



1.3 GENERAL RESPONSIBILITY

Corporate Arrangements and Requirements

The Chief Executive on behalf of the Council has the overall responsibility for strategy and the effective and efficient management to ensure its statutory duties are discharged and:

- Will ensure that there is an effective Corporate Health and Safety Policy in place in respect of employees within the Authority.
- Where necessary will consider reports on the effectiveness of the policy and ensure that any necessary changes are made following a review.
- Where necessary, in conjunction with Corporate Directors, consider any report of the Corporate Director Business and Resources about Health and Safety issues or changes to legislation, which may have implications for the Council at a corporate level.
- Will ensure that sufficient resources are made available to audit/monitor the Council's health and safety performance and for the provision of a comprehensive consultancy advisory service regarding Health, Safety and Occupational Health issues and the well being of the workforce.
- Will require Corporate Directors to ensure that effective health and safety procedures are in place in respect of employees within their Corporate Group.
- Will require Corporate Directors to ensure that adequate resources are provided to ensure that due regard is paid to the avoidance of health and safety risks and hazards to employees, or other persons, arising from the work operations and activities undertaken by or on behalf of the Council within their Corporate Groups.
- Will require that all relevant liabilities be covered by adequate insurance.

Corporate Directors have a delegated responsibility for strategy and the effective and efficient management for ensuring the Council's statutory duties are discharged, as it affects their Corporate Group's operations or activities and:

- Will ensure that there are effective health and safety procedures in place in respect of employees within their Corporate Group.

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- Will ensure adequate resources are provided to their Heads of Service to ensure compliance with the Corporate Health and Safety Policy as it affects their operations.

The Corporate Director Business and Resources is responsible on behalf of the Council for ensuring that the Corporate Health and Safety Policy is implemented and adequate resources are available for the provision of a comprehensive consultancy/advisory service to the Council, its Corporate Groups and:

- Will ensure the provision of advice to the Council on occupational health and safety matters relevant to the formulation, review and effectiveness of the Council's Statement of Health and Safety Policy, including its organisation and arrangements.
- Will be responsible for ensuring that all Corporate Directors are aware of and understand the requirements of the Corporate Health and Safety Policy of the Council, and for ensuring that the Policy is promulgated, implemented, and reviewed as necessary.
- Will be responsible for advising Corporate Groups and for co-ordinating and maintaining on behalf of the Council a central record of relevant health and safety matters.
- Will ensure that Council's health and safety performance standards targets are audited and monitored.
- Will ensure that relevant consultation with trade union representatives is undertaken where necessary.

The Health and Safety Manager will be responsible, in consultation with the Corporate Director of Business and Resources for advising the Council and their Corporate Groups on the implementation of the Corporate Health and Safety Policy, with particular reference to matters of Health and Safety legislation and Occupational Health issues, and the monitoring of the Council's health and safety performance.

The Health and Safety Manager will be responsible under the direction of the Service Lead for HR Services for assisting in the provision of induction training and any necessary training that may be required to improve the safety health and welfare of employees.