



Lewes District Council



Version number	Date	Review date	Owner	Reason for new version
01	January 2018	January 2019	Jill Yeates – LDC Corporate H&S Officer Caroline Wallis – EBC Specialist Advisor (H&S)	Aligned Policy for JTP

General Statement of Health and Safety Policy

1 General Statement

1.1 Introduction

Eastbourne Borough and Lewes District Councils' General Statement of Safety Policy is issued in accordance with the requirements of Section 2(3) of the Health and Safety at Work etc. Act 1974.

1.2 Commitment

Through the way we work and behave, Eastbourne Borough and Lewes District Councils will, so far as is reasonably practicable, take the necessary steps to ensure the Health, Safety and Welfare of all our employees and other people who may be affected by the Councils' work.

- Through awareness, training and compliance, we are committed to improving health and safety at work, and regard current legal and statutory requirements as setting the minimum standard we must achieve.
- We will provide adequate resources to ensure the health and safety of all our employees, and to fulfil our commitment to relevant others.
- The Councils will adopt the Plan, Do, Check, Act approach to its management of H&S as set out in the HSE's document HSG65 'Managing for Health and Safety'.

1.3 Equality and diversity

The Policy and Procedures will cover all employees and also apply to agency employees, consultants, contractors, volunteers and those working on behalf of the councils.

- The Councils are committed to ensuring that there is no unlawful discrimination or bias in the application of their policies and procedures.

1.4 Compliance

All our work activities will achieve compliance with legislation and Approved Codes of Practice.

- Employees are empowered to bring health and safety concerns to the attention of managers who will take action to eliminate, minimise or control them, as far as is reasonably practicable.
- We will actively and openly monitor, review and report on health and safety performance against policies, objectives and targets specified in annual health and safety plans, where necessary introducing improvement plans.
- We will monitor relevant and appropriate contractor roles to ensure that they conform with our General Statement of Health and Safety Policy where it affects them.

1.5 Competence

All employees (and contractors) will have the competence (through information, instruction, training and supervision) to undertake their work with minimum risk to their own, and others health and safety, as far as is reasonably practicable.

- We will all take action to identify, assess, prevent, reduce and control risks to an acceptable level.
- Induction in health and safety is given to all new employees in their first week.
- Specific safety training for the job is provided as and when necessary; training for new managers, new employees and when new legislation requires updated knowledge and competence, it will be given.
- Online and in-house courses are provided for managers and employees to support competence, as well as specific external courses where appropriate.
- Refresher training is given where identified as a requirement.

1.6 Awareness

All our managers, employees, contractors, suppliers and relevant others will have an awareness and understanding of health and safety risks that affect our business, in all those areas which are relevant to them.

- Active open communication and consultation between the Council and our employees will ensure that health and safety is integrated into our communications wherever appropriate.
- We will monitor and investigate accidents and incidents to drive improvement in our health and safety management and any lessons learned from such events will be used to take reasonable corrective action to prevent recurrences.

1.7 Employee Consultation

The Councils believe that a safe working environment can only be achieved with the full participation of employees. Employee consultation on health and safety takes place at all levels.

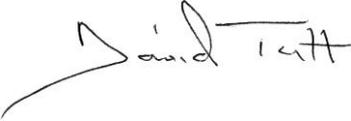
- Councils-wide: between management and health and safety representatives and the Joint Safety Committee.

- Within service areas: consultation takes place between managers and employees at team meetings where health and safety is a standard agenda item, and where employees are briefed on health and safety performance and development, and given interactive toolbox training sessions where appropriate.
- Individually: through reporting accidents, incidents and issues to managers and/or health and safety representatives.
- Through a positive and inclusive health and safety culture.

1.8 Delivering our Policy

Our policy will be delivered by generating a culture that seeks to minimise risk and threats to health and safety, and ensure the real involvement of all our employees with this policy.

- We will set out our objectives and targets in an annual corporate health and safety plan.
- The General Statement of Health and Safety Policy is brought to the attention of every new employee, and is available for contractors and others on the councils' website.
- This policy has immediate effect and replaces all previous versions. It will be reviewed annually or more frequently if there is any change in the risk environment for the councils, or in relevant legislation.

Signed:	Name and role:	Date:
	Robert Cottrill Chief Executive of Eastbourne Borough and Lewes District Councils	25/01/2018
	Councillor David Tutt Leader of Eastbourne Borough Council	25/01/2018
	Councillor Andy Smith Leader of Lewes District Council	25/01/2018

2 Responsibilities for Health and Safety Management

2.1 Purpose of Roles and Responsibilities

Eastbourne Borough and Lewes District Councils are committed to defining the roles of all personnel in order to help them meet their responsibilities within the health and safety management system effectively, and to adequately assess, control and monitor health and safety within the councils.

- There will be a competent person available to support management and employees by providing health and safety advice, if necessary through external consultants. There will be sufficient resources allocated to provide for this competence.
- The health and safety management system will be reviewed on a planned basis through workplace inspections and health and safety audits, monitored by the Joint Safety Committee with both managers and trained employee health and safety representatives.

2.2 Categories of Roles and Responsibilities

Roles and responsibilities for health and safety management within the Eastbourne and Lewes corporate structure fall into the following broad categories:

1. Eastbourne Borough and Lewes District Councils
2. Employment Committees
3. Chief Executive
4. Corporate Management Team
5. Managers
6. Employees
7. Specialist Advisor (Health and Safety)
8. Joint Safety Committee
9. Health and Safety Representatives
10. Others

2.3 Responsibilities of Roles

- 2.3.1 Eastbourne Borough Council and Lewes District Council each have the statutory employer's responsibility for the Health, Safety and Welfare of all their employees and those not in their employ who may be affected by their work. This can be delegated to Cabinets.
- 2.3.2 Employment Committees have in their remit the monitoring of the health and safety of those employed by the Councils, and advising Cabinets on issues arising. They are composed of councillors and employee representatives.
- 2.3.3 The Chief Executive is responsible for the Councils' Policy on Health and Safety and the allocation of the resources required and is also the Councils' nominated Health and Safety leader at the top of the organisation to co-ordinate and monitor policy implementation.

2.3.4 The Corporate Management Team (CMT) are responsible for establishing strategies to implement policy and integrating these into the general activities of the organisation, providing leadership to ensure the health, safety and welfare of all employees and other people affected by the Councils' activities.

- Ensure the ongoing development, implementation, monitoring and review of the Eastbourne Borough and Lewes District Councils health and safety management system.
- Ensure that there is a clear management structure with clearly defined responsibilities for implementing the health and safety management system.
- Provide appropriate resources to ensure the ongoing development and implementation of the health and safety management system.
- Set and agree Corporate level plans for the delivery of the health and safety management system.
- Review and further develop the General Statement of Health and Safety Policy and ancillary policies.
- Ensure health and safety performance is regularly reviewed.
- Integrate the health and safety policies into the general activities of the organisation.
- Ensure that there are formal arrangements for the dissemination of appropriate health and safety information.
- Ensure that there are arrangements to confirm the health and safety competency of all employees and contractors.
- Ensure the establishment of a proactive risk assessment system and the development and implementation of required risk control systems.
- Keep informed with regard to relevant changes in health and safety legislation, standards and good practice.

2.3.5 Managers are responsible for the implementation of all relevant health and safety policies and procedures, and the provision of the necessary resources and information to enable tasks to be carried out with risks being as low as reasonably practicable.

- Comply with health and safety audits, and implement planned workplace inspections, risk assessment reviews and accident investigation activities.
- Work with Property & Facilities Shared Services (P&FSS) to ensure specific responsibilities in terms of buildings are implemented.
- Co-operate with the Specialist Advisor (Health and Safety) and Joint Safety Committee in the implementation of assigned functions and activities.
- Ensure the active participation of their employees and relevant others in health and safety activities.

- Ensure employees (and contractors) are competent to carry out their assigned duties in a safe manner.
- Implement planned workplace inspections, risk assessment, COSHH assessment and safe systems of work reviews, and accident investigation activities.

2.3.6 Employees must take reasonable care of the health and safety of themselves, clients and other people who may foreseeably be affected by their acts or omissions at work.

- Co-operate with managers and relevant others to ensure duties and requirements are complied with, to the required standard.
- To follow the mitigation actions in risk assessments, and processes in the safe systems of work, together with instructions from their manager or team leader.
- Not to intentionally or recklessly interfere with, or misuse anything provided for the purpose of health, safety and welfare.
- Not to use machinery, equipment, substances, transport or other work equipment or safety device, except in conformity with policies, instructions, training and supervision.
- To report accidents, near misses, dangerous occurrences and verbal/physical incidents as soon as possible, and co-operate in the investigation in order to prevent a recurrence.
- Notifying management of any work situation which has, or develops the potential for serious danger to people.
- Report any building, equipment or Personal Protective Equipment (PPE) defects as soon as possible to the relevant person (i.e. P&FSS or Manager)

2.3.7 The role of the Specialist Advisor (Health and Safety) is to provide specialist advice (including interpretation of the law with implications for the councils), and to lead the co-ordination of health and safety across the councils, working closely with managers to ensure compliance with all relevant legislation and policies.

- Provide or procure specialist technical advice.
- Support and monitor risk assessing, safe systems of work and COSHH assessing, as well as accident and incident investigation.
- Review performance throughout the health and safety management system through audit, and the reviewing of policies.
- Report monitoring outcomes to the Joint Safety Committee and follow up those who are given actions to complete.
- Work with managers to identify health and safety training needs, and deliver training where appropriate.

2.3.8 Joint Safety Committee

The Joint Safety Committee is the councils' health and safety working group responsible for the initiation, implementation and dissemination of best practice for Health and Safety within the councils.

2.3.9 Health and Safety Representatives

Within the workplaces, Unison may elect or appoint a health and safety representative who will take part in discussions with managers on Health and Safety matters.

- Unison Health and Safety Representatives will act on behalf of all members, and other employees, in collective discussions on health and safety matters. They may be involved in representing Unison members on individual workplace issues.
- Representatives will be able to accompany managers, and/or the Specialist Advisor (Health and Safety) on safety inspections, and take part in accident investigations and audits.
- Health and Safety Representatives will be provided with relevant information upon request, facilities and reasonable paid time off to enable them to perform these duties.

2.3.10 Others – contractors, suppliers and relevant others.

A contractor is a person or business which provides goods or services to the councils under terms specified in a contract. There are clear legal requirements about the health and safety information we need to check before allowing contractors to do the agreed work.

A supplier is a party which supplies goods or services to the councils or through the councils and relevant health and safety information will be checked.

Relevant others include councillors, the public when they are on our premises or involved in work we are doing, clients, partners, visitors or reporters in our places of work, on project work or are otherwise affected by our business.