safety Operations Team.

Employees shall:

- Take reasonable care for the health and safety of themselves, and of others who may be affected by their actions, or failure to act;
- Co-operate with the employer or any other person, to enable them to perform and comply with any duties or requirements imposed upon them;
- Remedy any unsafe situation within their competence or report such to their Manager or Supervisor in the first instance, who will ensure that appropriate action is taken;
- Notify their employer of any short comings in protective measures;
- Not misuse or interfere with anything that is provided for health and safety; and;
- Use machinery, equipment, substances and any safety device according to their training or instruction and in compliance with the law.

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Staff safety representatives ~~Safety Representatives~~

- SCC encourages full and effective joint consultation with trades unions on all matters of Health and Safety. Unions are encouraged to appoint safety representatives in workplaces and will support them in carrying out their duties within the framework of the Safety Representatives' and Safety Committees' Regulations 1977.

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Arrangements (Health and Safety documentation of policy and practice procedures)

The health and safety documentation is structured on three basic levels:

- 1. Corporate
- 2. Services/Departmental
- 3. Local

Level 1 - Corporate

The Corporate documentation is in the form of Policies and Guidance Notes. The Policies set out the overall position the council takes on issues covered and Guidance Notes set out what must be done to meet the Policy.

The Policies and Guidance Notes aim to ensure that, as a minimum, the requirements of health and safety legislation are met.

Services and Departments shall meet the requirements of corporate policies as mandatory.

Level 2 – Service/Department

Services/Departmental documentation meets as a minimum the standards and requirements set out in the corporate documentation and take the form of procedures and guidance for Managers and staff working in the Services/Departments.

Level 3 - Local

Local documentation covers any health and safety procedures and requirements unique to a site or service.

Consultation

All corporate health and safety policy is determined via formal consultation procedures to agree standards of health and safety acceptable to those at risk. These procedures are co-ordinated by the Central Joint Safety Committee as defined in Safety Manual Section A4.

Training

The Director of People The Head of Human Resources and Organisational Development (HROD) is responsible for allocating funding to provide training necessary to ensure compliance with this policy, acting on information provided by Heads of Service.

Information and instruction

This statement provides only a summary of Surrey County Council's health and safety policy. The full corporate policy, recording health and safety information and instruction which the Council is required by law to provide, is published in the SCC Safety Manual. The Safety Manual is available at [the following web address](http://www.surreycc.gov.uk/safetymanual).
<http://www.surreycc.gov.uk/safetymanual> .

Monitoring and review

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An annual report will be produced by the Corporate Health and Safety Team. This will summarise the RoSPA audit action plan and review of the accident/injury/incident reported and recommend any actions for improving performance.

Service Health and Safety Policies are available for:

- School:
- Schools — Children's Services and Safeguarding;
- Services for Young People;
- Adult Social Care; and
- Fire and Rescue Service.

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