



## **Derbyshire County Council**

# **Executive Health and Safety Policy Statement, and Responsibilities**

<b>Version</b>	<b>Date</b>	<b>Detail</b>	<b>Author</b>
1.1	August 2017	Document reviewed as a result of structure change at senior level.	Jackie Griffiths
2.0	October 2019	Document review to reflect joint Executive Director leadership model.	Jackie Griffiths
2.1	December 2019	Comments included from Senior H&S Consultant colleagues	Jackie Griffiths
3.0	June 2021	Document review reflects interim Managing Executive Director leadership model, Wellbeing Challenge Group and HSW Function review.	Tim Beard
3.1	January 2022	Document review reflects Managing Director leadership model.	Tim Beard
3.2	October 2022	Final document review completed	Jerry Sanderson
<b>Links and Dependencies</b>			
Health and Safety at Work etc. Act 1974 Section 2 (3)			
HSE Website – Health and Safety Policy			

## **Derbyshire County Council's Executive Health and Safety Policy Statement**

We recognise that high standards of health, safety and wellbeing are essential for our performance as an Enterprising Council and are committed to providing a safe and healthy environment for all our employees, customers, stakeholders and contractors, and any others who may be affected by the services we deliver to the people of Derbyshire.

With this in mind, we as a Council focus upon six key elements which are outlined below:

- **Commitment**

We will continue to demonstrate our commitment to improving and promoting health, safety and employee wellbeing throughout our organisation, ensuring consistency of standards and a one council approach.

We will endeavour to achieve and maintain high standards of health, safety and wellbeing for our employees and others who interact with the services that we provide.

We are committed to demonstrating positive health, safety and wellbeing at an executive level.

We shall continue to proactively control risks by the systematic application of preventative and protective measures within a risk assessment framework.

We shall ensure that adequate resources are allocated to enable us to meet legislative requirements and are able to improve upon our overall health, safety and wellbeing performance.

We will endeavour to promote a “no blame” culture within the organisation to empower employees and others to report concerns so they may be addressed promptly.

We shall ensure that our commitment towards health, safety and employee wellbeing is paramount within all levels of our organisation and recognise that it effectively contributes to our overall success as an Enterprising Council.

- **Compliance**

All necessary steps will be taken to meet our statutory responsibilities under the Health and Safety at Work etc. Act 1974 and all other relevant health and safety legislation, codes of practice and sector standards. This will enable us to not only meet legislative requirements but also enhance the health, safety and overall wellbeing of our employees, customers, stakeholders, contractors and others who use our services.

We will empower employees and those working with us to take action to minimise health and safety risks and will provide support to help them from a wellbeing perspective. This will help to maintain a safe and healthy workforce assisting us to deliver the services we provide to the people of Derbyshire.

As part of our commitment towards compliance we shall:

- ensure there is a robust, effective and sustainable health and safety management system in place which meets the needs of all levels within the organisation with regards to legislative compliance and the continuing improvement of standards.
- actively monitor health, safety and wellbeing performance at all levels within the organisation and use this information to develop improvement plans that effectively target areas where additional measures may be required to mitigate identified risks.
- effectively investigate incidents to identify causes so that actions can be undertaken to reduce the risk of them re-occurring.
- work with partnership organisations/stakeholders and contractors to ensure they fulfil their requirements and help us to maintain our high health, safety and wellbeing standards.

### • **Competence**

We are committed to ensuring that our employees and others helping to provide our services have the competence required to undertake their duties with minimal risk to their health, safety and wellbeing. This includes ensuring they have suitable and sufficient skills, knowledge, training and experience.

To achieve this we shall:

- ensure that we have competent persons in accordance with the Management of Health and Safety at Work Regulation (Reg 7) to provide professional health and safety support and advice to the organisation.
- ensure that our employees receive the relevant information, instruction and training they require to enable them to work safely.
- assess the competence of contractors and other stakeholders to ensure they meet the Council's health and safety standards. We will work with these groups to ensure we share information appropriately to reduce risks wherever possible.

### • **Awareness**

We will endeavour to ensure that all our employees and stakeholders have an awareness and understanding of the health and safety hazards and risks that affect them.

To help achieve this we shall:

- ensure that all employees are aware of this policy and are committed towards its effective implementation.

- continue to support effective two way consultation with employees both directly and through recognised Trade Union representatives to improve health, safety and wellbeing standards across the Council.
- ensure that management roles are defined and effectively communicated so they are aware of their responsibilities which include:
  - ❖ provision of adequate resources for health, safety and wellbeing
  - ❖ ensuring that risks within their remit are identified, assessed, controlled and monitored
  - ❖ ensuring that employees and their representative are involved in matters that affect their health, safety and wellbeing.
  - ❖ reporting issues that they are unable to address to their line manager so that they can be considered at a more strategic level.
  - ❖ ensuring that contractors and other persons providing the services they manage are meeting health and safety legislation and standards.

(See the Health, Safety and Wellbeing Responsibilities and Arrangements section for further information)

### • **Excellence**

To build upon the good standards already achieved within the Council we recognise that we need to ensure that we do not become complacent. Therefore, we will continue to look at ways to enhance our current health, safety and wellbeing performance which will include the following:

- looking at developing innovative initiatives that proactively build upon our existing systems and practices.
- engaging and influencing partners and stakeholders to drive health, safety and wellbeing standards higher.
- promoting overall wellbeing by providing support and engaging employees in initiatives that help them to maintain their physical and mental health both within the workplace and beyond.

### • **Policy Delivery and Review**

This Executive Health and Safety Policy Statement demonstrates our commitment towards the implementation and management of effective health, safety and wellbeing standards to help protect our employees, customers, stakeholders, contractors and others who use or are affected by our services. It will be communicated to all levels of the organisation to raise awareness of the Council's commitment towards health, safety and wellbeing.

This Policy and its associated responsibilities and arrangements will replace all previous versions and will be reviewed every two years or sooner if changes occur in the interim period.

Any amendments to these documents will be brought to the attention of all employees and other relevant parties.

**Signed:**

**Leader of the Council**

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**Date:**

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**Signed:**

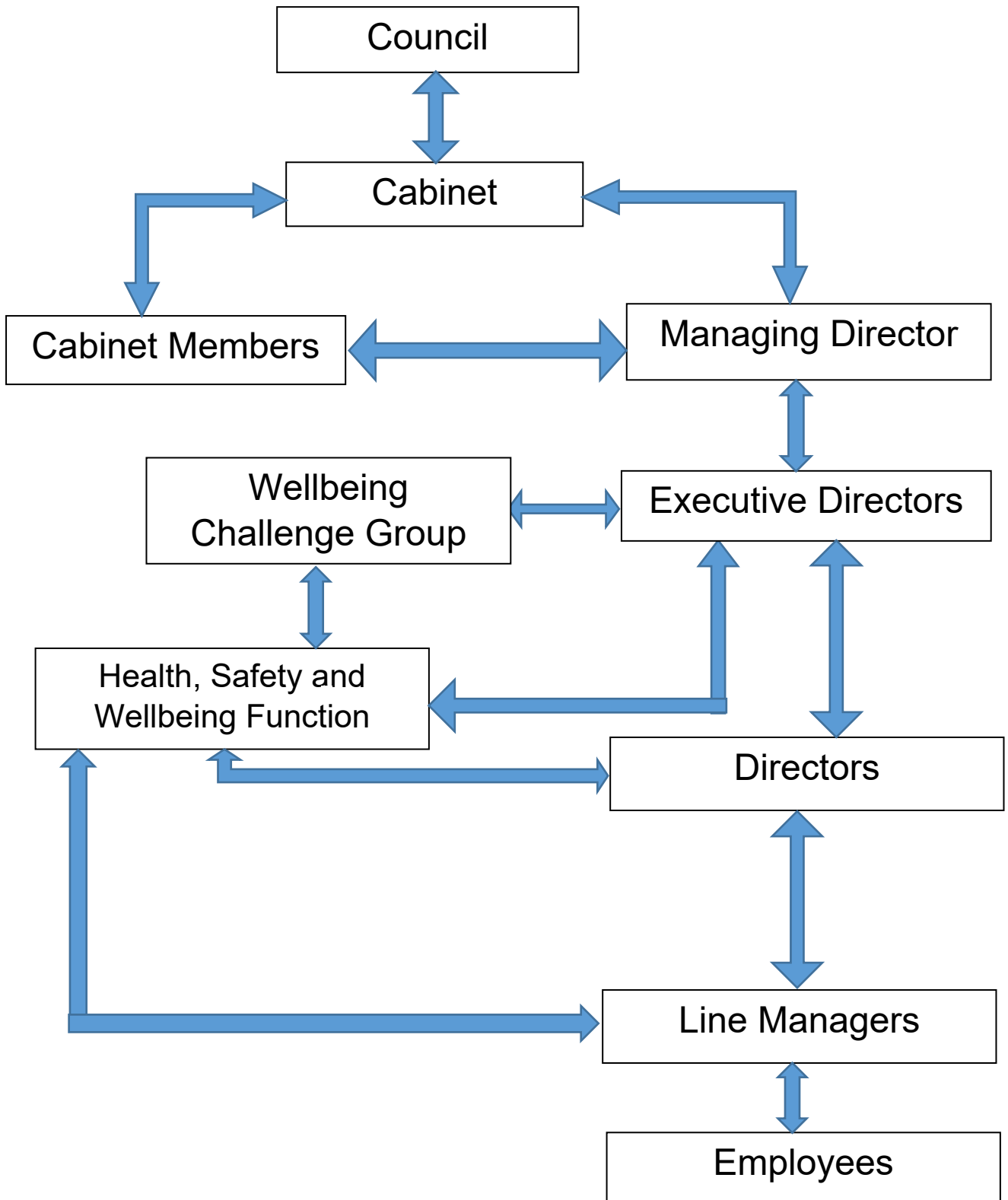
**Managing Director –  
Head of Paid Service**

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**Date:**

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### Corporate Health and Safety Responsibilities Strategic Health and Safety Structure



## **1. Duties of Elected Members/Cabinet Members**

Within any local government organisation, the Council is the employer and as such carries the ultimate responsibility for ensuring health and safety at work. These duties relate to the Council as a corporate body rather than individual members. The Cabinet/Cabinet Member structure is essential in ensuring that the delegated officers of the Council carry out the wishes of its Elected Members.

Under Section 37 of the Health and Safety at Work etc. Act 1974 individual senior Officers/Managers can be held responsible and prosecuted for acts or omissions along with the corporate body.

Elected Members have a duty to ensure that health and safety is managed effectively throughout the organisation. Although they can delegate authority to manage health and safety matters to the Executive Directors, Elected Members must ensure that there are robust policies and procedures in place and that their effective implementation is achieved through:

- ensuring there is strategic direction and that suitable and sufficient resources are available to discharge the Council's health and safety responsibilities.
- monitoring the overall performance of the Council's health and safety strategy and action plan
- ensuring that effective strategic health and safety governance is provided.

Adequate resources in terms of staffing and finance must be considered, including the provision of competent persons allocated to give professional support and guidance relating to health, safety and wellbeing matters.

Performance monitoring is carried out through health and safety management system audits, statutory workplace inspections, annual health and safety reports and the establishment of Joint Health and Safety Consultative Committees to consider health, safety and wellbeing issues.

## **2. Responsibilities of Managing Director**

The Managing Director has overall responsibility for ensuring that the health and safety policy is implemented effectively.

To achieve this the Managing Director will:

- provide overall strategic direction regarding health, safety and wellbeing matters and review this in response to change to ensure continuous improvement
- ensure there is a robust health and safety management system covering all areas within the organisation
- ensure there is sufficient financial provision for the effective implementation of the health and safety policy and associated procedures



### **3. Responsibilities of Executive Directors**

The Executive Directors have responsibility for ensuring that the health and safety policy is implemented effectively.

To achieve this Executive Directors will:

- ensure that designated Safety Champions are appointed within each Department to provide guidance and support regarding health and safety matters from amongst their Departmental Management Team.
- ensure the health and safety policy and associated policies and procedures are observed and monitored through the joint consultative process
- ensure that the health and safety policy and arrangements are updated as required
- demonstrate visible commitment to improvement and leadership by championing health, safety and wellbeing in all areas and by leading by example
- promote co-operation, information sharing and learning outcomes across all Departments on all health, safety and wellbeing matters.
- ensure that employees are made aware of the policy and its arrangements, through appropriate information, instruction, training and supervision.
- establish key performance indicators and monitor health, safety and wellbeing to identify trends and areas of potential non-compliance so that corrective actions can be undertaken to mitigate risk.
- ensure that health and safety responsibilities are delegated effectively but retain overall responsibility under the policy.
- Seek professional health, safety and wellbeing advice as required

### **4. Responsibilities of Directors**

Directors will support the Executive Directors by:

- ensuring that the Council's health and safety management system is embedded across all areas within their department.
- ensuring that they have an overview of risks within their area.
- maintaining their knowledge and understanding of health, safety and wellbeing matters to an appropriate level in accordance with their role within the organisation.

- formulating and reviewing departmental organisational arrangements for the implementation of health, safety and wellbeing of employees and persons affected by the services they provide.
- overseeing and reviewing departmental measures taken to ensure the health, safety and wellbeing of employees and those affected by the activities undertaken by the department in accordance with the requirements of the Health and Safety at Work etc. Act Section 2(7).
- monitoring key performance indicators relating to health, safety and wellbeing in relation to the Council's targets and overall performance as an Enterprising Council.
- considering any health, safety or wellbeing issues brought to their attention are addressed, ensuring that lessons learned are investigated and disseminated effectively throughout the organisation to mitigate against further risks.
- establishing effective lines of communication with Executive Directors to ensure they are kept fully informed of current and emerging risks within their department.
- demonstrating visible commitment to improvement and leadership by championing health, safety and wellbeing in all areas and by leading by example.

### **5. Responsibilities of Line Managers**

Line managers will support the Directors by:

- ensuring all significant risks within their area of control are assessed and control measures implemented to reduce to an acceptable level.
- ensuring that all staff are aware of the risk assessments relevant to their role.
- ensuring that all staff have relevant resources (information, instruction and training) to undertake their role safely.
- ensuring all equipment required is safe and maintained in a safe condition.
- ensuring that all statutory inspections are undertaken and acted upon accordingly.
- ensure that any shortcomings in any H&S arrangements are identified and acted upon.
- ensure that all incidents are reported.

## **6. Responsibilities of Wellbeing Challenge Group**

- To provide a Senior Management challenge to the Health Safety and Wellbeing Action Plan.
- To act as a conduit between CMT, Departmental SMT's and the Health Safety and Wellbeing Function
- To request reports on Health Safety and Wellbeing Performance and report back to CMT
- To instigate Health Safety and Wellbeing projects in identified key areas.

## **7. Responsibilities of Safety Champions**

Departmental Safety Champions will ensure that health, safety and employee wellbeing is considered and addressed at a Departmental Management Team level and will undertake the duties associated with this role including:

- supporting the aims and objectives of the Council's Executive Health and Safety Policy Statement.
- monitoring and reporting on departmental performance with regards to health, safety and employee wellbeing trends.
- providing a focus for health, safety and wellbeing issues at a departmental senior management level.
- promoting good health, safety and wellbeing performance across all levels within the Department.
- ensuring that health, safety and employee wellbeing is considered as part of the business and service delivery decisions made within their Department.
- co-operating with other Safety Champions and working with Health and Safety professionals to ensure that they are kept informed of any significant incidents or failings that could impact upon the Council as a whole and upon measures taken to mitigate against them.
- ensuring that strategic and departmental policies, procedures and guidance are implemented effectively and monitored to ensure continued compliance.

- demonstrating visible commitment to improvement and leadership by championing health, safety and wellbeing in all areas and by leading by example.

## **8. Health, Safety and Wellbeing Team**

### **Head of Health, Safety and Wellbeing**

The Head of Health, Safety and Wellbeing leads the Council's professional health and safety and occupational health teams. Their role is to:

- provide the professional lead for health, safety and wellbeing expertise across the Council.
- ensure that senior management and Elected Members are kept fully aware of health, safety and wellbeing issues and trends that are now, or could in the future affect Council services.
- lead the governance and delivery of health and safety and wellbeing priorities and objectives across the Council, ensuring alignment with service delivery needs, strategic and departmental objectives and performance indicators which meet statutory requirements and best practice.
- maintain professional links both internally and externally to ensure that legislative requirements and best practice continue to be achieved and enhanced in order to continually improve standards across the Council as a whole and to horizon scan to identify future issues and legislative changes so these can be addressed.
- monitor key performance indicators relating to health, safety and wellbeing across the Council to assist managers to identify trends so that mitigating measures may be undertaken to reduce cases of injury and ill health.
- assist and advise the Council during its transformational and cultural change process to ensure health, safety and wellbeing is fully integrated within the overall operating model.
- oversee the Council's Strategic Health and Safety Management system and review it at regular intervals to ensure its continued effectiveness.
- engage in formal consultations and negotiations with employee groups, their representatives and trade unions in accordance with agreed frameworks and protocols.
- demonstrate visible commitment to improvement and leadership by promoting health, safety and wellbeing in all areas and by leading by example.

### **Health, Safety and Wellbeing Team**

Under the direction of the Head of Health, Safety and Wellbeing Health, Safety and Wellbeing Team members shall:

- support the Head of Health, Safety and Wellbeing to enable them to fulfil their role identified above.
- maintain professional links to ensure that legislative requirements and best practice continue to be achieved and enhanced in order to continually improve standards across the Council as a whole and to horizon scan to identify future issues and legislative changes so these can be addressed.
- maintain levels of competence in line with recognised professional status.
- provide technical advice and support to departments and others to assist them in meeting statutory requirements and improving on existing standards.
- maintain the Councils Strategic Health and Safety Management system
- undertake active monitoring of systems using auditing, inspections and other appropriate tools to provide detailed information on Council performance regarding health, safety and wellbeing.
- undertake incident investigations and assist in civil/criminal case investigations.
- demonstrate visible commitment to improvement by promoting health, safety and wellbeing in all areas and by leading by example

## **9. Employee Responsibilities**

All employees have a responsibility to:

- at all times take care for their own health and safety and that of others around them including other employees, contractors, service users/clients and the general public who may be affected by their actions.
- ensure they understand and follow health and safety policies, procedures and other guidance in place to protect themselves and others around them.
- co-operate with the Council as far as necessary to ensure that measures put in place to protect them and others around them are adhered to.
- not interfere or misuse anything provided for health and safety reasons.
- inform their line manager of anything which may cause a health and safety risk to themselves or others.
- use safety equipment correctly and protective clothing as instructed.

- report all incidents, including accidents, assaults, near misses and dangerous occurrences to their line manager.
- attend all health and safety training sessions as required for their job role.
- set a good personal example to others.

## **10. Joint Consultation Process**

The Council actively supports and participates in the consultative arrangements established through discussion with the employee representatives, in line with the Safety Representatives and Safety Committee Regulations and the Management of Health and Safety at Work Regulations. The general functions of the Safety Committees are to keep under review the measures taken to ensure the health, safety and wellbeing of employees.