



# Health & Safety Policy



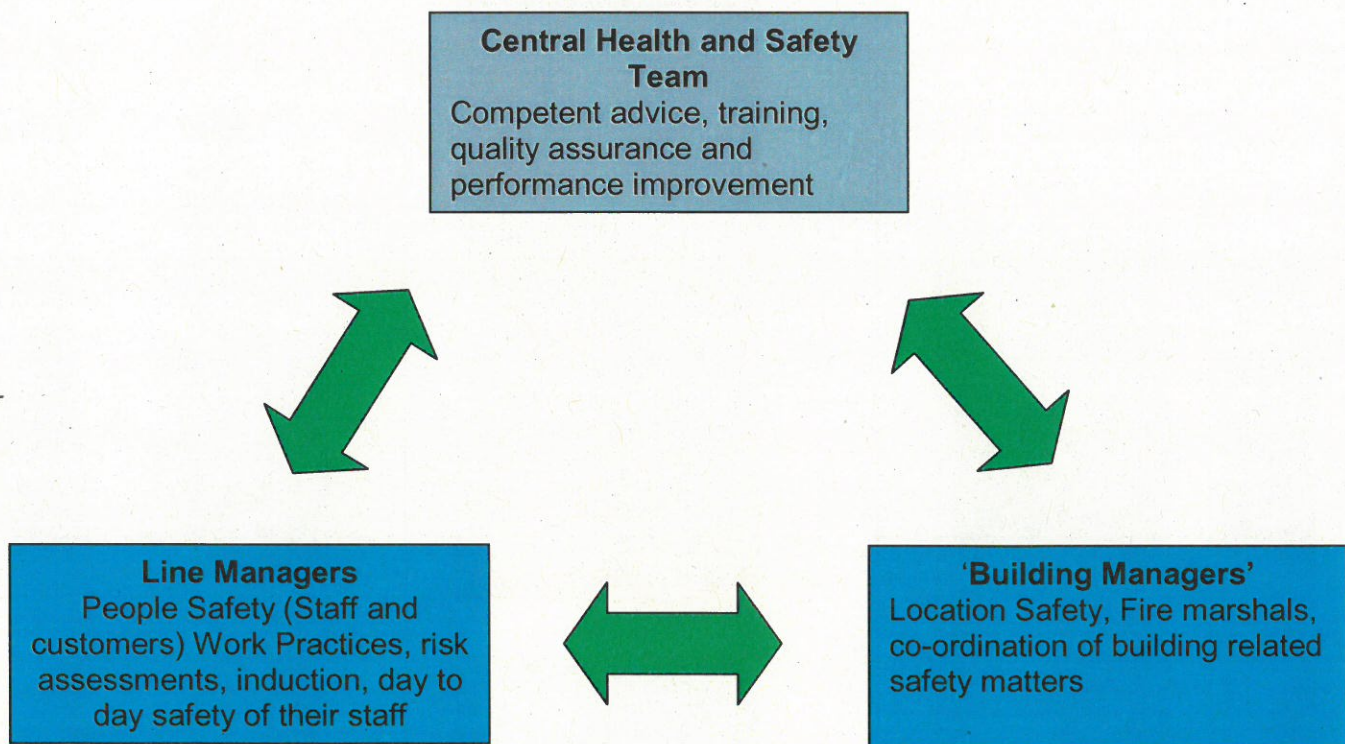
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## **Introduction**

1. This policy sets out the way the London Borough of Waltham Forest (hereafter referred to as The Council) intends to:
  - manage health and safety; and
  - comply, so far as is reasonably practicable with the requirements of the Health and Safety at Work etc. Act 1974 and other supporting legislation.
2. The policy outlines the Council's intentions, responsibilities and arrangements to ensure a healthy and safe environment for its employees, service users and those who may be affected by its acts or omissions.
3. This policy document will be made readily available to all staff on the 'Forest Hub' Copies of this Corporate Health and Safety Policy will be made available to all new employees as part of their induction.
4. This policy will be reviewed every year but managers must update arrangements between reviews if there are significant changes to structures. Executive Directors, Strategic Directors and Heads of Service will be advised of any resultant changes and should amend their safety arrangements accordingly.
5. The model for managing Health and Safety is set out in the Figure 1 on page 3
6. The organisational structure of the Council is set out in Figure 2 on page 4.

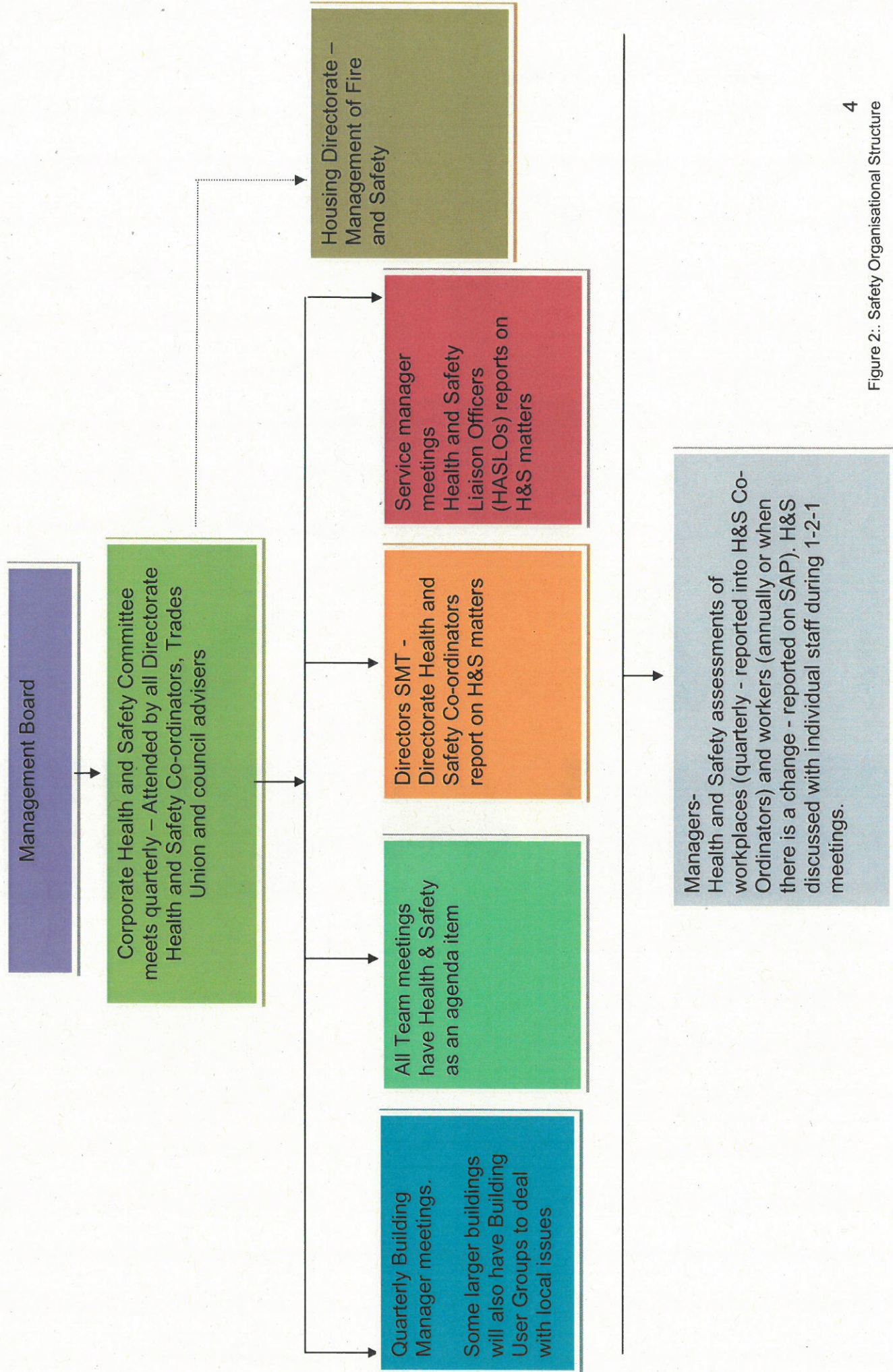


Figure 1: Health and Safety Function Model





## The Health and Safety Policy





## Management Board

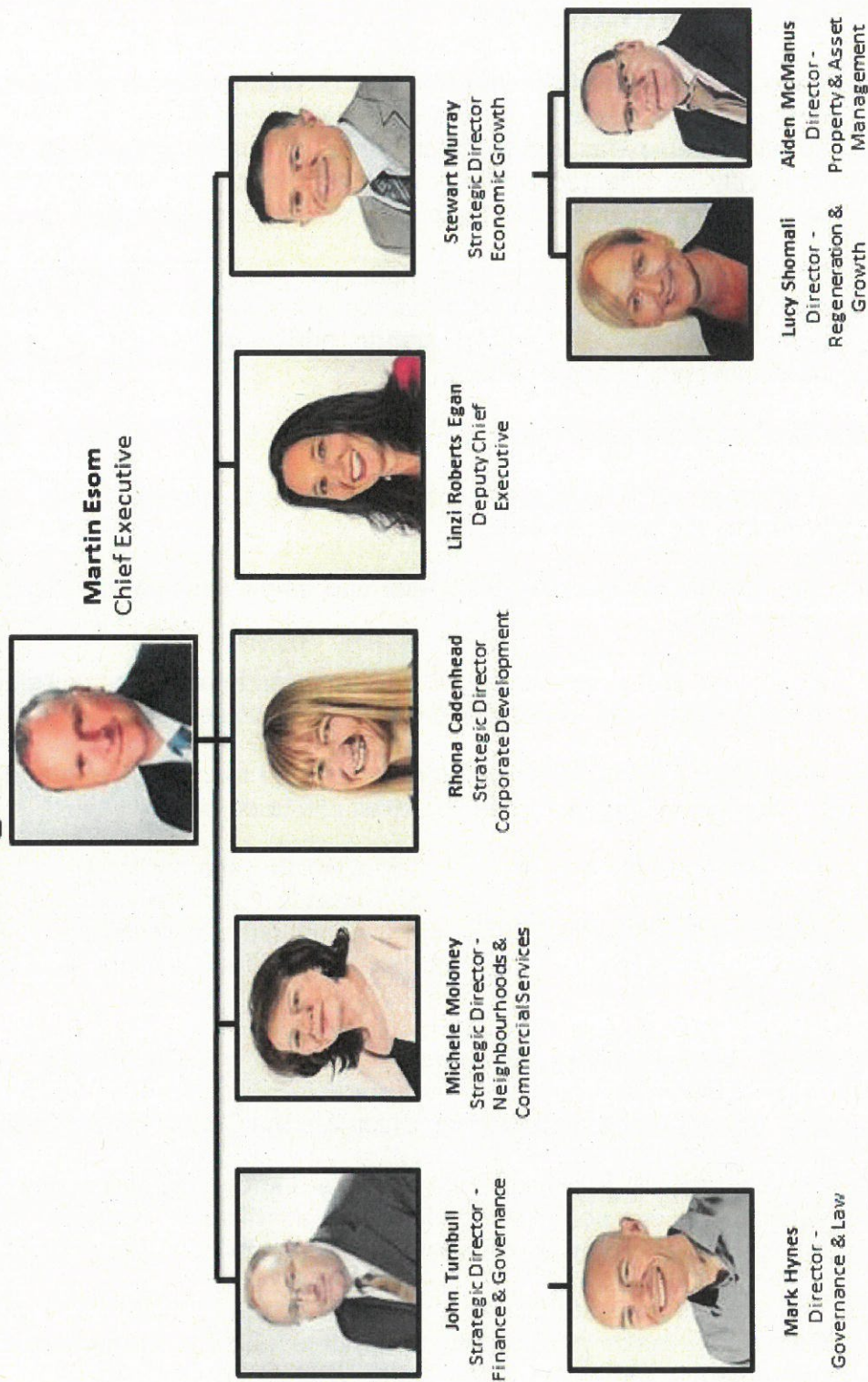


Fig.3



### Policy Commitments

1. As an employer, the London Borough of Waltham Forest (The Council) recognises and accepts its responsibilities for providing a safe and healthy working environment for all its employees and contractors and for ensuring the health and safety of others who may be affected by the Council's services or visit or use its premises e.g. service users, members of the public, visitors and residents etc.
2. The Council regards the maintenance of a safe and healthy workplace and work practices as an important objective for all employees and contractors and considers compliance with all relevant statute and common law requirements to be the minimum level of achievement.

The Council recognises that:

3. A healthy and safe workplace can contribute to improved business performance by reducing accidents, illness etc.
4. The overall responsibility for health and safety lies with the Council's Management Board team.
5. Health and safety objectives will be integrated into the Council's business objectives in the development of corporate plans and policies.
6. The Council recognises the need to plan and manage health and safety will ensure that the necessary resources are available to do so.
7. The Council will work towards achieving the standards set out in the Health and Safety Executive's Principles of Sensible Risk Management and Managing for Health and Safety (HSG65); and the Institute of Directors and Health and Safety Commission document 'Leading Health & Safety at Work' for Directors and Board Members.
8. The Council will cooperate with its partners to ensure the health, safety and welfare of the Council's employees, its contractors' employees and others who may be affected by shared undertakings which are the Council's responsibility.
9. The Council will ensure that its partners and/or contractors employed to deliver its services are competent to conduct their activities so as not to expose themselves, the Council's employees or members of the public to risks to health and safety.
10. The Council has established a corporate forum for health and safety known as the Corporate Health and Safety Committee (CHSC) to monitor health and safety performance within the organisation and to escalate to Management Board via Governance Board. The overall structure for managing Health and Safety is shown in Fig 2 (page 4)



11. The Council will consult and co-operate with its' recognised trade unions and employee safety representatives and appropriate resources and training will be provided to health and safety representatives in pursuance of their role.
12. The Council will be committed to continuously improve the way Health and Safety is managed.
13. The council will set and monitor a health and safety plan to continuously improve safety

## Responsibilities

### Chief Executive

14. The Chief Executive has overall responsibility to ensure that the Council complies with the health and safety legislation and its own health and safety management system.
15. The Chief Executive has overall responsibility to ensure that significant risks are assessed and where possible eliminated or adequately controlled through the provision and/or maintenance of the following:
  - A safe and healthy place to work including safe access and egress;
  - Adequate welfare facilities;
  - Health and safety arrangements;
  - Emergency arrangements;
  - Plant, equipment and systems of work which are safe, and without risks to health;
  - Safe systems of work for the use, handling, storage and transport of articles and substances; and
  - Sufficient information, training and supervision to enable all employees to avoid hazards and to contribute positively to their health and safety and to that of others whilst at work.
16. The Chief Executive will delegate the operational delivery of these duties to the Council's managers and other staff.



### Management Board and Directors (Figure 2 Page 5)

17. The Chief Executive delegates the delivery of discharging his health and safety responsibilities to Management Board and managers as outlined in the following paragraphs
18. Management Board (which comprises the Chief Executive, Deputy Chief Executive and Strategic Directors) have responsibility to ensure their services comply with the health and safety legislation and the Council's health and safety management system.
19. Management Board will appoint a Management Board Member as Health & Safety lead to act as the focus for health and safety system and arrangements across the council (see also point 23)
20. Management Board will meet with the Head of Safety at the beginning of each financial year to set health and safety priorities and targets for their directorates and to receive the Annual Health & Safety Report.
21. Management Board and their managers will ensure that a robust organisational structure and arrangements for managing health and safety in their respective directorates are in place. They may do this by means of:
  - a. a local health and safety policy which sets out the management structure and arrangements;
  - b. a forum for managers, staff and Trade Unions to raise health and safety concerns and monitor local health and safety performance; and by
  - c. consideration of the health and safety implications in service planning, in changes to processes or directorate structures or wider organisational changes.
22. Management Board and their managers will ensure that health and safety is an item on the agenda of the directorate management teams and all team meetings.
23. Management Board and their managers will ensure that contractors are adequately vetted, selected and monitored with regard to their health and safety performance.

### Director of Assets and Property Management

24. The Director of Assets and Property Management will chair the Corporate Health & Safety Committee and keep the Management Board informed of the Council's health & safety performance. (see Appendix 1 for terms of reference of the H+S Committee)



### Health & Safety Coordinators

25. Health & Safety Coordinators represent their respective Management Board members and are responsible for co-ordinating health and safety arrangements throughout their respective directorates and reporting to the Corporate Health & Safety Committee.
26. Health & Safety Coordinators will ensure that the health and safety priorities and targets for each financial year are recorded, monitored and regularly reviewed to ensure that both directorate and corporate objectives are being met and that improvements to performance can be made.

### Heads of Service

27. Heads of Service are responsible for ensuring their service areas comply with health and safety legislation and the Council's health and safety management system.
28. Heads of Service will ensure that all significant risks relating to the premises, practices and procedures associated with their work activities are assessed and are either eliminated or adequately controlled.
29. Heads of Service are responsible for planning, implementing and reviewing the organisation and arrangements for managing health and safety in their Service.
30. Heads of Service will ensure that data relating to health and safety performance is collated, analysed and submitted in line with quarterly performance reporting to the Corporate Health & Safety Committee.
31. Heads of Service will ensure that health and safety implications are considered when service planning, and when changes to processes or directorate structures or wider organisational changes are proposed.

### Managers

32. Managers will ensure that their teams comply with the health and safety legislation, The Council's health and safety management system and local codes of practice or procedures designed to ensure health and safety.
33. Managers will ensure that all significant risks from hazards relating to the premises, practices and procedures associated with their work activities wherever these may be carried out are assessed and are either eliminated or adequately controlled.
34. Managers will ensure that employees are competent to undertake their work activities and their responsibilities under this policy wherever these may be carried out by assessing the health and safety training needs of their staff and providing the appropriate health and safety information, instruction and training.
35. Managers will ensure that health and safety implications are considered when service planning, and when changes to processes or directorate structures or wider organisational changes are proposed.



### Managing premises – Building Managers

36. All managers are responsible for ensuring the safety of the premises from which their services and staff operate.
37. The most senior manager on any Council site will be responsible for ensuring the safety of the premises.
38. Managers with direct responsibility for premises will ensure that they:
  - a. are conversant with all the safety arrangements associated with the safe operation of premises as outlined in paragraph 38 below.
  - b. have undertaken training (or refresher training) in the safety arrangements associated with the safe operation of premises.
  - c. carry out quarterly inspections of their premises and
    - i. take appropriate remedial action where necessary; and
    - ii. record the inspection for health & safety monitoring purposes.
39. Managers occupying premises which are supported by Premises Management will ensure that in addition to paragraph 36 above they liaise with Premises Management to understand their responsibilities in respect of the particular premises and to ensure that all aspects of premises safety are being covered.

### Managing contractors

40. Managers responsible for managing contracts will ensure that contractors selected and engaged to carry out work for the Council are competent to undertake that work by means of:
  - Compliance with the Council's standard terms and conditions of contract and associated specification for services for the particular contract;
  - Where applicable, a system that assesses contractors' health and safety management systems; and
  - Relevant HSE guidance.
41. Managers will ensure that the contractors conduct their operations in accordance with the Council's Health & Safety Policy and also any relevant local directorate policy and procedures including those relating to an emergency.
42. Managers will ensure that any contractor commissioned to carry out work is issued with instructions or information on any site hazards or known risks and that the contractor complies with those instructions and the appropriate safe working practices.



- 43. Managers will ensure that effective methods of managing contractors and monitoring on-site performance are implemented.
- 44. Managers will ensure compliance with all health and safety relevant legislation where it applies.

### **Employees**

- 45. Employees are responsible for their own health and safety and that of those who may be affected by their work activities.
- 46. Employees will cooperate with the requirements of this policy in order to ensure the health and safety of themselves and others.
- 47. Employees will implement the requirements of the Council's health and safety management system by:
  - a. Taking immediate action to eliminate hazards where practicable.
  - b. Reporting on any dangerous conditions to prevent accident or injury to themselves or others.
  - c. Participating in risk assessments and implementing control measures.
  - d. Following safety procedures, instructions and safe systems of work.
  - e. Ensuring that equipment provided for the purpose of safety is properly used.
  - f. Undertaking training to ensure health and safety at work.

### **Asset Management and Property Management**

- 48. Asset Management and Delivery will support managers and employees in achieving legal compliance through the provision of property management advice and guidance.
- 49. Asset Management and Property Management will manage and monitor statutory compliance works to corporate buildings.
- 50. Asset Management and Property Management will advise schools of their statutory responsibilities and will ensure that schools property management and recommended corrective action is undertaken where applicable.



### Health & Safety Team

51. The Health and Safety Team will support managers and employees in achieving legal compliance through the provision of competent health and safety advice and guidance.
52. The Health & Safety Team will check legal compliance by auditing the implementation of the health and safety management systems in directorates, services and schools, reporting on performance and recommending corrective action.
53. The Health and Safety Team will report on the health and safety performance of the Council via an Annual Report and by quarterly performance reports to the CHSC.
54. The Health & Safety Team will review the corporate policy, terms of reference of the CHSC and other relevant management documents to ensure they reflect the current organisation for managing health and safety.
55. The Head of Safety will act as the 'Competent person' for all health and safety matters for the council

### Head teachers and Governing bodies

56. Heads teachers along with Governing bodies for community schools are responsible for ensuring their schools comply with the health and safety legislation and the health and safety management system.
57. Heads teachers and Governing bodies for community schools are responsible for preparing, planning, developing, implementing and reviewing the policy, organisation and arrangements for managing health and safety in their schools. These arrangements should reflect the commitments set out in this corporate health and safety policy.
58. For Foundation schools, Voluntary-Aided schools and Academies the governing body have complete responsibility for health and safety management and are not bound by this policy but may use it as guidance if they wish.



### Arrangements for managing health & safety

59. The arrangements for managing the health, safety and welfare of employees are contained within the following areas:
  - a. Human Resources
    - i. Occupational Health & Safety – guidance for all staff on managing and complying with legal requirements relating to occupational health and safety;
    - ii. Human Resources – guidance for managers and staff on sickness absence, work life balance, stress management and occupational health and employee assistance services;
  - b. Asset Management and Property Management – policies and procedures for property related issues such as Asbestos, Fire, Water and electricity
  - c. Local Health & Safety policies, risk assessments, performance data and specific procedures.
  - d. Corporate Health & Safety Committee
60. The above arrangements will be reviewed in line with significant changes or every two years whichever is the sooner.

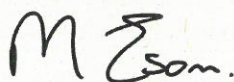


## Signatories

As the Chief Executive I hold ultimate responsibility for health and safety throughout the Council. Through a planned approach to health and safety and the provision of adequate resources, I will ensure that corporate health and safety objectives are set and that meeting those objectives is closely monitored.

**The requirements of the Corporate Health and Safety policy cannot be met without the support of employees. Therefore this policy requires the support and cooperation of all employees.**

Signed:



Martin Esom, Chief Executive

Date:

September 2018

I am fully committed to supporting all the measures required to provide a safe and healthy working environment for all employees and for ensuring the health and safety of those who may be affected by the Council's undertakings.

Signed:



Councillor

Date:

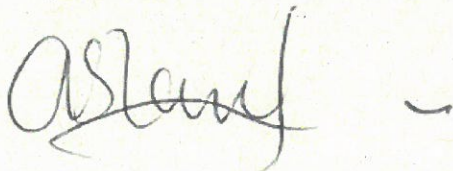
September 2018

As representative of the Trades Union we support and endorse this policy

Signed on behalf of the councils recognised Trades Union

Date

November 2018





## Document Version Control

<b>Title</b>	Corporate Health & Safety Policy
<b>Policy Content</b>	This document outlines the policy, organisation and arrangements for managing health and safety in Waltham Forest The Council.
<b>Policy Author</b>	Head of Health and Safety

## Version History

<b>Version Number</b>	<b>Summary of changes</b>
April 2009	Replaces 2007 policy for The Council and includes schools
January 2011	Replaces April 2009 policy for The Council and reflects new senior management structure
July 2012	Replaces January 2011 policy for The Council and reflects new senior management structure
October 2014	Replaces July 2012 policy for The Council and reflects new senior management structure.
October 2016	Replaces October 2014 policy for The Council and reflects new senior management structure.
September 2018	Replaces October 2016 policy for the Council and reflects the new structure

## Consultation

This document was subject to consultation at:

<b>Name</b>	<b>Consultation Date</b>	<b>Version Number</b>
Corporate Health & Safety Committee	21 April 2009	April 2009
Corporate Health & Safety Committee	25 January 2011	January 2011
Corporate Health & Safety Committee	26 July 2012	September 2012
Corporate Health & Safety Board	31 July 2014	31 July 2014
Corporate Health & Safety Committee	July 2016	July 2016
Corporate Health & Safety Committee	July 2018	July 2018

## Distribution

This document is open to:

<b>Name</b>	<b>Location</b>
All staff	



### Appendix 1. Health and Safety Committee Terms of Reference.

#### Objectives

**To be a high level strategic forum for all health, safety and welfare issues. To fulfil the councils main responsibilities as an employer to consult with its employees on health and safety matters and to adhere so far as reasonably practicable with the Safety Committees and Safety Representatives Regulations 1977**

To promote the communication and mitigation of Health and Safety issues within buildings and directorates from employees through the tiers of management, to ensure the Health, Safety and Welfare of employees, service users and visitors to Council premises. To enable the Service heads and Directors to highlight Health and Safety issues within their directorates and service areas. To ensure only essential Health and Safety issues are escalated to the Management Board.

The Corporate Health & Safety Committee will receive the minutes of the Building Managers and SMT meeting. The Corporate Health & Safety Committee will monitor the issues raised within their logs and minutes to ensure they are resolved.

To own a Health and Safety log which will contain the Health and Safety issues mitigations and escalations to the Management Board.

#### Accountability

The Corporate Health & Safety Committee is responsible for receiving, logging, discussing and arranging the quarterly meetings to determine the most suitable action(s) for staff, premises and equipment Health and Safety issues. Where decisions are made these will be documented in the minutes.

Health and Safety Issues to be escalated to the Management Board will be documented in the minutes of the Corporate Health & Safety Committee. Each Corporate Health & Safety Committee meeting will follow the Corporate Health and Safety Committee Terms of Reference when presenting Management Board.

#### Members (Quorum)

The Health and Safety Committee will be deemed quorate with:

- The chair (or deputy chair)

- A minimum of three directorate representatives

- A staff side (union) representative

- A member of the Safety Team (ex-officio)



### Meetings

Meetings will be held quarterly and last 2 hours.

The Director of Property & Asset Management will chair, ensure minutes are taken, organise the next meeting and ensure the Corporate Health & Safety Committee log is maintained.

Minutes of the Corporate Health & Safety Committee will be sent to the Management Board within one week of the meeting.

Items must be submitted to the Health and Safety Team at least 2 weeks prior to the meeting to be considered for inclusion to the agenda.

### Voting

Should any issue need to be put a formal vote, the five directorate members and staff side will vote. If the vote is split the Chair will have the casting vote. Ex-Officio members do not have the right to cast a vote.

### Standing Agenda items

Previous Minutes

Actions from previous minutes

Directorate H&S Reports using standard template

Corporate incidents and accidents summary and H&S Report (Safety Team)

Safety related claims and legal action (Insurance Team)

Safety related sickness and absence and Occupational Health Referrals (HR Team)

Union Representatives summary (Unions Convenor)

### Confidentiality

Issues raised by Individual employees will be reported as plural Health and Safety issues rather than as a named person's individual issue.

### Review

The Corporate Health & Safety Committee Terms of Reference will be reviewed annually.



