

Wirral Council Health & Safety Policy

General Statement of Intent

Wirral Council accepts its responsibilities under the Health and Safety at Work etc Act 1974 and all subsequent regulations.

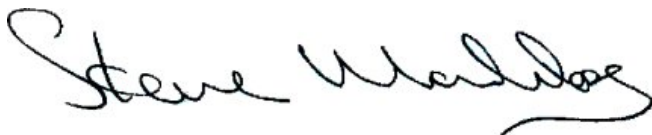
The Council will ensure, so far as is reasonably practicable, the health, safety and welfare of employees, visitors, contractors and any other persons affected by its undertaking.

It is the responsibility of the Chief Executive, to ensure that Departments comply with this commitment through the implementation of a robust management system that seeks continual improvement in the health and safety performance of the Council.

The Council's objectives, so far as health and safety is concerned, are to provide and maintain, so far as is reasonably practicable:-

- plant, equipment and systems of work that are safe.
- safe arrangements for the use, handling, storage and transport of articles and substances.
- sufficient information, instruction and supervision to enable all employees to avoid hazards and contribute positively to their own health and safety at work.
- a safe place of work with safe access to and egress from it.
- a healthy working environment and adequate welfare facilities.

All staff should be aware of their responsibilities contained within this health and safety policy and report any unsafe acts or situations to an appropriate Officer.



Stephen Maddox

Date: 1 January 2009

Chief Executive

"There is nothing so urgent or important that we cannot take time to do it safely"

Organisation and Responsibilities

Chief Executive

The Chief Executive is ultimately responsible and accountable for health and safety in the Council.

To achieve the objectives stated in the health and safety statement the Chief Executive will ensure a management system that:

- Makes all Chief Officers fully aware of their responsibilities for health and safety. Ensuring that they develop safety management plans applicable to the work of their department.
- Informs all employees, contractors, service users, visitors and others about this policy and their health and safety responsibilities.
- Sets performance targets and shares them with stakeholders, encouraging everyone to take part in maximising achievement.
- Reviews this policy and the arrangements for its implementation, after consultation with stakeholders, to maintain its effectiveness in changing conditions and circumstances.
- Consults effectively with employees about health and safety matters.
- Requires that Chief Officers bring to the notice of the appropriate committees of the Council matters concerning the adequacy of the resources needed to implement this policy.
- Monitors each department's compliance with health and safety legislation and Council procedures to achieve continual improvements in health and safety performance.
- Brings any health and safety matters which cannot be resolved or which are causing special concern to the attention of the appropriate Committees of the Council.
- Requires that everyone in the Council demonstrate by example his or her personal commitment to the highest standards of health and safety.

Deputy Chief Executive/Director of Corporate Services

When the Chief Executive is absent the Deputy Chief Executive/Director of Corporate Services will deputise in all health and safety matters. This duty is additional to their safety responsibilities as a Chief Officer.

Director of Technical Services

In addition to any safety responsibilities as Chief Officer the Director of Technical Services will:

- Establish a corporate safety management system to develop, co-ordinate and monitor compliance with policies and procedures to implement the Councils health and safety duties in law.
- Enquire about the level of achievement of the objectives of this policy, acting where necessary to improve performance.
- Revise this policy to maintain its effectiveness in changing conditions and circumstances.
- Inform the Chief Executive about any health and safety matters which cannot be resolved, are giving cause for special concern or which are of significance to all departments.
- Report to the appropriate committees of the Council matters concerning the adequacy of the resources needed to implement this policy.
- Issue managers in the Council with adequate guidance to make them fully aware of their responsibilities under this policy.

Chief Officers

Each Chief Officer is ultimately responsible and accountable to the Council for health and safety within their Department. They will:

- Develop a detailed and effective safety management plan to implement Council policy.
- Include in the plan their departmental safety objectives, organisational requirements and arrangements for undertaking risk assessments.
- Monitor the level of achievement of the departmental objectives, taking action where necessary to improve performance.
- Revise or amend the plan to maintain its effectiveness in changing conditions and circumstances.
- Report matters concerning the adequacy of the resources needed to implement the plan to the appropriate committees of the Council.
- Make Service Managers and Supervisors fully aware of their responsibilities under this policy, issuing adequate guidance on responsibilities, rules, procedures and instructions applicable to the work of their section.

- Arrange to be properly represented at meetings of safety committees and that consultation with employees through these committees is effective.

The Departmental Safety Management Plan must refer to the general policy of the Council and identify the specific roles of all managers and staff.

The Health, Safety and Resilience Operations Manager

The Health, Safety and Resilience Operations Manager is responsible to the Director of Technical Services for the provision of competent advice about health, safety and welfare policy, procedures and training. Additionally he will provide operational support in health, safety and welfare matters to Chief Officers, Service Managers and Supervisors within the Council. With the assistance of the Health, Safety and Resilience Team, he will:

- Co-ordinate the Council's Health and Safety Officers to develop and review the Council's safety, health and welfare policies and practices.
- Advise on potential health and safety problems.
- Monitor departmental procedures for compliance with the standards of safety, health and welfare laid down in the Council's safety policies.
- Assist in the development of safety policies and procedures through the operation of departmental safety committees.
- Ensure that the administrative procedures in relation to the reporting and investigation of accidents and other administrative functions relating to safety and welfare comply with the Council's policy and any statutory obligations.
- Provide advice on the establishment, development and implementation of departmental safety, health and welfare provisions to meet the requirements of the Health and Safety at Work Act.
- Provide advice and arrange, where necessary, relevant health and safety training required to address any risks presented by authorised work activities.
- Assist in carrying out risk assessments and monitoring the implementation of any control measures identified.
- Provide advice on safe working practices in consultation with Chief Officers, determining levels of responsibility and preparing notes for guidance for all levels of employees.
- In consultation with the Director of Technical Services monitor accident reports, continuously reviewing accident trends to advise on future action to comply with statutory requirements and Council policy.
- Promote an awareness of safety and health practices within the Council providing satisfactory publicity and guidance notes at all levels and locations.

- In co-operation with Chief Officers continuously review methods of working to ensure safe working practices.

All employees with supervisory responsibilities

Supervisors and managers will implement the Council's Health and Safety Policy within their own section. They will:

- Assess all work activities under their control and where risks are identified develop action plans to reduce those risks so far as is reasonably practicable.
- Report the findings of any risk assessment to line management where the authority to act lies outside their power.
- Ensure that all employees receive sufficient training, instructions and information to carry out their work safely.
- Provide employees with the correct plant, equipment, personnel protective clothing, furniture etc.
- Monitor that all employees within their area of responsibility carry out their tasks safely.
- Be familiar with Council Health and Safety Policy and departmental health and safety management system.

All other employees

All employees are expected to participate in the implementation of the Council's Health and Safety Policy. They will:

- Act in the course of their employment with due care for their own safety and that of others who may be affected by their acts or omissions at work.
- Co-operate, so far as is necessary, to enable the Council to perform any duty or to comply with any requirements of health and safety legislation currently in force.
- Use correctly all work items, guards, protective equipment etc, provided by the Council, in accordance with the training, instructions or information that they have received.
- Report all accidents and incidents (whether people are injured or not) appropriately.
- Report promptly to line management any defective equipment, plant, premises, hazards or damage.

The various policies, arrangements and guidance that this Council has developed to ensure the health and safety of its employees and anyone else affected by its work are published on the Human Resources Handbook on the Council's Intranet.