

Cannon Lane Primary School



Health and Safety Policy

(This is a Harrow Council corporate Health and Safety Policy that applies to all employees including school staff, agency staff, consultants, contractors and volunteers.)

Date approved by the Governing Body: January 2016

Date for review: Spring 2017

Corporate Health & Safety Policy

Document Control Summary

Title	Corporate Health and Safety Policy
Version No.	6.0
Date	19 th May 2015
Author(s)	Fredah Zuleha
Circulated to	Corporate Health and Safety Group

Version Control Summary

Version	Date	Summary
3.0	21 st July 2011	Review of 2009 document
4.0	24 th September 2012	Annual Review
5.0	23 rd October 2013	Annual Review
6.0	26 th May 2015	Review following Organisation changes

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Acronyms		
CHSG	Corporate Health and Safety Group	
CHSS	Corporate Health and Safety Service	
CHSP	Corporate Health and Safety Plan	
ECF	Employee Consultative Forum	
HSCOP	Health and Safety Code of Practice	
CSB	Corporate Strategy Board	
OHS	Occupational Health Service	
EAP	Employee Assistance Programme	
HSE	Health and Safety Executive	
GNs	Guidance Notes	
CoP	Code of Practice	

1. Corporate Statement of Health & Safety Policy

Harrow Council, as an employer, recognises its legal responsibility to make every effort and secure the health, safety and welfare of all its employees and others, i.e. visitors, contractors, service users etc. that may be affected by its undertaking.

The Council aspires to achieve excellence thereby implementing and effectively maintaining a robust management system that will permit safe work practices without compromising the health, safety and wellbeing of employees, general public and the environment.

Harrow council recognises that success in achieving and maintaining a safe and healthy work environment incorporates effective communication, co-operation and commitment from senior management and all employees within the organisation.

The Council is committed to continuous improvement in health and safety performance and will develop a Corporate Health and Safety Improvement Plan which includes key targets and objectives for improvement in health and safety management.

In particular, it is the corporate policy to;

- Meet and whenever possible exceed the minimum standards set by the Health and Safety at Work etc. Act 1974 and supporting regulations and guidance
- Provide financial and physical resources to ensure that the Council's health and safety arrangements are implemented and adequately maintained.
- Regularly monitor, review and revise the health and safety management system, including this Policy Statement, Policies and Codes of Practice, to ensure that these documents remain relevant and in date.
- Carry out appropriate Risk Assessments, seeking to eliminate and or reduce hazards. Where Risk Assessments have demonstrated risk levels to be unacceptably high, health and safety requirements will therefore take precedence over all other business requirements to ensure that these levels are reduced as low as reasonably possible.
- Seek continuous improvement in health and safety performance; promote a proactive safety culture and to effectively maintain a safer and healthier working environment.
- Ensure that all employees receive adequate training for the purposes of health and safety
- Consult with employees, or their representatives, on health and safety matter, also ensuring that the corporate policy is available when required.
- Ensure that competent persons are appointed to assist the Council in meeting its statutory obligations.
- Recognise that accidents usually result from failings in management control and are not necessarily the fault of the individual/s involved.
- Recognise that the Chief Executive has overall responsibility for ensuring that resources to support quality improvement programmes which are aimed at continual improvement are allocated and that health and safety in the workplace is considered in all Senior Management Team decisions.

Michael Lockwood
Chief Executive

Date:

2. Purpose

This Policy and in conjunction with local documents, Codes of Practice (CoP), Guidance Notes (GNs) and procedures, will permit understanding how health and safety is managed across the Council as well as defining Senior Management roles and responsibilities.

The Policy is divided into principles, Organisation (people) and Arrangements (systems) and provides the framework for health and safety management within the Council.

2.1 Scope

This is a corporate Policy that applies to all employees including school staff, agency staff, consultants, contractors and volunteers.

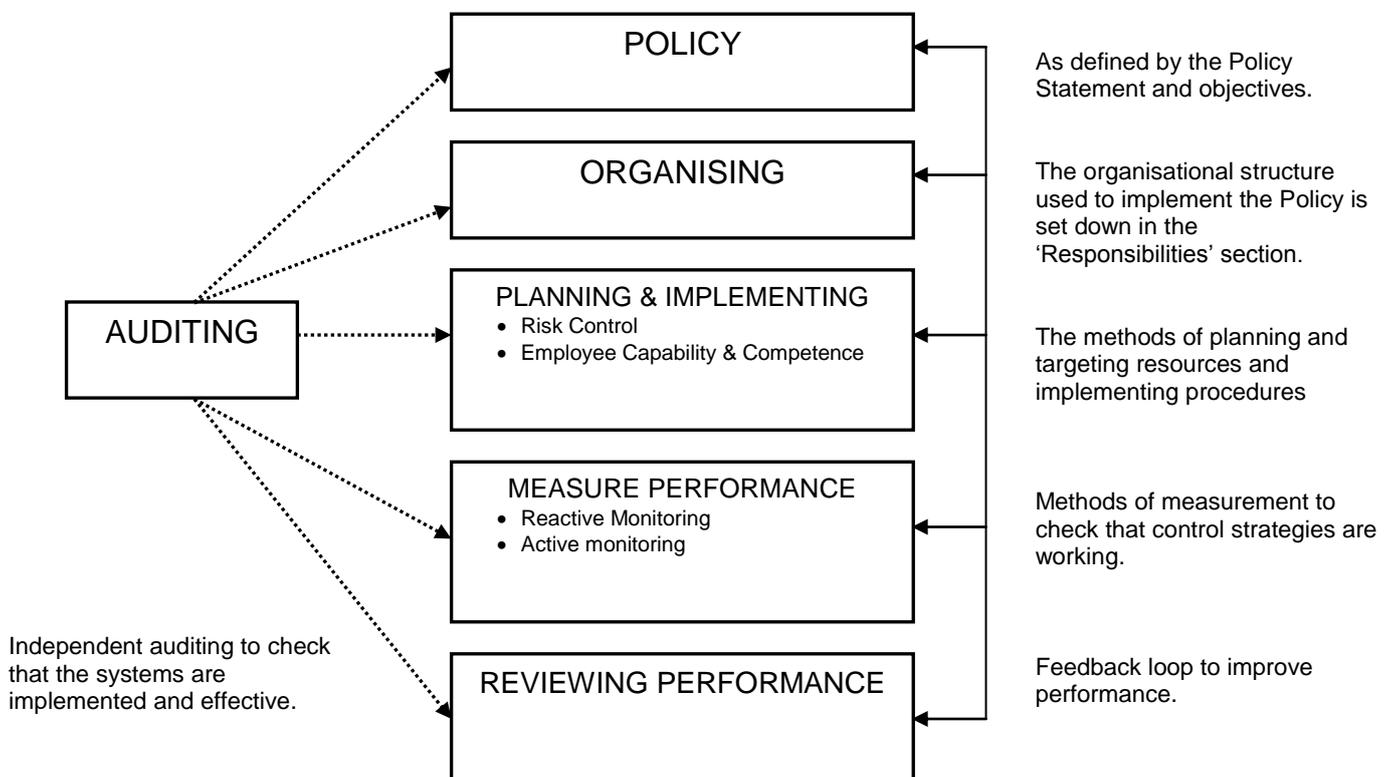
2.2 Elected Members

The Elected Members have overall responsible for; the application of health and safety legislation, achieving the objectives set out within this Policy and ensuring that adequate resources are available to meet organisational health, safety and welfare needs. The Elected Members delegate the work required to the Chief Executive.

2.3 Principles

Harrow Council recognises and accepts its statutory and moral responsibilities and the fundamental aim is to ensure that employees, stakeholders and the general public do not suffer injury or ill health as a result from Council business.

Harrow Council's Health and Safety Management System is based on the following model:



For the model to be successful, the following standards must be applied:

- Ensuring that a health and safety management system is implemented to provide a structured management approach to controlling workplace hazards and risks throughout the organisation
- Ensuring that all employees undertake their tasks without disregarding health and safety
- Senior management committed to improving health and safety standards, making reference to European law and UK health and safety legislation in order to meet minimum standard
- Ensuring that the necessary resources are available to effectively meet the requirements of this Policy
- Managers / supervisors to actively demonstrate a positive attitude towards workplace health and safety; encouraging employees to ensure that safe practice is routine
- Employee's participation, including contractors, consultants and volunteers, working on Council premises, to pay maximum attention to the health and safety aspects of their work, adopting safe work practices to avoid injury / ill-health to themselves and to others.

3. ORGANISATION

3.1 Chief Executive

The Chief Executive has overall responsibility for ensuring that the corporate Health and Safety Policy is implemented and for ensuring that all matters are brought to the attention of the Elected Members.

The Chief Executive will also direct the execution of this Policy and ensure that adequate resources are available to enable ongoing improvements in health and safety performance and in particular:

- Actively demonstrating leadership in requiring and supporting high standards of health and safety performance in all the corporate undertakings
- Ensuring that the Corporate Health and Safety Plan is implemented
- Appoint the Corporate Director – Environment & Enterprise with responsibility for overseeing the day to day management of health and safety on behalf of the Council
- Agreeing Corporate health and safety strategic aims and targets with Directors
- Ensuring that the Council's Health and Safety Management System is effectively maintained
- Ensuring that the Organisation and Arrangements for carrying out this Policy are adequate
- Ensuring that the statutory requirement to monitor the prioritisation of and responses to health and safety issues affecting all Directorates are carried out through the Corporate Strategy Board (CSB) and the Corporate Health and Safety Group (CHSG) which incorporates Trade Union representatives.
- Determining and periodically reviewing corporate targets in respect of health and safety issues.
- Continually reviewing the adequacy of health and safety performance and make decisions about the nature and timing of the actions necessary to remedy deficiencies.

3.2 The Corporate Director – Environment & Enterprise

The specific responsibilities of the Corporate Director – Environment & Enterprise are delivering, co-ordinating and leading the Council's vision for a safe, secure and healthy work environment.

The Corporate Director – Environment & Enterprise will:

- Advise the Council on the preparation and revision of its Policy Statement for Health and Safety; the appropriate Organisation and Arrangements necessary to meet the Policy's aims and objectives
- Act as the person with responsibility for overseeing the delivery of the day to day management of health and safety on behalf of the Council
- Ensure that the Corporate Health and Safety Plan is implemented and delivered
- Encourage a practical approach to managing health and safety
- Ensure that all employees have access to competent health and safety advice when required
- Act as Chairperson for the CHSG and ensure that health and safety information disseminated throughout the organisation and to escalate health and safety issues to the CSB and to the Employees Consultative Forum (ECF), if required
- Ensure that health and safety is promoted throughout all services and at all stages, including recruitment selection and training
- Regularly consult with employees through their Trade Union or other representatives with respect to changes that may affect their health, safety and wellbeing.
- Co-ordinate the preparation of health and safety meetings and management reports and ensure effective consultation with the ECF.

3.3 Corporate Directors

Corporate Directors are responsible for implementing this Policy within their Directorates along with any specific health and safety Policies, CoP and Safe Systems of Work.

Corporate Directors shall:

- By leadership and personal example foster positive attitudes towards health, safety, welfare and security throughout their Directorates, such that their beliefs and commitment to health and safety become the shared values of all employees
- Have oversight of health and safety performance in their areas of responsibility and actively contribute to achieving the overall health and safety strategic aims, including the delivery of the Corporate Health and Safety Plan
- Support the Corporate Director - Environment & Enterprise with responsibility for the lead health and safety role and champion Directorate employees with health and safety remits, to ensure that the Health and Safety Management System is adequately monitored and effective.
- Ensure that a Health and Safety Group for their Directorate is in place, which should have a chairperson appointed and comprise of relevant Trade Union representatives. The Group should also incorporate the Terms of Reference agreed by the CHSG.
- Agree with Divisional Directors and Heads of Service targets for health and safety performance, in support of the Council's overall strategy, the Corporate Health and Safety Plan and Health and Safety Management System.

- Report on and / or recommend to the appropriate Committee trends in the performance and prioritisation of health and safety issues and on associated resource implication, not less than annually through the budget estimate process
- Designate a named officer (Person with Responsibility for Asset Management and / or Premises Manager) to be responsible for management of those buildings occupied by them or by more than one Directorate or agency and ensure that these responsible persons are adequately trained.
- Ensure that Safety Champions are engaged in their Directorate thereby promote health and safety in their individual areas.
- Be responsible for ensuring that a Directorate's Health and Safety Policy is developed detailing the Organisation and Arrangements for their Directorate. This document will act as a link between the overall corporate Health and Safety Policy, each Directorate and Division's Health and Safety Action Plans
- Ensure that their Directorate Management Teams know and fulfil their individual responsibilities regarding health and safety and that they receive relevant information and training so as to competently carry out health and safety tasks assigned to them. The Directorate Management Teams will also ensure that their employees are given suitable advice, information, and training and support such that the requirements of all relevant health and safety legislation and Codes of Practice are met.
- Determine the health and safety responsibilities and safety critical roles of all employees in their Directorate are identified and incorporated into the employees' role profile or job descriptions.
- Ensure adequate consultation with the appropriate employee representatives prior to the introduction of any change that may affect employee's health and safety.
- Make the necessary arrangements, such as time off for training, to ensure that safety representatives who may be appointed under the regulation can effectively carry out their duties as required
- Be responsible for ensuring that this Policy and the Directorate Policy are communicated and understood by all employees in their Directorate
- Be responsible for translating the Policy's aims and objectives, applying these so as to deliver an effective service on behalf of the Council
- Set annual targets for health and safety performance with their Divisional Directors / Heads of Service in support of both Directorate and the corporate strategic aims
- Review at Directorate Groups, at quarterly intervals, the safety performance of their Division / Service Unit against the set targets
- Ensure adequate resources are available for health and safety measures, to meet corporate responsibilities.
- Ensure that the appointed Safety Champions attend the Directorate Health and Safety Group meeting.

3.4 Divisional Directors and Heads of Service

All Divisional Directors and Heads of Service (in schools this could be Head Teachers and school Governors) have responsibility for ensuring that health and safety risks are managed in such a way as to meet Council aims, and to ensure legal compliance as the minimum standard.

They also have responsibility for:

- Preparing, implementing, monitoring and periodically updating their Divisional and Service Health and Safety Plans and ensuring that the Council's Health and Safety Management System is maintained.
- Ensuring hazards are identified and assessed and that risks to the health and safety of employees and others, arising from existing or new premises, plant and hazardous substances are risk assessed and action is taken to remove or if not possible to control the risks.
- As agreed with your Corporate Director, deliver targets on health and safety performance, including your Divisional Health and Safety Action Plan, in support of the Council's overall strategy, the Corporate Health and Safety Plan and Health and Safety Management System
- Ensure that the divisional sections of your Directorate Policy are developed to comply and support the council's corporate Policy and detail the Organisation and Arrangements for your Division. This document will act as a link between the corporate Health and Safety Policy and your Directorate and Divisional Health and Safety Action Plan.
- Identifying the resources necessary to meet health and safety obligations under the corporate and Directorate Safety Policy and advice and make recommendations to their Corporate Director where an inadequacy of resources is identified.
- Ensuring that Safe Systems of Work are devised developed and put in place including suitable and sufficient training for employees.
- Ensuring that all accidents involving or have the potential to cause injury or harm to persons or damage to property are reported and investigated where required and any corrective action is taken
- Using and promoting systems of communication to ensure that all employees are involved in contributing to the safety of their work and workplace by giving feedback on existing safety rules and procedures.
- Informing employees of relevant health and safety information and provide supplementary written information wherever practicable in formats and languages that are known and understood by all employees.
- Selecting and controlling temporary workers, contractors and other visitors to the workplace, ensuring that they can meet corporate standards and providing them with appropriate information so that they do not put themselves, the workforce or the general public at risk.
- Ensuring all contracts are adequate in terms of health and safety provisions and that contractors are monitored to ensure they meet corporate standards.
- Ensuring that the appropriate information, instruction and supervision is provided to enable all employees to avoid hazards and contribute positively to their own and others safety, health and welfare at work.
- Ensuring liaison with other employers, including contractors and occupiers of shared premises to ensure co-operation for the exchange of user information to enable compliance with corporate Policy.

- Ensuring compliance with Site Fire and Security Plans and allocating sufficient resources to meet the requirements of those plans in their work area and ensuring emergency arrangements are in place to protect employees and others against risk of imminent danger
- Ensuring that employees are competent and capable of performing their duties to the required standard with the provision of adequate training to ensure that competency is assured and maintained.
- Ensuring that timely involvement with Occupational Health support is adopted to promote health at work and to enhance effective return to work, where appropriate.
- Making suitable arrangements for consulting with employees on health and safety matters and in accordance with legal standards i.e. through regular recorded team meetings and ensuring that health and safety is a standard item on the agenda at these meetings.
- Obtaining advice and support from the Corporate Health and Safety Service and / or the Occupational Health Service as needed.

3.5 Corporate Health and Safety Manager

Corporate Health and Safety management falls under the responsibility of the Environmental Services Manager (ESM) (Public Protection). The CHSS forms part of the Commercial Team within Environment & Enterprise Directorate, Appendix One – Commercial Team Corporate Structure.

Duties of the ESM (Public Protection) include;

- Implementing, monitoring and reviewing the Health and Safety Management System
- Designing, planning and executing the Corporate Health and Safety Plan (CHSP)
- Ensuring that adequate arrangements are in place to effectively deliver the CHSP
- Ensuring that Policies and Procedures are developed and revised regularly
- Providing adequate advisory support to ensure compliance throughout the Council
- Ensuring that Senior Management are aware of their responsibilities in meeting health and safety objectives and targets
- Ensuring that the OH provision is effectively managed to prevent, reduce or control occupational health risks to an acceptable level and reduce the potential for ill health
- Ensuring that all accident, incidents and near-misses are reported and investigated, where required
- Manage the corporate accident / incident database, preparing accident statistics, producing management reports and disseminating these as required
- Setting corporate performance standards and key performance indicators

3.6 People with Responsibility for Asset Management

People with Responsibility for Asset Management must ensure that suitable arrangements are in place for the management of assets in all Council properties falling within his / her span of control and in line with the Council's strategic aims.

In order to ensure that People with Responsibility for Asset Management can fulfil their duties and responsibilities under the corporate Health and Safety Policy, the tasks involved in managing premises may be delegated to other persons e.g. Head Teachers in schools, members of staff, managing agents or other external organisations, provided that they have the necessary competence, resources and have Council approval to perform these roles.

However, your overall asset management responsibility for these premises cannot be delegated

People with Responsibility for Asset Management must monitor tasks performed on their behalf, to ensure that their responsibilities are being discharged and continue to meet corporate and legal requirement that Council and legal requirements continue to be met.

People with Responsibility for Asset Management also have responsibility to:

- Deliver targets on health and safety performance as agreed with their Divisional Director or Head of Service, including your Service Health and Safety Action Plan, and where required, your Directorate Health and Safety Action Plan, the Corporate Health and Safety Plan and Health and Safety Management System
- Ensure that hazards arising from existing or new premises, plants and hazardous substances are risk assessed and appropriate action taken to safeguard the health, safety and welfare of employees and others
- Ensure that suitable communication methods are established for liaison with all Premises Managers who have been delegated responsibility for the day to day management of individual sites and properties
- Ensure that the Premises Managers have suitable information to effectively manage their buildings safely and to support them in accessing information and to assist in the decision making process when planning any changes to buildings.
- Ensure that all accidents involving or have the potential to cause injury or harm to persons or damage to property are reported and investigated where required and any corrective action is taken
- Use and promote systems of communication to ensure all employees are involved in contributing to the safety of their work and work place by giving feedback on existing safety rules and procedures
- Inform employees of relevant health and safety information and provide supplementary written information wherever practicable in formats and languages that are known and understood by employees
- Select and control temporary workers, contractors and other visitors to the workplace, ensuring that they can meet corporate standards and providing them with appropriate information so that they do not put themselves, the workforce or the general public at risk
- Ensure all contracts are adequate in terms of health and safety provision and that all contractors are monitored to meet corporate standards
- Provide suitable and sufficient information, instruction and supervision to ensure that all employees avoid injury / ill-health and contribute positively to their safety, health and welfare and that of others and monitor compliance

- Ensure liaison with other employers, including contractors and occupiers of shared premises to ensure co-operation and for the exchange of user information and others are safeguarded
- Ensure compliance with Site Fire and Security Plans and sufficient resources are allocated to meet the requirements of those plans in their area, ensuring emergency arrangements are in place to protect all employees and others against risk of imminent danger
- Ensure that all employees are competent and capable of performing their duties to the required standard and adequate training is provided to ensure that competency is assured and maintained
- Ensure that Safe Systems of Work are devised, developed and put in place and that employees have been suitably and sufficiently trained
- Ensure that where required Asset Management information provides their Corporate Director and Divisional Director / Head of Service with a clear evaluation of risk and work priorities for Council building assets so that appropriate resources are secured for the control of those risks
- Fulfil their legal and compliance responsibilities under this Policy, specific corporate Health and Safety Policies, Codes of Practice, Guidance Notes and other applicable health and safety laws
- Ensure that Corporate Directors and Divisional Directors / Heads of Service are aware of any shortfalls in relation to a lack of resources, training requirements and support that is needed
- Ensure that suitable communication methods are established

3.7 Managers and Supervisors

Managers (including Head Teachers and People with Responsibility for the day to day management of premises as Premises Managers) and Supervisors are responsible for ensuring that activities carried out under their control are in accordance with Corporate Policies and procedures and in compliance with statutory provisions by;

- Delivering targets on health and safety performance as agreed with your Divisional Director or Head of Service, including your Service Health and Safety Action Plan, and where required, your Directorate Health and Safety Action Plan, the Corporate Health and Safety Plan and Health and Safety Management System
- Ensuring hazards are identified and assessed within your areas of management responsibility and that those risks to the health and safety of employees and others, arising from existing or new premises, plant and hazardous substances are assessed and that action is taken to remove or if not possible to control risks.
- Ensuring that suitable communication methods are established for liaison with Persons with Responsibility for Asset Management where you have been delegated responsibility for the day to day management of individual sites and properties
- Ensuring that all accidents involving or have the potential to cause injury or harm to persons or damage to property under your control are investigated and reported where required and any corrective action is taken
- Using and promoting systems of communication to ensure all employees are involved in contributing to the safety of their work and workplace by giving feedback on existing safety rules and procedures
- Informing employees of relevant health and safety information and provide supplementary written information wherever practicable in formats and languages that is known and understood by employees

- Selecting and controlling temporary workers, contractors and other visitors to the workplace, ensuring that they can meet our standards and providing them with appropriate information so that they do not put themselves, the workforce or the general public at risk
- Ensuring that all contracts are adequate in terms of health and safety provision and that contractors are monitored to meet corporate standards
- Provide suitable and sufficient information, instruction and supervision to ensure that all employees avoid injury / ill-health and contribute positively to their safety, health and welfare and that of others and monitor compliance
- Inspecting the workplace at least quarterly; taking appropriate action to remedy the identified hazards; reporting those hazards that cannot be remedied to the appropriate Line Manager
- Liaising with other employers, including contractors and occupiers of shared premises, to ensure cooperation and for exchange of 'User' information
- Ensure compliance with Site Fire and Security Plans and sufficient resources are allocated to meet the requirements of those plans in their area, ensuring emergency arrangements are in place to protect all employees and others against risk of imminent danger
- Ensuring that staff, contractors, interims, agency workers and consultants receive appropriate inductions and are competent and capable of performing their duties to the required standard and adequate training is provided to all employees, where appropriate, to ensure that competency is assured and maintained
- Ensuring timely involvement of Occupational Health support to promote health at work and, where appropriate, to enhance the effective return to work of absent employees
- Ensuring that Safe Systems of Work are devised, developed and put in place and that staff have been suitably and sufficiently trained
- Ensure that where required, the safety management information provides their Divisional Director / Head of Service with a clear evaluation of risk and work priorities for identified safety risks so that appropriate Environment & Enterprise are secured for the control of those risks
- Fulfil their legal and compliance responsibilities under this Policy, specific corporate Health and Safety Policies, Codes of Practice, Guidance Notes and other applicable health and safety laws
- Ensure that Corporate Directors and Divisional Directors / Heads of Service are aware of any shortfalls in relation to a lack of resources, training requirements and support that is needed

3.8 Employees

All employees have a duty to take reasonable care whilst at work, to ensure that they do not endanger themselves or anyone else who may be affected by their acts or omissions and to co-operate with management so as a high standard of health and safety throughout Harrow Council by;

- Ensuring they are aware of, understand and follow those parts of the health and safety management system, Codes of Practice and Guidance Notes which relate to their area of work. Also ensure that they are familiar with and understand the following;
 - Any necessary action concerned with fire and fire drills at their place of work
 - The first-aid arrangements and facilities available at their place of work;
 - The corporate accident / incident / near-miss reporting procedures;
- Avoiding conduct that would put at risk the health and safety of themselves or others (including visitors, contractors, the public and persons on work experience)
- Attending any training provided and putting into practice all instruction intended to ensure safety whilst at work

- Not miss-using safety equipment and protective clothing provided, utilising these in accordance with instructions or training received and immediately reporting any defects to their supervisor / manager
- Operating only those items of plant and equipment for which you have received the appropriate training and are authorised to use
- Following any control measures identified through the risk assessments relevant to their work
- Complying with disciplined work procedures as detailed either in writing or verbally by management or supervisors and to ensure such instructions and training that is given is fully understood before commencement of work
- If in doubt, to query any matters regarding health and safety by contacting corporate health and safety service
- Using the correct tools and equipment for the task and ensuring that these tools are maintained in good working order therefore reporting any defects immediately to your supervisor / manager
- Report all accidents, incidents and near misses, in accordance with the corporate accident / incident reporting procedure
- Co-operating with management in evaluating risks and suggest ways to improve health and safety performance
- Refraining from 'horseplay' and taking unnecessary risks of any kind
- Assisting management by ensuring that other employees, particularly new employees, are aware of procedures, Safe Systems of Work and any potential hazards created during this work
- Where vehicles are used for work purposes, then the vehicle must be maintained in a safe and roadworthy condition and any materials and equipment carried in the vehicle should be appropriately secured thus in compliance with the related statutory regulations
- Refraining from consuming any alcohol, recreational drugs or any other substances that may impede their mental and physical state of mind

If you have any doubts about your health and safety responsibilities in your workplace, you must seek clarification from your supervisor or line manager. You may also seek guidance from your Trade Union Safety Representative or the Corporate Health and Safety Service.

3.9 Safety Representatives

Safety Representatives are elected by Trade Union members recognised by the Council and have a duty to represent their members. The main functions of a Safety Representative include:

- Conducting investigations of potentially significant hazards and dangerous occurrences in the workplace and to examine the cause/s of an accident
- Investigating complaints raised by any employee they represent relating to the employee's health, safety or welfare.
- Making representations to management on matters arising from the two above duties or any other legitimate health and safety concerns
- Carrying out inspections of the workplace at agreed intervals, having given reasonable notice to the responsible manager
- Reviewing information from Health and Safety Inspectors and others on behalf of employees whose health and safety they represent
- Attending health and safety meetings and where necessary, ensuring that their members are effectively represented.

3.10 Occupational Health Service

Harrow Council is committed in promoting physical and psychological wellbeing of all its employees thereby implemented appropriate measures to prevent illness and injury that may arise from work activities.

Occupational Health Service (OHS) and Employment Assistance Programme (EAP) is a service provided by the Health Management Limited (HML), an independent national Occupational Health provider that provide expert advice, specialist counselling and support to all council employees when required.

Employees can access the service 24 hours a day, 7 days a week, either online or by the telephone.

Further advice / information can be obtained from RES-Human Resources department, email - AskHR@harrow.gov.uk

3.11 Assurance

In order for this Policy to be effectively implemented there needs to be an assurance process. Assurance will be established by:

- Documentation - Divisional Health and Safety Plans including copies of risk assessments and safe working methods will be written down and kept either electronically or in hard copy. It is essential that working documents such as risk assessments are readily available to all employees
- Reporting – Ensure key indicators are in place to monitor performance and include data to identify trends that will be fed back to senior management
- Independent Review - The Corporate Health and Safety Manager will ensure the Health and Safety Service carry out assurance work in Directorates. Directors and Heads of Service will ensure that active monitoring is carried out in their area, based on the Corporate Health and Safety Plan. In addition Inspectors of the enforcing authorities and health and safety representatives appointed by recognised Trade Unions will / may conduct independent inspections and audits.

3.12 Commitment

This policy identifies the full commitment of Harrow Council to all matters of health and safety and to the provision of the Environment & Enterprise needed to ensure that the responsibilities to employees (whether direct or indirect, for example, consultants and contractors) and customers are fully met.

4. Health & Safety Arrangements

In line with corporate Policies and Codes of Practice, each Directorate and Division will have risk assessments undertaken to identify health and safety hazards and risks that affect their work and the measures implemented to prevent, reduce or control risks at an acceptable level. These will include, but not limited to;

- Fire safety
- First-aid
- Accident / incident reporting
- General workplace safety
- Training etc.

4.1 Corporate Health and Safety Service

The primary role for the Corporate Health and Safety Service (CHSS) is to provide professional advice and support to all Council services including schools so as to promote a sustainable positive safety culture throughout the organisation by;

- Develop and review Policies, Codes of Practice and Guidance Notes – these are available on the [intranet](#);
- Providing health and safety advice, information and training for all employees

- Promotion of Health, Safety and Well Being
- Supporting and assisting managers in meeting their statutory obligations
- Conducting site safety visits and investigating accidents
- Review of Educational Visits forms organised by schools
- Producing quarterly and annually safety report
- Monitoring and auditing Health and Safety performances

4.2 Sensible Risk Management

The Council is committed to sensible risk management and follows the HSE's Principles of Sensible Risk Management as detailed below:

1. Sensible risk management **is** about:

- Ensuring that workers and the public are protected from harm to their health, safety and wellbeing
- Providing overall benefit to society by balancing benefits and risks, with a focus on reducing real risks, of both that arise frequently and those with serious consequences.
- Enabling innovation and learning not stifling them
- Ensuring that those who create risks manage them responsibly and understand that failure to manage real risks responsibly is likely to lead to robust action.
- Enabling individuals to understand that as well as the right to protection, they also have to exercise responsibility

2. Sensible risk management **is not** about:

- Creating a totally risk free society
- Generating useless paperwork mountains
- Scaring people by exaggerating or publicising trivial risks
- Stopping important recreational and learning activities for individuals where the risks are managed
- Reducing protection of people from risks that cause real harm and suffering

4.3 Consultation & Communication Code of Practice

As an extension of this Safety Policy, the Council has developed a Consultation and Communication Code of Practice (HSCOP 38).

This Code of Practice aids health and safety communication and performance, which also assists the Council to meet its legal, moral and economic obligations.

As part of the Council's safety culture, this CoP outlines the membership, structure and functions of Safety Groups and Sub Groups and contains the Issues Log, which is the key communication tool for cascading and escalating health and safety issues within the organisation.

To aid with the flow of information throughout the Council, this CoP also contains a structured quarter financial programme for each Safety Groups.

Appendix One: Commercial Team - Corporate Structure

