

Organisation

**Specific Responsibilities**

**The Chief Executive:** shall, with advice from the Occupational Health & Safety Manager, have overall responsibility for the implementation of the Council policy. They will ensure the health, safety and welfare of all Shropshire Council employees and others who may be affected by its work activities and undertakings and will ratify and promote any health and safety action plans made to achieve and maintain the above.

The Chief Executive will ensure the commitment and involvement of Directors to maintain a positive health and safety culture.

To achieve this, they will ensure that all Directors know, understand, and carry out their duties in accordance with the policy, the general requirements of the Health and Safety at Work etc. Act 1974 and the specific requirements of the Management of Health and Safety at Work Regulations 1999.

The Chief Executive will receive periodical reports from Directors in order that they may formally monitor Service Area action plans for the on-going improvement of health and safety performance in terms of reducing work related accidents and ill-health as well as material resource loss.

**The Directors and Assistant Directors:**  are responsible for the health and safety performance within their Service Area's and the implementation of both the Council and team's health and safety arrangements.

Directors will appoint appropriate persons to form their own organisation for the implementation of health and safety arrangements and for effective co-operation with other Service Area's, working groups and the Occupational Health & Safety Team Officers.

Directors are accountable to the Chief Executive for the continuing implementation and enhancement of the Councils Policy, through their own documented Service Area organisation and arrangements, and will maintain effective health and safety management and authoritative representation on the Health, Safety & Welfare group.

Directors will promote a positive health and safety culture and the necessary competence within their Service Area management teams, needed to ensure on-going improvement in health and safety performance.

Ensuring health and safety is discussed regularly at Directors, Assistant Directors, and Head of Service's Management Team meetings.

**Executive Director of Resources** is responsible for maintaining a competent health and safety advisory service for all Council Service Areas as well as effectively monitoring and enforcing systems on behalf of the Chief Executive. They will ensure the on-going competence of all Health and Safety Officers and will seek to ensure adequate resources are available to provide an effective service. They will also promote involvement and commitment of all Service Areas to the implementation of any current health and safety action plan.

**Health and Safety Champion** is an Executive Director of the Council. The Champion ensures the Council proactively engages and delivers a robust Health and Safety Management System, following the Health and Safety Executive's guidance, 'Managing for Health and Safety (HSG 65) [Link](https://www.hse.gov.uk/pubns/priced/hsg65.pdf). The responsibilities of the Health and Safety Champion are:

* to be an active member of the Health, Safety and Welfare Group and share the key points with the Chief Executive, Directors, Assistant Directors.
* to ensure that health and safety is given adequate and proper consideration both by senior managers and more widely within the organisation, when developing Council policy and services.
* to promote a positive health and safety culture*.*

**Occupational Health & Safety Manager** is required to promote a positive health and safety culture and is responsible to the Chief Executive for:

* co-ordinating, monitoring and advising on health, safety and welfare compliance, standards, and Service Areas' performance.
* ensuring written and updated Arrangements are available to all staff in line with legislation, approved code of practices and guidance.
* supporting Service Areas in implementing any action plan to ensure the on-going improvement of the Councils overall health and safety performance.
* escalating any serious concerns which may involve the Council in criminal and civil litigation. For example, imminent danger, hazardous activities, certain major accidents/incidents, fatalities, and Service Area non-compliance with statutory requirements.

The Occupational Health & Safety Manager, supported by the Health and Safety Officers, has the authority to stop a work activity or close a workplace where there is imminent danger or serious non-compliance with health and safety legislation.

**Heads of Services/Managers:** are required to embrace and promote a positive health and safety culture. To ensure that health and safety is given adequate and proper consideration both by senior managers and more widely within the organisation, when developing Council policy and services. In particular, they will:

* ensure the health and safety policy and relevant Arrangements are implemented within their area.
* monitor health and safety performance within their section, site, premise, or any undertaking on behalf of the service team or Council.
* ensure accidents and near misses are reported and investigated in a timely fashion on the Council’s ERP system.
* provide Line Managers and Supervisors with adequate information, instruction and training in health and safety matters to carry out their role. This will include an appropriate induction for new Line Managers or Supervisors.
* provide adequate resources and support for Line Managers and Supervisors to carry out their health and safety roles successfully.
* regularly discuss health and safety at management meetings with their staff.
* ensure an effective health and safety management system is maintained including up to date risk assessments, training matrices and annual self-monitoring checklists.
* assist Line Managers and Supervisors in prioritising health and safety controls and improvements.

**Line Managers/Supervisors**: are required to embrace a positive health and safety culture. They are responsible for the implementation of policy and health and safety performance within their section, site, premise, or any undertaking on behalf of the service team or Council. In particular, they will:

* ensure the implementation of any action plans for the improvement of health and safety performance.
* complete and manage the risk assessment program.
* ensure, and where necessary enforce, safe systems and safe places of work through risk assessment and application of appropriate control measures.
* stop and rectify any work activity that presents serious or imminent danger to employees' health and safety.
* monitor and keep under review work activities and places of work with a view to detecting hazards and improving health and safety performance.
* purchase equipment and substances which pose the least risk possible to do the job effectively.
* ensure appropriate inspection and maintenance of plant, equipment and appliances is carried out, recorded in maintenance logs and resolve defects reported.
* arrange adequate training, instruction, information and where necessary supervision, with regard to health and safety.
* respond in a timely fashion to any health and safety concerns raised by their staff.
* maintain close liaison with Safety Representatives, Occupational Health & Safety Team and similar advisers and specialists.
* ensure that all necessary health and safety records and reports are maintained.
* where there is a risk of violence, stress or disease take action to ensure the well-being of employees.
* ensure accidents and near misses are reported in a timely fashion on the Council’s ERP system.
* investigating accidents and near misses as appropriate and authorise all ERP reports made.

**Employees**: are required to embrace a positive health and safety culture, co-operate with management and be aware of their own health and safety and that of others who would be affected by their work activity. In particular, they will:

* + cease and report any work activity which becomes a risk to their own or others health and safety.
  + report any accidents, violent incidents, ill health conditions (including stress, musculo-skeletal issues, skin, and respiratory problems), dangerous occurrences and near-misses to their Line Manager/Supervisor
  + carry out user checks and appropriate inspection of plant, equipment and appliances before use and report defects to Line Manager/Supervisor.
  + be aware of the risks presented by any substances hazardous to health used/generated, work equipment or work activity and the control measures required for safe working.
  + use or wear any personal protective equipment deemed necessary to undertake work safely. Maintain that equipment to be safe and clean and report any fault or failure of the equipment to their Line Manager/Supervisor.
  + adhere to any instructions or written guidance, such as safe systems of work.
  + undertake mandatory training in methods of safe and healthy working procedures, as directed.
  + co-operate and contribute where possible to ensuring the successful implementation of any Council and service team action plans put forward to reduce work related accidents and ill-health and material resource loss.

**Service Area Health & Safety Contacts** carry out the duties delegated to them by the Directors, including:

* attendance at the Health, Safety and Welfare Group twice a year on behalf of the service area, i.e., Resources, People, Place and Health & Wellbeing.
* appraising the Director, Assistant Director, and Senior Managers of any outputs from the Health, Safety and Welfare Group.
* disseminating information from the Health, Safety and Welfare Group to their service teams.

**Safety Representatives:** Employees and/or their representatives will be consulted about the content of individual safety arrangements. The Council as an employer agrees to and supports the appointment of 'Safety Representatives' within any unionised workforce and 'Representatives of Employee Safety' where a union is not involved. Council service teams will consult with Safety Representatives on any matters which affect:

* the health, safety and welfare of any personnel they represent.
* the arrangements for appointing competent persons.
* any health and safety information that must by law be provided.
* the planning and organisation of health and safety training.
* the health and safety consequences of new technology.

**Occupational Health and Safety Team -** advisory service to Council Managers and Services on Health and Safety policies, procedures, and compliance.

**Occupational Health Service** provide professional, confidential support to managers and employees on work related health issues. Carrying out:

* pre-placement assessments.
* statutory health surveillance, such as hand arm vibration, audiometry, spirometry, night shift worker assessments;
* return to work assessments; and,
* ill health retirement.

Also facilitating:

* immunisations; and
* access to counselling and physiotherapy.

The Occupational Health Service will work closely with the Occupational Health & Safety Manager and will have direct access to the managers of all departments.

**Statutory Compliance Officer – Legionella and Asbestos** acts as the Deputy Responsible Person for the Council’s non-housing property and for communal areas of housing properties. The Officer’s duties are to:

* arrange for and keep permanent records of annual asbestos re-inspection or management surveys.
* arrange and keep records of abatement work as highlighted by the asbestos surveys.
* arrange for and keep records of Legionella Risk Assessments, every 2 years or if the original assessment is no longer valid, on water systems and plant.
* arrange for and keep records of remedial work to be carried out as identified by Legionella Risk Assessments.
* arrange water temperature monitoring, cleaning, disinfection and certification routines on water systems and plant.
* arrange for and keep records of remedial work to be carried out as highlighted by water temperature non-conformance reports when the control limits are exceeded, where applicable.
* keep all records for 5 years and available for inspection.

**Property Services Group** will:

* monitor and record the completion of fire risk assessment across the authority.
* monitor and support remedial actions resulting from fire risk assessment, as required.
* escalate areas of non-conformance, as required.
* produce reporting documents, as required.
* maintain an active list of all Premises Responsible Persons, monitor and audit the Responsible Persons’ periodically specifically in relation to their duties in line with this policy and report through to PSG Management and/or Fire Risk Owner any areas of concern or non-compliance.

**Formal Health and Safety meetings**

**Health, Safety & Welfare Group (chaired by Exec Director of Resources)**: meets twice a year to consult on, co-ordinate and monitor the overall effectiveness of the Council’s Policies, Procedures and Arrangements in relation to health, safety and welfare issues. The dates of the meetings, papers presented and minutes are available to all staff here [Health, Safety & Welfare Group information](https://staff.shropshire.gov.uk/how-do-i/occupational-health-and-safety/health-safety-and-welfare-group/)

The terms of reference of the group defining the role and functions and are available here: [HSW Group TOR](https://staff.shropshire.gov.uk/media/710722/hsw-group-tor-approved.pdf)

The Group meetings are chaired by the Health and Safety Champion who is the Executive Director of Resources. Members of the group are also defined in the Terms of Reference. They will receive appropriate health and safety training to enable them to fulfil their functions effectively. The chair is responsible for ensuring that any recommendations and views are put before senior management or appropriate committee for action.

**Health & Safety Subgroups**: At the discretion of Heads of Service some service areas, based on the level of risk of the service activities, may decide to form local health and safety groups. The minutes of any Health & Safety Subgroup must be sent to the Health, Safety and Welfare Group for review.

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| *Reviewed by:* | *Reviewed date:* | *Next Review date:* |
| Occupational Health and Safety Team | October 2024 | October 2025 |
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