



1.4 INDIVIDUAL RESPONSIBILITY

Corporate Arrangements and Requirements

Corporate Directors have the responsibility to provide adequate resources and support to their relevant Heads of Service to ensure compliance with the Corporate Health and Safety Policy, and the further development of the Health and Safety Culture and:

- Will be responsible for ensuring the implementation of the Council's Corporate Health and Safety Policy within their relevant Corporate Group, and for instituting any specific organisation and arrangements relating to the work of their respective Corporate Group, incorporating references to relevant assessments and written safe systems of work where abnormal risks are present;
- Will be responsible for discharging the Authority's duty under Section 2(3) of the HASAWA 1974, by ensuring the Council's Corporate Health and Safety Policy and procedures are brought to the attention of their employees;
- Will ensure that there are adequate systems in place for inspections and audits of premises, plant and systems of work, which they are responsible for, are undertaken to ascertain the effectiveness of the Council's Corporate Health and Safety Policy and to promulgate a positive approach to Health and Safety and Welfare matters and further develop the health and safety culture;
- Will ensure that the Policy Statements of the Council are received and understood by every employee, and that an efficient network for communication on safety matters is established, made known and used;
- Will require that health and safety issues are a regular item on the agenda of their Corporate Group Management Team meetings;
- Will communicate with the Service Lead, HR Services, and the Occupational Health and Safety Manager, on matters which may materially affect the implementation of the Council's Corporate Health and Safety Policy, including the depositing of a copy of including information relating to health and safety matters as it affects their Corporate Group;

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- Will co-operate fully with the Occupational Health and Safety Manager, in the discharge of their duties as they relate to Health and Safety training requirements;
 - Will co-operate fully in the training of appointed Safety Representatives and arrange for consultation on health and safety matters as appropriate.

Heads of Service and Senior Managers are responsible for ensuring adequate measures and procedures are in place to manage and ensure the safety, health and welfare of all employees within their Service and:

- Will be responsible for implementing the requirements of the Corporate Health and Safety Policy and the further development of the Health and Safety Culture within their service;
- Will ensure that regular audits and inspections of plant, equipment, working arrangements and systems of work are undertaken to ensure compliance with the requirements of the Corporate Policy and that relevant reports are forwarded to the Council's Occupational Health and Safety Manager with details of any changes or recommendations;
- Will ensure the review and assessment of risk, in respect to all employees under their control, is undertaken, and to have due regard to the health and safety of other persons who may be visitors to occupied areas under their control or who may be affected by work undertaken by their employees;
- Will ensure that health and safety issues are a regular item on the agenda for Service Management Team meetings and, will where necessary seek the advice of the Council's Occupational Health and Safety Manager.

Managers, Team Leaders and Supervisors as competent persons have the responsibility for the adequate supervision and direction of employees under their control and:

- Will fully familiarise themselves with the Corporate Health and Safety Policy, and ensure, where reasonably practicable, that all persons under their charge comply with the requirements of the Health and Safety Policy at all times;
- Will ensure that suitable and sufficient risk assessments are carried out within their service and that the adequate controls are put in place to manage significant risk;
- Will undertake and assist in relevant audits and inspections of premises, plant, equipment and systems of work to ensure compliance with the Council's and the Service's procedures, and that copies of relevant reports are forwarded to the Occupational Health and Safety Manager with details of any changes or recommendations;
- Will ensure that all accidents are recorded in the accident book, and, that they are suitably investigated, and the Council's accident reporting procedure is complied with;
- Will ensure that the persons who are under their charge are aware of the procedures to be adopted in case of fire or any other emergency situations that may be identified;

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- Will ensure that persons who are under their charge know the locations of the appropriate first aid facilities;
 - Will ensure that adequate supervision is available at all times for all employees in their charge, particularly where young or inexperienced employees are concerned;
 - Will ensure that any plant and equipment provided for use at work is free from defects and adequately guarded;
 - Will liaise with Safety Representatives on all matters concerning Health, Safety and Welfare at work;
 - Will maintain good housekeeping standards in their areas of responsibility at all times;
 - Will ensure that safe working practices and procedures are reviewed regularly and followed in order to provide maximum safety for employees under their charge;
 - Will ensure that any health or safety problems which they cannot personally resolve are raised immediately with the relevant Senior Manager, or if appropriate the Council's Occupational Health and Safety Team;

Supervisors as competent persons have the responsibility to assist Managers and Team Leaders in the adequate supervision of employees and:

- Will fully familiarise themselves with the Corporate Health and Safety Policy, and ensure, where reasonably practicable, that all persons under their charge comply with the requirements of the Health and Safety Policy at all times;
- Will ensure that any health or safety problems, which they cannot personally resolve, are raised immediately with the Team Leader or other relevant Senior Manager;
- Will ensure that all accidents are recorded in the Accident Report Book and reported to the appropriate Team Leader or relevant Senior Manager for investigation;
- Will ensure that the persons who are under their charge are aware of the procedures to be adopted in case of fire or any other emergency situation that may be identified;
- Will ensure that adequate supervision is undertaken, particularly where young or inexperienced employees are concerned;
- Will ensure that any plant and equipment provided for use at work is free from defect and adequately guarded, and any defects reported immediately;
- Will ensure that only safe working practices procedures are followed in order to provide maximum safety for all employees under their charge.

Board of Governors, Head Teachers and their Deputies under the Local Management of Schools have the delegated responsibility, on behalf of the Corporate Director Children, Adults and Families for ensuring the adequate provision of Health and Safety within their individual schools and:

- Will be responsible for the implementation of the Council's Corporate Health and Safety Policy, within their own relevant school, and for instituting a School Health and Safety Policy relevant to their activities which incorporates references to relevant assessments and written systems of work where abnormal risks are present;
- Will be responsible for discharging the Authority's duty under Section 2(3) of the Act, by bringing the Council's Corporate Health and Safety Policy, and School Health and Safety Policy and procedures to the attention of all employees under their control.
- Will ensure that the Health and Safety Policy Statements of the Children, Adults and Families Corporate Group and the School are received and understood by every employee, and that an efficient network for communication on health and safety matters is established, made known and used;
- Will undertake relevant audits and inspections of premises, plant, equipment and systems of work to ensure compliance with the Council's Health and Safety Policy and respective Schools procedures, and provide copies of all such audits and inspections to the Corporate Director Children, Adults and Families and the Occupational Health and Safety Manager;
- Will communicate with the Corporate Director of Children, Adults and Families, the Service Lead, HR Services and the Occupational Health and Safety Manager on matters which may materially affect the implementation of the Council's Corporate Health and Safety Policy including the depositing of a copy of the School Health and Safety Policy, including information relating to health and safety issues as it affects their School;
- Will co-operate fully in the training of appointed Safety Representatives and arrange for consultation on health and safety matters as appropriate;
- Will ensure that all accidents are recorded in the Accident Report Book, that they are suitably investigated, and that the Council's Accident Reporting Procedure is complied with;
- Will ensure that persons who are under their charge know the location of the appropriate first aid facilities;
- Will ensure that persons under their charge are aware of the procedures to be adopted in case of fire or any other hazard/emergency situation that may be identified;
- Will ensure, where reasonably practicable, that adequate supervision is available at all times, particularly where young or inexperienced employees, and persons other than employees, are concerned;
- Will ensure that any plant and equipment provided for use at work is free from defects and adequately guarded;
- Will ensure that only safe working practices are established and used, in order to provide maximum safety for persons under their charge;

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- Will ensure that any health or safety problems which they cannot personally resolve are raised immediately with Governing Body, or if appropriate the Corporate Director Children, Adults and Families and the Occupational Health and Safety Manager;
 - Will co-operate fully with the Occupational Health and Safety Manager in the discharge of any duties as they relate to Health and Safety at Work.

All Employees have a duty to assist and co-operate with the Council, in order for it to carry out its statutory duty and responsibilities, and:

- Must make themselves familiar with the Council Health and Safety Policy and the Health and Safety Policy, and procedures, specifically related to their School;
- Will comply with the requirements of training provided, safe systems and procedures that are in place to ensure their safety and health whilst at work;
- Must at all times use any required safety equipment, devices and protective clothing provided in relation to any work being carried out;
- Must not carry out any activity or use any equipment, which they have not received any training or instruction on.
- Report any accidents, near misses, and unsafe practices, failures in systems of work, damage to plant/ machinery/ equipment or protective clothing to their supervisor or relevant manager immediately;
- Must take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions at work;
- Will co-operate fully with the Occupational Health and Safety Manager in the discharge of any duties as they relate to Health and Safety at Work.

The Occupational Health and Safety Manager will be responsible for the provision of adequate information and contributing to the continuing development of a health and safety culture and a safe and supportive working environment for all Council employees and:

- Will advise the Corporate Director Business and Resources on matters relating to the formulation, review and effectiveness of all policies on Occupational Health and Safety, and notify Corporate Directors of any new health and safety legislation as it is introduced;
- Will, in conjunction with all Corporate Groups, maintain a system of communication to support the continued development of an occupational health and safety culture.
- Will at the request of management ensure the provision of advice relating to health and safety at work for employees and where persons other than Council employees are to be engaged in work for or on behalf of The Council;
- Will, as required, review and advise on matters relating to emergency and special events including accident prevention and the promotion of safety;
- Will monitor the Council's health and safety performance by audits, inspections and where necessary discussing non compliance issues with relevant Heads of Service and Senior

Managers and making appropriate recommendations to ensure the effectiveness of the Council's and respective Corporate Group's health and safety policies and procedures;

- Will have direct access to the Chief Executive, Corporate Directors and Heads of Service and any premises or locations controlled or owned by the Authority in the pursuance of their duties;
- Will have authority on discovery of infringements of any provision of Health and Safety legislation, code of practice, guidance and any other relevant standards relating to Health and Safety to prohibit, where necessary, the continuation of any activity in breach of those provisions;
- Will provide advice on accident investigations, and where necessary, investigate the more serious and major accidents or injuries that are reportable as defined in the "Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995" or any subsequent amending regulations, together with, if appropriate, recommendations to prevent recurrences;
- Will liaise with all relevant enforcing bodies and represent the Council on all matters concerning Occupational Health, Safety and Welfare;
- Will provide corporate direction and advice to Corporate Group Health and Safety Committees, including the presentation of statistics relating to accidents and sickness absence.

The Health and Safety Manager is also responsible for advising the Service Lead for HR Services on matters relating to health and safety training and:

- Will undertake periodic surveys of training needs in liaison with the Occupational Health and Safety Manager;
- Will advise on suitable training programmes in conjunction with Corporate Directors and Heads of Service, to ensure that employees are suitably trained for the tasks on which they are employed, with specific emphasis on safety and accident prevention.

Health and Safety Advisors as competent persons are responsible for ensuring the provision of all relevant advice to Corporate Groups in accordance with provision of the service and:

- Will assist, and where necessary represent, the Occupational Health and Safety Manager in all issues relating to Occupational Health, Safety and Welfare.