



Corporate Health & Safety Manual

1.1 MANAGEMENT OF HEALTH AND SAFETY

Corporate Arrangements

The Council recognises and accepts that its duties for health, safety and welfare at work are an integral and fundamental part of the corporate strategy of managing its risks and is committed to policies and procedures that are aimed at preventing accidents, improving the health and well being of the workforce, promoting safety and benefiting the environment, which will be in keeping with the priorities set out in any of the Council's current or future master service plans.

The management systems also include structured forums in each Corporate Group, which meet at least every three months and deal with managing all risks and employee health, safety and welfare. These forums are:

- Service Operational Health and Safety Groups – These groups are attended by Heads of Service and Senior Managers and deal with managing the risks which are relative to the operations of the Service, cross cutting issues and also issues which impact on Corporate priorities. A list of these groups is attached at Appendix A.
- Corporate Group Health and Safety Forums – These forums are attended by the Corporate Director, Heads of Service, Senior Managers and Trade Union Safety Representatives to keep under review the operation of the Council's Corporate Health and Safety Policy and any respective Corporate Group arrangements to the policy, to ensure proper implementation and to assist in the continued development of a positive health and safety culture and the progressive improvement in the health and safety performance of their Corporate Group. Further detailed information on these forums can be found in section 2 of this policy. A recommended Corporate Group health and safety model is attached at Appendix B.

An integral part of the management of health and safety is the individual role that all employees have to play in assisting the Council in ensuring the health, safety and welfare of the workforce. In ensuring that the Council's duties, regarding the health, safety and welfare of its workforce, are adequately discharged this policy sets out the organisational responsibilities for those who have a corporate role. Corporate Directors who primarily deal with strategy and resource requirements, Heads of Service for the management of those strategies and resources, Senior Managers, Managers and Supervisory personnel who ensure policies and safe systems are in place and complied with, to ensure the safety and health of the workforce, to operatives who are the front line people in providing the services of the Council to our clients.