

**Health and safety corporate policy statement –  
Organisation and arrangements**

## Health and safety policy statement of intent

Hampshire County Council recognises that good health and safety management supports the delivery of our services for the people of Hampshire. As part of the overall risk management process and culture, good health and safety management will help reduce the risk of injury and loss, help promote a healthy workforce and help protect all who are affected by the County Council's services.

This policy, and the management structure and arrangements that support it, contribute to the achievement of the four aims set out in the **Serving Hampshire – Strategic Plan**:

- Hampshire maintains strong and resilient economic growth and prosperity
- People in Hampshire live safe, healthy and independent lives
- People in Hampshire enjoy a rich and diverse environment
- People in Hampshire enjoy being part of strong, inclusive, resilient communities.

Hampshire County Council recognises and will meet its common law and statutory health and safety responsibilities. It will provide, so far as is reasonably practicable, a safe and healthy environment for its staff and all persons affected by its 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 individuals who are competent.

The County Council will maintain appropriate health and safety management systems, arrangements and organisational structures to ensure adequate health and safety for all people affected by its operations. It has adopted the Plan, Do Check, Act approach set out in the Health and Safety Executive's "*Managing for Health and Safety*" (HSG 65) document. The County Council will monitor and review the effectiveness of its health and safety management system.

Managers 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.

The County 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 County Council's efforts by working with due regard to the safety of themselves and others. It expects and encourages similar support from contractors, partners and volunteers and co-operation from clients and other visitors who use its facilities or visit premises.

# Health and safety corporate policy statement

*The principal responsibilities for health and safety in Hampshire County Council are as follows:*

## **Members of the Cabinet and other elected members shall:**

- Ensure that suitable resources and strategic direction are available to discharge the Council's health and safety responsibilities.
- Monitor, via reports, the overall performance of the Council's health and safety management systems.

## **The Chief Executive shall:**

- Take overall responsibility for health and safety across the County Council, and lead in setting corporate policy and direction.
- Sign and endorse the health and safety policy statement of intent.

## **The Corporate Management Team (CMT) shall:**

- Provide strategic direction and oversight of corporate health and safety strategies and policies.
- Promote a 'top down' positive health and safety culture
- Ensure that departments adopt and comply with corporate procedures and all other health and safety arrangements.
- Support the Chief Executive in meeting his health and safety responsibilities for the Council as a whole.
- Support the work of the Risk Management Board and the Head of Profession – Health and Safety.

## **The Risk Management Board**

The Risk Management Board has the overall responsibility for monitoring and advising on all aspects of risk in the Council, including health and safety. The senior managers who make up the Risk Management Board include representatives from all the departments as well as specialists and advisers.

The Risk Management Board shall:

- Consider significant health and safety issues to support the CMT, in line with the wider risk management agenda.

## **Directors/Chief Officers shall:**

- Have overall responsibility for health and safety in their departments.
- Appoint an Assistant Director to lead on health and safety issues across that department.

## **Lead Assistant Directors shall:**

- Ensure that they have an overview/awareness of significant health and safety issues in their department, and the actions being taken to address them.
- Ensure that the department's activity is coordinated with the health and safety team to deliver the agreed departmental improvement plan.

- Meet with the Head of Profession – Health and Safety at least monthly to review the progress and delivery of the departmental improvement plan.
- Represent their department at the Risk Management Board.

## **The Head of Profession – Health and Safety shall:**

- Provide the professional lead on health and safety matters.
- Manage a central team of health and safety professionals and a central health and safety training team, and provide line management to the Partnership Officer from Hampshire Fire and Rescue Service, to serve all departments on a business partner basis.
- Ensure delivery to the departments of an appropriate and targeted improvement plan.
- Ensure the competency of the corporate health and safety team is adequate to cover effectively all areas of the Council's business.
- Produce a corporate health and safety strategy, and an associated corporate health and safety plan.
- Manage the Council's arrangements for delivery of the health and safety policy, corporate procedures and associated training provision.
- Provide monthly updates to Assistant Directors leading on health and safety.
- Provide six-monthly update reports to Departmental Management Teams.
- Provide annual update reports to CMT.
- Attend the Risk Management Board.

## **Departmental Management Teams shall:**

- Ensure compliance with corporate procedures and manage any specific health and safety risks arising from the delivery of their services, with support from the health and safety team.
- Ensure sufficient resources are allocated to meet health and safety obligations throughout the department.
- Ensure that all premises within their control have Responsible Managers appointed to lead on specific health and safety issues including fire, asbestos and legionella.
- Ensure staff are involved and consulted on relevant health and safety matters in good time and ensure that their views are considered.
- Ensure that persons appointed to safety critical functions are appropriately competent.

## **Managers such as Head Teachers and Governors, Registered Managers, those in control of Council sites, Team Leaders, etc. shall:**

- Implement corporate and departmental health and safety procedures, standards and guidance, as applicable in their area of responsibility.
- Ensure all staff and others comply with the requirements of their department's health and safety documentation as well as any local health and safety requirements.
- Ensure that all work-related hazards are identified, and suitable and sufficient risk assessments are undertaken.

- In conjunction with corporate health and safety advisers, develop any necessary local procedures and safe working practices that implement departmental documentation and local risk assessments, with the aim of eliminating or adequately controlling occupational risks.
- Ensure that they and their staff have adequate levels of competency to complete their work tasks safely and, where necessary, are provided with appropriate health and safety training relevant to the hazards in their work.
- Ensure that any volunteers working in their areas of responsibility are given adequate information, instruction and training, along with any other support or protection needed to enable them to work safely.
- Ensure that health and safety systems are maintained locally.
- Report and investigate incidents as required, in line with corporate procedures.

## **Health and Safety Advisers shall:**

- Act as the “competent persons” as set out in the Management of Health and Safety at Work Regulations 1999.
- Provide appropriate advice and support to managers to meet departments’ needs.
- Keep up to date with legislation and best practice knowledge.
- Draft and deliver the individual topic plans, within the departmental improvement plans.

## **Health and Safety Training Team shall:**

- Prepare a suite of eLearning to support the corporate procedures.
- Support the LMS in its delivery of that eLearning.
- Deliver face to face training.
- Advise departments on the identification and selection of external training.

## **Fire safety practitioners shall:**

- Act as the “competent persons” as set out in the Regulatory Reform (Fire Safety) Order 2005.
- Provide appropriate advice and support to managers to meet departments’ fire safety needs.
- Keep up to date with legislation and best practice knowledge.
- Draft and deliver the individual fire-related topic plans, within the departmental improvement plans.

## **Occupational Health Clinical Team shall:**

- Provide expert occupational health advice to managers and individuals.
- Provide occupational health reports where required.

## Property Services shall:

- Fulfil the specific health and safety responsibilities set out in the corporate health and safety procedures.
- Provide assurance on statutory compliance in the Council's built estate
- Ensure effective systems are in place to appoint, manage and monitor contractors working on the Council's built estate.

## Corporate Health and Safety Joint Consultative Group (JCG)

The JCG is intended as a means for Hampshire County Council to consult employees on health and safety matters as required by the Safety Representatives and Safety Committees Regulations 1977 (*for trade union appointed health and safety representatives*) and the Health and Safety (Consultation with Employees) Regulations 1996 (*for non trade union appointed health and safety representatives*).

The JCG shall:

- Provide a corporate forum for Safety Representatives to raise matters of concern in relation to the health and safety of the employees they represent, or where those matters cannot be resolved at local level.
- Provide in turn a forum for management to consult employees on matters that substantially affect the health and safety of employees.
- Further arrangements for the JCG are set out in its Terms of Reference.

## Departmental consultation

Departmental consultation, including local JCGs, health and safety forums, health and safety groups, health and safety panels, etc., are intended as a means for individual departments or other parts of the Council to consult with employees and others on health and safety matters, in support of the corporate JCG. In parallel with the corporate JCG, departmental consultation shall:

- Provide local forums for Safety Representatives to raise matters of concern in relation to the health and safety of the employees they represent.
- Provide forums for management to consult employees on matters that substantially affect the health and safety of employees.
- Further arrangements for these consultations will be set out in their individual Terms of Reference.

## Safety Representatives

Safety Representatives, both Trade Union and non-Union representatives, are able to exercise their rights to:

- Attend the Corporate Joint Consultative Group
- Conduct investigations into reportable incidents.
- Represent the views of the staff to managers and to HSE Inspectors.
- Conduct inspections of the workplace.

## **Staff and volunteers shall:**

- Familiarise themselves with the contents of this policy and those corporate health and safety procedures that relate to their work.
- Work with due regard to the health and safety of themselves and others in compliance with those corporate health and safety procedures.
- Use any equipment provided to them in accordance with their training and in compliance with any requirements imposed by the Council.
- Co-operate with and support managers in meeting the Council's health and safety responsibilities.
- Draw attention to any health and safety problems or deficiencies they become aware of, including in their own training and instruction and capability to work safely.

## **Contractors and partners shall:**

- Co-operate and communicate with Hampshire County Council on all relevant health and safety matters
- Meet the health and safety standards required of them in the performance of the work activities undertaken with or on behalf of the County Council.
- Draw attention to any health and safety problems or deficiencies they become aware of, including in their own competency and capability to work safely.

## **Service users and members of the public**

Service users and members of the public are requested to:

- Co-operate with the health and safety arrangements put in place by the Council to protect them and the people who are providing a service for them.
- Draw attention to any health and safety problems or deficiencies they become aware of, including in their own capacity or training.