

**London Borough of Sutton  
Health and Safety Policy, Organisation and Arrangements**

**General policy statement on health & safety**

The Council of the London Borough of Sutton is committed to ensuring a safe and healthy working environment with adequate welfare facilities for every employee and identifies complying with the legislation as the minimum level of achievement.

We are committed, so far as is reasonably practicable, to ensuring the safety and health of our contractors and any visitor or service user whether at our premises or affected by our undertakings.

It is an important part of everyone's job to try to prevent injury or ill-health to employees, customers, partners and contractors. Managers have an essential role in the prevention of accidents and ill-health occurring.

In accepting this responsibility, the Council will, so far as reasonably practicable:

1. provide suitably maintained plant and equipment and associated systems of work that are safe and without risk to health;
2. ensure safety and prevention of risks to health with the use, handling, storage and transport of articles and substances;
3. provide such information, instruction, training and supervision as is necessary to promote the health and safety of its employees;
4. provide and keep workplaces in a condition that is safe and helps prevent risks to health, including the means of safe access and exit from workplaces;
5. provide work environments that have adequate facilities and arrangements for employees' welfare at work;
6. ensure that significant workplace hazards have been assessed for risk and suitable controls put in place;
7. set up safe systems of work to try to prevent all injuries and occupational ill-health associated with the Council's activities;
8. provide forums for active employee involvement in the continuous improvement of health and safety throughout the Council services, as staff make an invaluable contribution to reducing risks;
9. develop and implement a set of monitoring tools to ensure continual improvement of standards to protect staff, service users, contractors and those affected by the work we carry out or commission; and
10. engage contractors to undertake work, or provide services on its behalf, or commission services through a partnership arrangement with reasonable enquiries made to establish the competence of such contractors to undertake the work safely and without risks to health.

The London Borough of Sutton can only achieve the above with the co-operation and involvement of all employees in fulfilling these policies.

This policy statement and the accompanying procedures will be reviewed regularly and updated as necessary by the Council and Corporate Management Team and at least once every election cycle.

The sections below detail the organisation and responsibilities, of directors, service managers and staff within the Council, for implementing the Policy and gives details of the general health and safety arrangements and standards to which the Council operates.



Signed: ..... Dated ...25.06.18.....

Leader of the Council



..... Dated : 15.6.18.

Chief Executive

## ORGANISATION

### Health & Safety Governance

The Council's **Occupational Health, Safety and Wellbeing Team** (H&S Team) is responsible for setting out the health and safety strategy for the Council on an annual basis in line with core business objectives and health and safety legal requirements.

The Council's **Corporate Management Team** (CMT) is responsible for reviewing and agreeing this Health & Safety strategy for the Council. CMT includes representation of senior management from all key service areas across the Council.

The **Sutton Joint Health and Safety Committee** provides a monitoring function as a forum for regular contact between the Council and its' employees to consider matters relating to the health, safety and welfare of all the Council's employees in pursuance of the Corporate goals. It is chaired by an elected member and includes representation from both elected members and employee representatives.

The requirement for Head Teachers and Governing Bodies of maintained schools to implement the relevant aspects of this policy and the applicable Council policies is to be regarded as a direction of the Local Authority by virtue of Section 39(3) of the School Standards and Framework Act 1998. Governors and Head Teachers are responsible for ensuring appropriate local arrangements are in place within their schools that identify relevant responsibilities and policies for managing health and safety and premises related matters including fire safety.

To ensure effective Health and Safety Governance at the Council, the following will be considered as part of the health and safety strategy:

- Agree H&S priorities taking into account changes to legislation and best practice relevant to the Council as well as organisational changes that could impact on health and safety;
- Agree health and safety performance measures, ensuring that there are adequate resources to address priorities, and provision of periodic reports on health and safety performance to CMT and SJH&S Committee;
- Act on information received on appropriate safety audits, inspections, assessments and reports so that an action plan of recommendations for corrective action can be made;
- Act on information received from the H&S Committees and take appropriate action to address any deficiencies as necessary;
- Ensure all areas where the Council has legal responsibility for health and safety is included e.g. maintained schools, repair, maintenance and safety of buildings;
- Monitor compliance with external standards in respect of health and safety and fire safety and, where deficiencies are identified, give direction to corrective action;

- Ensure a training programme is in place for managers and staff to provide them with the competence required to safely carry out their duties, minimising the risks to themselves and others who may be affected by the work they carry out;
- Keep under review the health and safety risks on the Corporate Risk Register.

### **Health and Safety Consultation**

Health and safety consultation with employees is carried out directly through consultation areas on the intranet and also by employee representation on health and safety committees including the Sutton Joint H&S Committee. These H&S Committees form part of the Council's formal consulting arrangements to meet the requirements of the Safety Committee and Safety Representatives Regs 1977 and the Health and Safety (Consultation with Employees) Regulations 1996 (as amended).

## **Specific Responsibilities of Elected Members, Directors and Managers**

### **Elected Members**

The positive health and safety culture of the organisation is supported by the Members of the Council and whilst they are not responsible for the day to day implementation of Health and Safety Legislation within the Council, in order for it to become safer and healthier, their duties are to:

1. ensure health and safety is integrated into the decisions agreed by Council Committees;
2. attend health and safety briefings to improve understanding of their role and responsibilities;
3. ensure appropriate attendance at the relevant meetings relating to the health, safety and wellbeing within the Council as part of the governance role to monitor health and safety management standards at the Council;
4. Report any concerns via the 'Members' Enquiry' system.

### **Chief Executive**

The culture of the organisation is determined by the Chief Executive, who has overall responsibility for health and safety matters within the Council. The Chief Executive is also responsible for general oversight of the Council's health and safety management strategy and, with the assistance of the Corporate Management Team, monitoring its effective implementation.

For the Council to remain a safe and healthy workplace, the Chief Executive's duties are to:

1. agree the strategy for improving health and safety across the Council;
2. ensure senior managers have systems in place to minimise the risk to themselves, staff, partners, contractors, members of the public and anyone else affected by the activities of the Council;
3. receive and act upon information from Strategic Directors, Occupational Health, Safety and Wellbeing Team and Trade Unions about the continuous progress being made into creating a safer and healthier Council;

4. ensure adequate resources are made available including for new and emerging risks;
5. encourage staff to attend training to improve their skills and health and safety performance;
6. integrate health and safety into the communications strategy so that staff can see that the Council takes its' health and safety responsibilities seriously;
7. set a personal example.

## **Directors**

Directors are responsible for ensuring that health and safety is effectively managed within their area of control or influence in accordance with this policy, and LBS standards and guidance. Directors have a key role in setting the agenda for health and safety in their Directorates and monitoring the compliance with agreed health and safety standards.

For health and safety to be effectively managed in the Directorate services, the Directors' duties are to:

1. create and maintain a positive health and safety culture where health and safety issues can be raised and acted upon in an open and transparent manner so staff can see how their health and safety is prioritised
2. ensure the effective implementation and compliance with Council policies and relevant legislation impacting on the business of the services;
3. ensure staff are suitably trained to carry out their roles safely by encouraging staff attendance on relevant training including health and safety training;
4. receive regular reports from Occupational Health, Safety & Wellbeing and the Directorate Health and Safety Committees are reviewed and actioned where appropriate to ensure continuous progress is being made;
5. report to the Sutton Joint Health and Safety Committee on progress on the management of health and safety in the Directorate are produced where required;
6. ensure commissioned services and contracted work are tendered and monitored with appropriate health and safety evaluation to reduce risks to those who could be affected by the services or work;
7. ensure staff receive communications about health and safety issues and how they are being addressed;
8. ensure the H&S Team are notified of health and safety concerns;
9. set a personal example.

## **Assistant Directors**

The role of the Assistant Director in improving health and safety performance is a pivotal one, through directing and monitoring of Line Managers' health and safety performance in their Service.

The duties of Assistant Directors are to:

1. ensure risk assessments and accompanying procedures developed from the Council's health and safety policies are in place to meet the needs of the Service;
2. integrate health and safety into the appraisal process so that managers and staff receive the necessary training to ensure their competence to carry out their tasks safely and minimise the risks to their health;
3. receive regular reports from line managers on how risks have been assessed, what management action has been taken and any outstanding issues;
4. receive and act upon reports from Occupational Health, Safety & Wellbeing on health and safety standards in the services;
5. ensure the use of the Corporate Warning System is embedded into all operational areas where there is contact with clients and members of the public;
6. ensure there are adequate arrangements for the selection, supervision and monitoring of contractors and commissioned services for work carried out on the behalf of the Council;
7. provide the Director with reports where required where there are serious outstanding health and safety problems and on progress made on improving health and safety within the Service Area;
8. share good practice with other Assistant Directors in the Directorate and across the Council;
9. ensure the H&S Team are notified of health and safety concerns;
10. set a personal example.

One Assistant Director from the Directorate will take on the role of Chair for the Directorate Health and Safety Committee. S/he must ensure trade union safety representatives and any other employee representatives are given adequate time to carry out regular inspections of the workplace and take an active role in the Directorate Health and Safety Committee.

### **Line Managers**

The role of the Line Manager is essential for instructing and supervising staff on safe and healthy working procedures to help ensure compliance with the Council's policies and legal requirements. Line Managers should have training commensurate with the health and safety hazards within their service area. The Line Managers' duties are to:

1. ensure there is compliance with the Council's health and safety policies and Directorate procedures, including fire safety, safe use of work equipment, manual handling, personal safety, driving safely and other appropriate arrangements;
2. ensure suitable and sufficient written risk assessments are completed, in consultation with employees, for all work activities and workplaces in your control with foreseeable significant hazards and ensure any actions arising are carried out within the specified timescale, to reduce the risks so far as is reasonably practicable;
3. ensure the DMT is aware of any health and safety risks that need further review and resources to reduce the risks so far as is reasonably practicable;

4. ensure staff (including agency and locum) have adequate information, training, instruction and supervision to carry out their work safely and to prevent risk to health - using the annual appraisal process as a route for identifying health and safety training needs;
5. actively monitor health and safety performance through supervision of staff and contractors, conducting regular inspections of the workplace, reviewing documentation to ensure it is up to date and audit action plans are being actioned within a reasonable timescale;
6. ensure all accidents/incidents are reported to the Occupational Health, Safety & Wellbeing Team by the quickest route possible and there is an adequate investigation of all accidents/incidents to identify suitable action to prevent a recurrence;
7. ensure there are adequate emergency arrangements and staff are inducted on their first day as to what the emergency arrangements are, e.g. fire safety, first aid, personal safety;
8. ensure if responsible for commissioning new services, adequate consideration is given to the competence and resourcing of the prospective contractors and adequate arrangements are made in relation to risk assessment and other statutory duties under health and safety legislation;
9. ensure if responsible for purchasing plant and materials, that adequate arrangements exist for suppliers to supply relevant health and safety information (including relevant safety data sheets) as part of the supply contract;
10. attend appropriate training to improve competence to manage health and safety issues and carry out suitable risk assessments, inspections and accident investigations;
11. liaise directly with the H&S Team when there are health and safety issues;
12. set a personal example.

### **Employees' Duties**

The foundation of a safe and healthy council is the actions of employees. The duties of employees are to:

1. work safely for themselves and others, helping to create a positive health and safety culture in their work area / activities;
2. follow safe working practices identified from risk assessments and keep their line manager up to date with any problems arising from the work;
3. co-operate with their Line Manager in creating and keeping safe and healthy working conditions by taking an active part in carrying out risk assessments and giving practicable suggestions to improve safety and health;
4. attend health and safety training as identified and agreed with their line manager, including induction training;
5. give all necessary help to contractors and members of the public to ensure their safety;
6. make themselves familiar with all emergency procedures and safety equipment on the premises and not intentionally or recklessly interfere or misuse anything provided for health and safety;

7. immediately report to line manager all illnesses, accidents, unsafe conditions, acts of violence, hazards and any situation that may compromise health and safety;
8. immediately, if safe to do so and within their level of competence, remove serious hazards where there is imminent danger. Where they are not able to remove serious hazards then they must immediately inform a manager as to the existence of the hazards so that the necessary action can be taken;
9. report any issues not being dealt with by their managers to the H&S Team;
10. set a personal example for colleagues.

### **Facilities Management including Premises Managers' Duties**

Those employed to manage facilities for the Council and those in charge of premises need to address the following areas and, where identified, receive training and instruction on issues where they lack the necessary knowledge: These premises management duties are to:

1. ensure the safety of building occupants from fire and an up to date fire risk assessment where the action points identified are being addressed within a reasonable timescale is in place;
2. ensure plant and equipment is properly inspected and maintained by competent staff and/or contractors including, where necessary, having procedures in place for the safe management of;
  - Asbestos
  - Gas safety
  - Electrical installation
  - Heating and hot water
  - "Hot works" permit to work
  - Legionella
  - Portable electrical appliances
  - Lifting plant and equipment
  - Lightning protection
  - Drinking water
  - Local exhaust ventilation
  - First aid provision
  - Confined spaces
  - Outdoor fixed play equipment / indoor PE equipment;
3. carry out regular inspections, with line managers and staff, of the building to identify and remove any hazards before accidents occur;
4. communicate and consult with the H&S Team, line managers and safety representatives regarding premises related issues; and
5. if managing Council corporate buildings, have access to Technology forge, the Council's online system that records facilities information and maintenance records etc.

No manager or employee of the Council is authorised to initiate, or continue, any process, operation, or activity, which places employees, or others, in danger, or is in breach of statutory obligations with respect to health and safety or fire safety.

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

The Occupational Health, Safety and Wellbeing Team (H&S Team) is there to help ensure the Council complies with its' legal requirements as a minimum and to help the Council become a safer and healthier organisation. The OH, S & W team will lead on developing the health and safety management system and keep managers and staff up to date with relevant legislative changes. The team acts as the Competent Person for compliance with the Management of Health and Safety at Work Regulations 1999 and holds appropriate qualifications/memberships of a professional body, e.g. Chartered Member of the Institution of Occupational Safety and Health. The Occupational Health, Safety & Wellbeing team will keep up to date with legislative changes and good practice relevant to the Council and its' activities.

The duties of the Occupational Health, Safety and Wellbeing team are to:

1. provide advice, information and training for everyone on how to meet their duties as set out in this policy;
2. provide and update corporate policies arising from legislation, codes of practice or guidance, including possible resource implications;
3. advise the Chief Executive and the Corporate Management Team of any serious health and safety issues that arise and require corporate attention, or changes to corporate policy;
4. undertake periodic audits and reviews of the health and safety standards being maintained and advise relevant managers of any necessary actions which are identified as necessary as a result of such audits or reviews,
5. provide day to day advice and guidance to managers in the Council on occupational health, safety and fire safety matters;
6. provide an annual training programme and bespoke training events in consultation with line managers and Learning & Development to meet the health and safety needs of the Council;
7. monitor and record accident/incident reports and help managers carry out a suitable and sufficient investigation to identify root causes to help prevent a recurrence;
8. investigate serious accidents incidents or work related health conditions and undertaking the relevant statutory recording and reporting of such incidents to the Health and Safety Executive;
9. put in place a Wellbeing service for staff to enable them to access information and support for both personal and work-related issues;
10. ensures there are adequate arrangements for the provision of Occupational Health advice for all stages of the employment process, including the pre- employment screening of prospective new staff and, where required, the medical assessment of existing staff;
11. maintain and monitor the use of the Corporate Warning System;
12. be the first point of contact for all Council liaison with health and safety and fire safety enforcement authorities;
13. provide advice and support to the Sutton Joint Health and Safety Committee and sub committees from each of the directorates;

14. set a good example.

### **Health and Safety Representatives**

Health & Safety Representatives can be appointed by a Trade Union, or elected by employees. Their rights are to:

1. represent employees in talks with the employer and other safety agencies;
2. investigate complaints, possible hazards and dangerous incidents;
3. carry out regular inspections of the workplace;
4. take part in the assessment of risks within the workplace;

Health and Safety concerns are raised in the first instance with line managers and can be raised with Health & Safety Representatives as well.

### **Fire Wardens/Marshalls/Controllers**

Fire Wardens/Marshalls/Controllers are employees who have special responsibilities in the event of a fire. Their duties are as follows:

1. Fire Marshalls/Controllers take control of fire emergency evacuations and are the primary contact when the fire brigade arrive and relay any information about where staff are still in the building or any areas that have not been checked;
2. Fire Wardens help to ensure everyone evacuates the building safely by directing people to the best route of escape;
3. Fire Wardens do a final check to make sure everyone has got out safely informing the Fire Marshall if areas have been successfully cleared or where people are in the building;
4. Fire Wardens/Marshalls/Controllers attend training on fire safety and how their role impacts on fire safety.

### **First Aiders**

All Council workplaces have a suitable level of first aid provision in place. The H&S Team ensures there is a training programme in place for our first aiders. Their duties are to:

1. be the first point of contact if an employee, contractor, client, pupil or member of the public is injured at work;
2. preserve life by providing initial care to victims of accidents.
3. maintain an adequate supply of first aid stock for their area.

## HEALTH AND SAFETY ARRANGEMENTS

### Information about LBS Council Health and Safety policies, standards and guidance

All health and safety information, including policies and guidance are regularly reviewed in line with legislative changes or where required.

The following lists all the Council Health and Safety Policies, with further information found on the LBS Intranet:

- Accident Reporting & Investigating Policy 2017
- Management of Asbestos Policy 2015
- Construction, Design & Management Policy (CDM) 2015
- Clinical and Offensive Waste Policy 2018
- Confined Spaces Policy 2015
- Management of Contractors' Policy 2012
- Control of Substances Hazardous to Health (COSHH) 2015
- Cycling Policy 2018
- Display Screen Equipment Policy 2018
- Driving Safety Policy 2015
- Electrical Safety Policy 2015
- Fire Safety Policy 2013
- First Aid Policy 2015
- Gas Safety Policy 2015
- Infection Control 2012
- Legionella Policy 2015
- Lifting Operations and Lifting Equipment (LOLER) Policy 2015
- Lone Working Policy (2014)
- Manual Handling Policy (2015)
- Noise Policy (2015)
- Permit to Work Policy 2013
- Personal Safety 2017
- Personal Protective Equipment Policy (PPE) 2016
- Pregnant Workers' Policy 2015
- Risk Assessment Policy 2017
- Safety Signs Policy 2013
- Preventing Slips & Trips Policy 2013
- Minimising Stress at Work 2016
- Volunteers' Policy 2016
- Work Equipment Policy 2016
- Working at Height Policy 2014
- Young People in Employment Policy 2016