

DOCUMENTATION/FUNCTION – HEALTH AND SAFETY POLICY

IMPLEMENTATION	
Target Population	Members, Senior Officers, Staff, Public
Duty	To ensure the Council has a positive health and safety culture, and ethos of continuous improvement and a robust health and safety management system in place to comply with its statutory requirements and industry standards.
Training Requirements	Members, managers and employees
Lead Officer	Assistant Director, Finance and HR

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PROCESS	ACTIONS (HOW)	WHEN	OUTPUT	WHO
<p>AWARENESS (keeping it live in people's minds)</p>	<p>Corporate Health and Safety Policy reviewed by Health and Safety Project Group, agreed by COE/COB</p>	<p>January 2013 – regular review</p>	<p>Formal approval of Policy by members at JCC. To be read and understood by all employees.</p>	<p>Health and Safety Manager</p>
	<p>Annual review of General Statement of Intent Signed by Chief Executive, Leader of the Council and Cabinet Member with Efficiency and Resources Portfolio</p>	<p>Annual Review</p>	<p>General Statement of Intent is displayed within Council buildings</p>	<p>Health and Safety Manager</p>
	<p>Health and Safety Project – Think Safety Campaign</p>	<p>Completed</p>	<p>Think Safety awareness campaign, Chief Executive, Assistant Directors commitment and promise. Efficiency and Resources Scrutiny Project safety culture survey, Health and Safety Champions.</p>	<p>Health and Safety Manager</p>
	<p>Corporate Health and Safety Arrangements</p>	<p>Cyclical as required by legislation. Review schedule.</p>	<p>New Arrangements approved by JCC, Issued via Circular to COB and Heads of Service – employees detailing requirements and responsibilities.</p>	<p>Health and Safety Manager</p>
	<p>Health and Safety Briefings</p>	<p>Monthly</p>	<p>Briefings issued monthly to Efficiency and Resources Scrutiny for information and all managers for discussion with staff at team meetings.</p>	<p>Health and Safety Manager</p>
	<p>Health and Safety Champions Newsletter</p>	<p>Quarterly</p>	<p>Raise awareness of issues and campaigns. COB and Health and Safety Champions.</p>	<p>Health and Safety Manager</p>
	<p>Member, management and employee training</p>	<p>Cyclical</p>	<p>Raise awareness of responsibilities for health and safety (management and specific requirements)</p>	<p>Health and Safety Manager</p>

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MONITORING (keeping it effective – recording when it happens)	Annual Corporate Health and Safety Report taken to COB/COE Efficiency and Resources Scrutiny Committee and Audit Committee	Annual	End of year report to review progress throughout the year, performance and objectives for the coming year.	Health and Safety Manager
	Operation Risks report for Audit Committee	Six monthly	Statement on health and safety progress included in report.	Risk and Insurance Officer / Health and Safety Manager
	Internal health and safety management system audits	Annual	Scheduled audits completed and report issued to manager and Assistant Director.	Health and Safety Manager
	Accident data / audit actions monitored by senior management via the Performance Management Framework	Quarterly	Senior management made aware of accident data (reportable, diseases, near miss) and open audit actions to enable appropriate action and improvements to be made.	Health and Safety Manager
REVIEW (keeping it up to date)	Safety Culture Survey	Cyclical	All employees given opportunity to participate in a safety culture survey	Health and Safety Manager
	Review of Health and Safety Policy and Corporate Arrangements	Annual Policy Statement / cyclical as schedule / required	Remain current and fit for purpose reviewed as required / legislation changes	Health and Safety Manager