HEALTH, SAFETY AND WELFARE POLICY STATEMENT

1. Declaration

1.1 The Council of the Royal Borough of Kensington and Chelsea give notice of their acceptance of the Council's responsibilities under the Health and Safety at Work etc. Act 1974, the Management of Health and Safety at Work Regulations 1992 (as amended) and all other attendant safety legislation, to pursue a policy which ensures, so far as is reasonably practicable, the health, safety and welfare of all its employees and others who may be affected by the Council's activities. The Council also declare their intention to satisfy all the provisions and obligations as required by the Act, and all existing and future health and safety legislation made thereunder.

2. The Council's Safety Objectives

2.1 To do all that is reasonably practicable to provide for its employees a safe place of work, safe appliances for work and a working environment that is healthy and safe, and with satisfactory amenity facilities.

2.2 To ensure that the provisions of relevant safety legislation, regulations and codes of practice are observed.

2.3 To provide and maintain safe premises, plant and equipment including appropriate protective clothing.

2.4 To ensure safety and absence of health risks in connection with the use, handling, storage and transport of articles and substances.

2.5 To ensure that systems of work are safe, make regular risk assessments, and to provide training and advice for staff in these matters.

2.6 To promote joint consultation between management and staff representatives in the interests of health and safety at work.
2.7 To promote effective communication to employees on safety matters and to provide such information and instruction as may be necessary to ensure the health and safety at work of its employees and also compliance with the legislation attached as Appendix C, and to promote awareness and understanding of health and safety throughout the workforce.

2.8 To promote effective communication and co-operation with employees of other employers sharing Council premises.

2.9 To appoint competent personnel to secure compliance with statutory duties.

2.10 To ensure that persons who are not employees but use the Council's premises are safe and without risk to their health including those that use the Council's premises as a place of work.

2.11 To review this policy every two years.

3 General Statement of Intent

3.1 The policy of the Council of the Royal Borough of Kensington and Chelsea is to provide and maintain safe and healthy working conditions, equipment and systems of work for all employees, and to provide such information, training and supervision as they need for this purpose. The Council also accept responsibility for the health and safety of other people who may be affected by the Council's activities.

3.2 The allocation of duties for safety matters and the particular arrangements in place to implement the policy are set out in this document.

3.3 This policy will be kept up to date, particularly as the business of the Council changes in nature and size. To ensure this, the policy and the way in which it is operated, will be reviewed regularly.
3.4 The Policy and Resources Committee is responsible for the establishment of the Council’s policy for the health and safety of staff.

ORGANISATION, RESPONSIBILITIES AND ARRANGEMENTS

Health and safety are management responsibilities ranking equally with professional and service responsibilities. It is the statutory duty and a managerial requirement for all management officers to ensure that everything reasonable and practicable is undertaken to prevent personal injury and to maintain a safe and healthy place of work, with adequate amenities and welfare facilities.

It is the duty of all employees to act responsibly, and to do everything they can to prevent injury to themselves, fellow workers and others.

The organisation of safety committees is shown in the table at Appendix B.

1. OVERALL RESPONSIBILITY

1.1 Overall and final responsibility for health and safety on behalf of the Council of the Royal Borough of Kensington and Chelsea lies with the Chief Executive and Town Clerk.

2. EXECUTIVE RESPONSIBILITY

2.1 Responsibility for the direction of progress of health and safety matters including the effective implementation of the Council’s Health and Safety Policy lies with the Executive Board. Responsibility includes consideration of reports, ensuring arrangements are in place to ensure safe working conditions and avoidance of hazards, and the effective implementation of policy.
3. **DAY TO DAY RESPONSIBILITY**

3.1 Day to day responsibility for health and safety, including the conditions and activities within their business group, lies with the Executive Director and Directors of that business group.

4. **LEAD RESPONSIBILITY**

4.1 Responsibility for the co-ordination and development of health and safety matters is delegated to:

- **Director of Personnel and General Services** for employee consultation and communications and staff training,

- **Director of Environmental Health** for safety audits and inspections, and specialist and technical advice.

4.2 Both Directors report to the Executive Board on such matters. These officers are supported in their role by specialist staff including the Group Personnel Manager (Corporate Services) and the Corporate Health and Safety Advisor respectively, and the Occupational Health Advisor.

- **Group Personnel Manager (Corporate Services)** - corporate lead officer on employee consultation and communication and staff training and Chairman of the Main Co-ordinating Committee.

- **Corporate Health and Safety Advisor** - corporate lead advisor on all health and safety issues.

- **Occupational Health Advisor** - responsible for giving advice on medical matters.
5. **EMPLOYEES RESPONSIBILITY**

5.1 All employees have the responsibility to co-operate with supervisors and managers to achieve a healthy and safe workplace and to take reasonable care of themselves and others. In particular, it shall be the duty of every employee whilst at work:

- to take reasonable care of the health and safety of himself/herself and of other persons who may be affected by his/her acts or omissions at work

- as regards any duty or requirements imposed on his/her employer or any other person by or under any of the relevant statutory provisions; to co-operate with him/her so far as is necessary to enable that duty or requirement to be performed or complied with, and

- not to interfere with, or misuse, anything provided for his/her health and safety or welfare.

6. **SPECIFIC RESPONSIBILITIES**

6.1 **Executive Directors and Directors**

- ensuring safe and healthy conditions and activities within their business group

- defining responsibilities of the various managers and supervisors for arrangements which ensure safe working conditions and the avoidance of hazards

- appointing a competent person (Safety Liaison Officer) to assist in complying with health and safety legislation
• setting up a Business Group Safety Sub-Committee for the joint consideration of health and safety matters and ensuring that it meets in accordance with the sub-committee’s terms of reference

• ensuring management control and feedback of the sub-committee through the Group Management Board

• issuing and keeping up to date a statement of departmental policy which outlines the local organisation and arrangements for health and safety

• monitoring their business group’s management of health and safety and the standard of compliance with the Council's Health and Safety Policy Statement and that of the business group by implementing a system of regular audits to be carried out within the business group

6.2 Managers and Supervisors

• ensuring employees are aware of and carry out their health and safety duties

• ensuring that employees are aware of and understand any hazards and any precautions necessary to reduce risk

• make sure employees under their control are trained and receive training in relation to health and safety

• ensure that persons not in the Council's employment and contractors are aware of their legal responsibilities

• make sure that reportable injuries and dangerous occurrences are dealt with in accordance with legal requirements and internal procedures

6.3 Corporate Health and Safety Advisor
• Council's lead advisor on all occupational health and safety issues, ensuring that all workplaces have safe working practices and procedures

• provide a comprehensive safety advisory service to all departments of the council

• monitor activities and responsibilities of all departments and Business Groups in relation to health, safety and welfare

• undertake audits, validate, verify, and implement quality control checks in relation to health and safety across all business groups

• prepare twice yearly reports to the Executive Board on the Council's overall health and safety performance.

6.4 Safety Liaison Officers

• co-ordinate, encourage and monitor all safety measures and arrangements within the business group on behalf of the Executive Director and Directors

• chair and ensure the effective working of the Business Group Safety Sub-Committee

• represent the business group on the Council's Main Co-ordinating Committee for safety (the MCC), ensuring that the directions of the MCC are implemented within their business group

• liaise with elected staff safety representatives

• liaise with specialist safety staff including co-operating with, and providing information to, the Corporate Health and Safety Advisor

• identify training needs in conjunction with line managers and co-ordinate the business group’s training needs

6.5 Safety Representatives
• safety representatives nominated by trade unions enjoy certain statutory rights and will be provided with adequate facilities to exercise these. In particular safety representatives have a part to play in:

• assisting and developing safety rules

• encouraging other staff to work safely

• investigating accidents

7. SAFETY COMMITTEES

7.1 The Main Co-ordinating Committee (MCC)

7.1.1 Responsibilities:

• advising and reporting to the Executive Board on general and detailed health and safety matters affecting the Council as an employer and as a provider of services to others

• ensuring the co-ordination and promotion of health and safety measures and activities across the Council's service

• planning, directing, instructing and controlling progress of health and safety matters across the Council's service

• monitoring and reviewing the measures taken to ensure health and safety at work of employees and others across the Council's service and the formulation of recommendations to the Executive Board including the review of the Health, Safety and Welfare Policy Statement

• submission of an annual work and action plan and interim report, the bi-annual review of the Council’s Health, Safety and Welfare Policy Statement and any other matter deemed appropriate by the Executive Board
• monitoring and review of systems and procedures for the avoidance of hazards and the development of safe methods of working across the Council's service

• issuing directions and instructions to ensure that the Council's health and safety obligations are met in a consistent and satisfactory manner

• consider and take advice from the Corporate Health and Safety Advisor to ensure consistent and corporate progress of health and safety matters

• review annually the business group safety sub-committee’s terms of reference to ensure that they provide the correct framework to support the Executive Board's responsibility for the direction and progress of health and safety matters

7.1.2 Membership:

• Chairman (Group Personnel Manager)

• Head of Environmental Health

• Corporate Health and Safety Advisor

• the Safety Liaison Officer from each business group

• one nominated employee representative from each business group

• secretary (Assistant Personnel Officer)

7.1.3 The committee will normally meet at six week intervals.

7.1.4 Whilst the aim of the MCC is to promote and progress health and safety, none of the responsibilities or functions detract from the essential responsibilities for safety management of the Executive Directors and Directors.
7.2 The Business Group Safety Sub-Committees

7.2.1 Responsibilities:

- study of accident trends, safety audit reports and risk assessments, making recommendations for corrective action
- review of general and common safety problems and recommendations for action
- consideration of any reports from safety representatives
- assist in the development of safe systems of work and safety rules or standards
- monitor adequacy of safety training and safety communications
- consultation on protective clothing issues

7.2.2 Membership:

- Safety Liaison Officer
- nominated employee representatives
- representatives from management
- ex-officio, the Corporate Health and Safety Advisor

7.2.3 Membership of Business Group Safety Sub-Committees should be reasonably compact and be compatible with providing adequate representation. The Chairman will be the Safety Liaison Officer and the employee side may, if they wish, appoint a vice-chairman.

7.2.4 The safety sub-committees should meet as regular as necessary to progress business. The safety sub-committee should meet not less than at quarterly intervals.
7.2.5 Should there be no interest from the employee representatives in having a Business Group Safety Sub-Committee, the Executive Director or Director must constitute a Safety Sub-Committee and make arrangements, as necessary, to ensure responsibilities placed by this policy are fully met.

8. REPORTING OF INJURIES, DISEASES AND DANGEROUS OCCURRENCES

8.1 In recognition of its duties under the reporting of injuries, diseases and dangerous occurrences regulations, the Council has instituted a system for reporting accidents, diseases and dangerous occurrences to the Health and Safety Executive, including injury to any trainee, and this is in addition to its statutory duty to keep an accident book available for inspection by an inspector of the Health and Safety Executive.

9. WELFARE AND MEDICAL FACILITIES

9.1 Matters of an employee's personal welfare will be treated in confidence and should be referred initially to the business group Personnel Manager. Employees seeking medical advice may approach the Council's Occupational Health Advisor.

10. SAFETY LITERATURE

10.1 A variety of functions are undertaken within the Council's services and these require differing arrangements and precautions to provide a safe system of working. Each Executive Director must issue a statement of departmental safety policy which outlines the local organisation and arrangements for health and safety.

10.2 Methods of working are determined at a business group level, and sufficient guidance is to be provided in the interests of safety. Where appropriate, the Council issues its
own codes of safe working, which are devised by business groups and approved by the MCC.

10.3 A good deal of written guidance on safe methods of working has been issued. You should ask your supervisor or SLO if in doubt as to what is available.

11. TRAINING

11.1 Adequate training and instruction is essential to ensure safe methods of working, and this must be provided. Priorities and needs for training must be monitored by all managers.

11.2 New staff will receive relevant instruction on safety matters by their supervisor or manager as part of their induction to the service. In particular, staff will be shown safe methods of working.

11.3 Training will be provided by a competent supervisor or trainer, and external resources will be used where appropriate. Internal training can be provided by the Environmental Health Service and the Personnel Service covering a programme of safety topics. Specialist advice from these services is available on safety training needs and methods.

12. PROTECTIVE CLOTHING

12.1 Protective clothing can save lives and avoid serious injury, and appropriate protective clothing is issued free to staff.

12.2 Where protective clothing, safety equipment or uniform is provided, this will be worn in accordance with management instructions or codes of safe working. Unreasonable refusal will lead to disciplinary action being taken.
12.3 Where the Council provides protective clothing, safety equipment or uniform in accordance with the approved schedule and the employee produces medical evidence that such equipment or clothing will aggravate a medical condition, then where reasonably practicable, consideration will be given to suitable alternatives and issues made accordingly.

13. OTHER ARRANGEMENTS

13.1 This policy is supplemented by statements of departmental safety policy which outline the local organisation and arrangements for health and safety. Such arrangements may include accidents and accident reporting, first aid provision, fire safety, lifts and hoists, electricity, gas, provision and use of machinery, control of substances hazardous to health, manual handling, use of display screen equipment, etc. Your supervisor or manager should advise you of the necessary arrangements.

14. ENGAGEMENT OF CONTRACTORS

14.1 Contracts for the supply of goods or services will include a provision highlighting that the Royal Borough, as a Local Authority, draws particular attention to the need for contractors to satisfy all relevant requirements of the Health and Safety at Work etc. Act 1974 and other safety regulations and standards.

14.2 All tenders for work on behalf of or within Council premises will be subject to evaluation including arrangements in place for health and safety. Contracted work may be subject to assessment of health and safety including the requesting of health and safety and other information.
14.3 Contractors are to be required to pay due regard to the safety of the Council's employees, the general public, and residents etc. at the 'places of work', in accordance with the requirements of the 1974 Act.

14.4 Contractors are required to take reasonable precautions for their own health and safety and others, and where contractors are under a statutory or professional duty to wear personal protective clothing or similar, then failure to do so will be regarded as a breach of this policy, and the Council will be entitled to take such measures as it considers appropriate.

14.5 Contractors should be made aware of the Council's Health and Safety Policy and their duty to ensure that they carry out their work in accordance with the requirements of this policy.
APPENDIX A

STAFF WITH SPECIALIST COUNCIL-WIDE
SAFETY RESPONSIBILITIES

Director of Environmental Health
&
Corporate Health and Safety Advisor

Director of Personnel
General Services

Group Personnel Manager
(Corporate Services)

Assistant Personnel Officer
APPENDIX B

THE ORGANISATION FOR MONITORING SAFETY

Policy and Resources Committee

Executive Board

Health and Safety Main Co-ordinating Committee (MCC)

Comprises: Group Personnel Manager - Corporate Services (Chairman)
Safety Liaison Officers (one for each business group)
Safety Representatives (one for each business group)
Corporate Health and Safety Advisor
Assistant Personnel Officer

Planning and Education Corporate Services Conservation and Libraries Management and and Services Housing

Business Group Safety Sub-Committees

Comprise: Safety Liaison Officer
Safety Representatives
Management Representatives
Corporate Health & Safety Advisor
APPENDIX C

The legislation referred to in the Council's safety objectives in this policy includes, but not exclusively:

Health and Safety Information for Employees Regulations 1989

Personal Protective Equipment at Work Regulations 1992

Provision and Use of Work Equipment 1992

Work Place (Health, Safety and Welfare) Regulations 1992 (as amended by SI 1994 No. 2865)

Health and Safety (Display Screen Equipment) Regulations 1992

Employment Rights Act 1996

Management of Health and Safety at Work Regulations 1992

Control of Substances Hazardous to Health Regulations 1994