



GOSPORT
BOROUGH COUNCIL

Corporate Health and Safety Policy

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Gosport Borough Council Health and Safety Policy Statement

It is the policy of Gosport Borough Council to safeguard the Health, Safety and Welfare of its employees and any persons e.g. Public, Contractors and Visitors, likely to be affected by its undertaking. The Council is committed to its legal and moral obligation in accordance with the Health and Safety at Work, etc. Act 1974 (HSAWA), Management of Health, Health and Safety at Work Regulations 1999, and other relevant statutory duties. We recognise that successful Health and Safety management contributes to the performance and objectives of the Council.

Gosport Borough Council is unequivocal in its belief that safety must be one of its core values and the Council is committed to the following:

- a. Assessing the health and safety risks to our employees and to anyone else who may be affected by its undertakings, such as members of the Public, with the aim of eliminating or mitigating risk, so far as is reasonably practicable.
- b. Making arrangements for the effective planning, implementing, checking and acting on health and safety risks identified.
- c. Ensuring that risk assessment is the foundation of our health and safety management system, requiring that Service Heads and People Managers have the competency to review workplace hazards, the likelihood of these being realised and controls, which may need to be put in place.
- d. The provision and maintenance of a safe working environment for employees, Public, Contractors and Visitors, with adequate welfare arrangements and emergency procedures so far as is reasonably practicable.
- e. Develop and maintain a robust accident and incident reporting procedure across all services, encouraging the commitment and participation of all employees to reduce accidents and near miss incidents to as low as reasonably practicable.
- f. Develop and maintain good employee health and safety consultation, engaging with unionised and non-unionised representatives.
- g. Ensuring partnership working arrangements are agreed prior to commencement of work with all partners, to determine how health and safety will be managed and the standards to be met. As a minimum standard the Council's health and safety procedure and policies will be maintained.

The Council aims to promote and communicate this policy and the associated arrangements across all services and to Contractors and Visitors. Each employee regardless of their role is

responsible for their own health and safety, and that of the wider team, and they shall adhere to the Council's health and safety policy and associated policies detailed in this document.

This Policy has been endorsed by the Policy and Organisation Board and sets out the arrangements for health and safety management at the Council.

Councillor Peter Chegwyn

Leader of the Council

Debbie Gore

Chief Executive

Section 2: Roles and Responsibilities

2.1 The Chief Executive shall:

- Take overall responsibility for the health and safety arrangements across the Council and take the lead in setting the safety culture.
- Take overall responsibility for ensuring the Council meets its duties under the Health and Safety at Work etc Act 1974, and other relevant safety regulations.
- Ensure that sufficient financial and other resources are available to ensure the Council can deliver its aims and objectives safely.
- Ensure that the Council receives suitable health and safety advice from competent persons to ensure all significant health and safety risks are identified and managed. Assisting the organisation in the safe service delivery of the Councils' objectives.
- Ensure that risk assessment processes are embedded across all of the Council's service areas.
- Ensure Health and Safety objectives are set and monitored to verify that the Council is meeting its accountabilities and duties.
- Consult with employees on health and safety matters and ensure compliance to The Safety Representatives and Safety Committees Regulations 1977 and The Health and Safety (Consultation with Employees) Regulations 1996.

2.2 Elected Members (The Council)

Responsible for ensuring the Chief Executive and Corporate Management Team have suitable funding and resources to facilitate the required health and safety arrangements to meet their legislative requirements and to facilitate the efficient and safe provision of the wide variety of Council services. This is achieved through the annual budget setting for Corporate Health and Safety and any in year reports presented to the Policy and Organisation Board.

To adhere to and co-operate with any health and safety arrangements that the Council has put into place.

2.3 The Corporate Management Team (CMT) shall:

- Embed the health and safety culture in the Council.
- Provide strategic direction and oversight of health and safety policies and action plans.
- Ensure that the Council has competent health and safety advice available to assist the

organisation. This is achieved through the appointment of a Corporate Health and Safety Officer and oversight by the Head of Environmental Health Partnership. In addition, consideration is given to seeking any external resource as required.

2.4 Service Heads / Section Managers shall:

- Ensure that Health and Safety Policies and Safe Working Practices are adhered to within their service area.
- Ensure the work activities within their areas have suitable and sufficient Risk Assessments in place.
- Ensure there is a system in place, if relevant for their service, for the maintenance and recording of all statutory Health and Safety testing and/or inspections.
- Ensure that employees understand how to report accidents, near miss incidents and occupational diseases and have access to the Council reporting system (*PRIME*).
- Ensure People Managers have the time and resource to robustly investigate accident and near miss incidents.
- Ensure all employees under their control have sufficient training, experience, knowledge, and skill to undertake their role competently and safely.
- Lead by example on all health and safety matters and encourage a positive safety culture ensuring effective communication channels throughout the workforce.

2.5 People Managers (Direct reports into Section Managers) shall:

- Ensure employees complete the mandatory Induction health and safety courses, refresher training as directed by corporate policy and skill training relevant to their role as identified by risk assessment.
- With the support of their Service Heads/Section Managers and the Corporate Health and Safety Manager, produce Risk Assessments and any required Safe Systems of Work. Ensure employees are aware of Corporate and specific risk assessments, safe system of works and policies relevant to their role.
- Manage any systems in place if relevant for their service for the maintenance and recording of all statutory Health and Safety testing and or inspections.
- Ensure work is being undertaken safely in-line with relevant risk assessments and safe system of works.
- Ensure Accidents, Near Miss Incidents and Occupational Diseases are recorded and investigated on the Council reporting system (*PRIME*).

2.6 Corporate Health and Safety Officer shall:

- Establish and maintain a Health and Safety Management System.
- Provide impartial advice to Managers and staff on all matters of Health and Safety.
- Monitor the health and safety performance within the organisation by establishing and maintaining reporting arrangements for accidents and near miss incidents and undertaking, inspections, audits and reviews.
- Monitor and review the standard of accident and near miss incidents reporting and investigation, aiding and advising Managers where required.
- Ensure any accident, dangerous occurrence and occupational disease, which meet the criteria for reporting under the Reporting of Injuries, Disease and Dangerous Occurrence Regulations (RIDDOR) are reported through the HSE portal within the relevant timescales.
- Present periodic Health and Safety reports to the CMT.
- Enter any Council premises or sites at any time to inspect conditions relating to the health, safety and welfare of Council employees/contractors. Stop or prohibit work being carried out by or on behalf of the Council where there is a serious risk to the health and safety of employees and others who may be affected by that work (for example members of the public, contractors etc).
- Consult with enforcement bodies on behalf of the Council, e.g., the Health and Safety Executive.
- Escalate any serious matters of concern to the Head of Environmental Health / Corporate Management Team.

2.7 EMPLOYEES: The HSAWA defines Employees as all employed individuals under contract to the Council. It is the responsibility of all employees to:

- Take reasonable care of themselves and other people who may be affected by their acts or omissions at work.
- Co-operate with managers and other employees to ensure safety requirements and standards are met.
- Undertake the mandatory and role specific training provided by the Council.
- Make themselves familiar and comply with the safety rules and safe systems of work relevant to their job role(s).
- Report any accident or incident involving themselves or which they witness.
- Report any serious health and safety concerns to their supervisor/line manager.

Section 3: ORGANISATION

3.1. Performance Management of Health and Safety

A formal review of health and safety performance will take place quarterly by a report to the Corporate Management Team (CMT) by the Corporate Health and Safety Officer. The report will contain:

- Accident and Incident statistics (Employees, Volunteers, Public & Contractors)
 - RIDDORS
 - Employee Lost Time Incidents
 - Significant trends
- Results from H&S internal reviews or Risk Assessments highlighting significant risk.
- Results from any Active or Reactive monitoring.
- Items escalated from Service or Section meetings.
- Review of the use of the Prime Safety System.

This Corporate Health and Safety Policy is reviewed: biannually, following any change in the Senior Management structure, following a significant accident or incident and any significant changes in legislation affecting the Health and Safety requirement placed on the Council.

Section 4: ARRANGEMENTS

4.1. Management of Health and Safety.

Policies; procedures, risk assessments; checklists; guidance notes; training records and any templates regarding Health and Safety are located on the *PRIME* portal. This portal also contains the Council Accident & Incident Reporting System and a Risk Assessment System. The arrangement of *PRIME* enables identification of relevant Service/Sites and relevant documents are stored under Service/Section titles.

4.2. Assessment of Risk

4.2.1. Purpose of Risk Assessments (RAs):

The *Management of Health and Safety at Work Regulations 1999* states:
Every employer shall make a suitable and sufficient assessment of—

- (a) The risks to the health and safety of his employees to which they are exposed whilst they are at work; and
- (b) The risks to the health and safety of persons not in his employment arising out of or in connection with the conduct by him of his undertaking,

Risk Assessment is the primary management tool in ensuring the health and safety of our staff, and others. There is a duty on the Council to carry out suitable and sufficient risk assessments to ensure effective risk management controls are in place. It is the responsibility of Managers to complete/review risk assessments seeking assistance from the Corporate Health and Safety officer if required.

The main purposes of risk assessment are:

- To identify health and safety hazards and evaluate the risks presented in the workplace.
- To evaluate the effectiveness and suitability of existing control measures.
- To reduce risk as low as practicable, putting in place additional controls as required.
- Prioritise further resources if needed to ensure the above.

4.2.2. Types of Risk Assessment

General Task/Function Risk Assessments.

Personal Risk Assessments.

Display Screen Equipment Risk Assessments (DSE RAs).

First Aid Risk Assessments.

Control of Substances Hazardous to Health (COSHH RAs).

Manual Handling Risk Assessments.

Lone Worker Risk Assessments.

Noise Risk Assessments.

Hand Arm Vibration (HAVs RAs).

General Risk Assessments:

Can be created in *PRIME* under the Risk Assessment function. Where applicable templates are available to aid Managers with producing risk assessments. Risk assessments can also be stored in the *PRIME* Documents Library under the *Risk Assessments* tab. Employees can view risk assessments via the Universal *PRIME* link on the Infonet home page.

Personal Risk Assessments

The templates for personal risk assessments are located in the *PRIME* document library under the *Blank Forms* tab. There are two types of personal risk assessments:

1. *Vulnerable Persons*: Line Managers are responsible for completion and are applicable to:

- Individuals with physical or psychological disabilities.
- Individuals with short term injuries/illnesses
- Individuals with learning Impairments.
- Individuals with degrees of immaturity.
- Individuals spending time at the Council on work experience.

Vulnerable Persons RAs are *Confidential* and retained in an individual's personal file. Guidance for the completion of the risk assessment is detailed in the annex to the risk assessment.

2. *New and Expectant Mothers*: Line Managers are responsible for completion and are applicable to:

- Employees when they inform their Line Manager they are pregnant.
- Employees who are breast-feeding.
- Employees who have given birth in the last 6 months.

New and Expectant Mothers RAs are *Confidential* and retained in an individual's personal file. Guidance for the completion of the risk assessment is detailed in the annex to the risk assessment.

DSE Risk Assessments

These are to be completed by employees working in any Council premises or when Home/Remote Working who are classified as *DSE USERS i.e.*, workers who regularly use DSE as a significant part of their normal work. (Daily, for continuous periods of an hour or

more *Health and Safety (Display Screen Equipment) Regulations 1992 as amended by the Health and Safety (Miscellaneous Amendments) Regulations 2002*.

DSE RA working in Council premises: Employees are to complete the individual workstation assessment, which is located in the blank documents section of *PRIME*. Employees discuss and agree any required actions with their Line Manager.

DSE Assessment for Home/Remote Workers: The *Homeworking Workstation Assessment* is in the blank documents section of *PRIME*. Employees discuss and agree any required actions with their Line Manager.

DSE Assessments are completed as part of the employee's induction and if there are any changes to their health or work station.

First-Aid Risk Assessments

The Health and Safety (First Aid) Regulations 1981 detail the duties of employers concerning first-aid provision in the workplace. There is a requirement to complete a First Aid 'Needs Assessment' to determine what is required appropriate to workplace hazards and risks. The template for the Risk Assessment is located in the Risk Assessment function of *PRIME*. Managers responsible for specific sites or buildings are to complete the risk assessment seeking assistance from the Corporate H&S Officer as required.

Hazardous Substances (COSHH) Risk Assessments

The Control of Substances Hazardous to Health Regulations 2002 provides information on and details how to control the risks of hazardous substances in the workplace. Managers of functions where products are used during the work process must complete an assessment of the risk to health created by work involving any substances hazardous to health. The templates for COSHH risk assessments can be found in the *PRIME* document library under the 'Blank Forms' tab. Where required Managers should consult the Corporate H&S Officer for assistance in determining if COSHH risk assessments are required. The purpose of these risk assessments is to reduce the risk from COSHH; therefore, in addition to ensuring suitable and sufficient control measures are in place for products used, there is also a requirement to assess if the product can be removed, or substituted, to reduce the risk. Completed COSHH RAs are located under the *PRIME* COSHH Records tab in the Gosport Document Library for the relevant Sections/Sites.

Manual Handling Risk Assessments

The Manual Handling Operations Regulations 1992 provides information on and details how to control and reduce the risk of injury from manual handling. Managers of functions are to complete a Manual Handling Risk Assessment for their teams. A template for the Manual Handling Risk Assessment is located on *PRIME* in the *Risk Assessment* application. This risk assessment is a mandatory requirement for all functions in the Council.

Lone Worker Risk Assessments

Where Lone Working is identified, as defined in the Council Lone Worker Policy, the risks of Lone Working must be defined and suitable control measures put in place. A template for the Lone Worker Risk Assessment is located on *PRIME* in the *Risk Assessment* application. This risk assessment is a mandatory requirement for all functions in The Council.

Monitoring and Review of Risk Assessments

All types of risk assessment are to be reviewed annually. *PRIME* will automatically indicate a review is required.

In addition, Risk Assessments reviewed immediately:

- When there is any intended significant change, which will make the current risk assessment invalid.
- Prior to any new activities taking place or new equipment being introduced.
- When there are any changes in legislation, which may affect the risk assessment.
- As part of the accident investigation process.
- Where there are specific individual changes (Personal RA).

4.3 Accident & Incident Reporting and Investigation

Reportable Incidents

The Reporting of Injuries, Diseases and Dangerous Occurrence Regulations 2013 (RIDDOR) places a duty on employers to report certain occupational accidents, injuries, dangerous occurrences and diseases, e.g., 7-day lost time injury. The Regulations state that reporting is to be undertaken by the Responsible Person (within the timescales set), which for THE COUNCIL is the Corporate Health and Safety Officer. Reportable incidents include injuries to non-employees which results in them being taken directly to hospital for treatment.

Accidents and Near Miss incidents

Incidents where injury has occurred are to be reported as an *Accident*. All other incidents are to be reported as *Near Miss Incidents*.

All accidents and near miss incidents are to be reported through the *PRIME* Accident and Incident Reporting Portal. The system can be accessed by any Council employee using the universal access portal on the Infonet Home Page.

The main purpose of this process is to establish the root cause of the incident and take relevant actions to prevent re-occurrence. All material relevant to the incident is to be

uploaded onto *PRIME* under the incident unique reference, this is to ensure all evidence relating to the incident is contained within the incident report.

Section Heads and Section Managers are responsible for, as much as is practicable, the reporting and investigation of accidents and near miss incidents within their scope of service, Seeking advice from the Corporate H&S Officer when required.

4.4 Control of Contractors

The *Construction (Design and Management) Regulations 2015* defines the management of health, safety and welfare when carrying out construction work. The Head of Housing is responsible for meeting compliance under CDM Regulations and this is managed by the Council's Property Services Manager. Contractors must also be controlled when carrying out any works on Council property particularly where that property is occupied and supervised by the Council, such as sheltered housing, Town Hall etc. All contractors carrying out work on Council sites are vetted by the Council's Property Services section who check in proportion to the works involved the contractor's Risk Assessments and Method Statements (RAMS). Contractors are controlled on sites by means of a Control of Contractors form, which details the scope of works to be carried out and identifies if a Permit to Work (PTW) is required.

4.5 Fire Safety

The Council Fire Safety Policy outlines the approach to the management of fire safety and its obligations regarding the Regulatory Reform (Fire Safety) Order 2005, Housing Act 2004, and Health & Safety at Work etc. Act 1974 and their successors. The Policy's owner is the Property Services Manager, under the management of the Head of Housing.

The Policy covers all Council Housing Revenue Account (HRA) dwellings including sheltered schemes, hostels, and the common parts of blocks of flats. It also includes all other HRA assets as appropriate, such as The Town Hall.

A Fire Risk Assessment will be conducted on all identified premises by a competent person selected by the Council. Completed Fire Risk Assessments are stored in the Document Library on *PRIME* under the *Fire* tab.

Each premises, if occupied, must have in place a system of checks, either internally or by an approved competent contractor, to prove the correct function of:

- Fire alarm systems.
- Fire evacuation routes.
- Fire evacuation procedures.
- Internal fire doors.
- Final exit fire doors.
- Fire extinguishers.
- Sprinkler systems (where fitted).
- Emergency Lighting.

All occupied premises must exercise their fire evacuation procedures every 6 Months.

4.6 Consultation with employee representatives

The Council has a legal duty to consult with workers on health, safety and welfare matters. Two pieces of legislation detail this duty: *Safety Representatives and Safety Committees Regulations 1977 (as amended)* and *Health and Safety (Consultation with Employees) Regulations 1996 (as amended)*. The Health and Safety Executive (HSE) has issued an Approved Code of Practice on the regulations *Consulting Workers on Health and Safety (L146)*, and additional guidance involving *Your Workforce in Health and Safety (HSG263)*. These national documents provide a framework on achieving good employee consultation on occupational risks in the workplace. The HSE guidance states that consultation on health and safety is a simple two-way process between management and employees where the Council and their employees will:

- **Talk** to each other about issues.
- **Listen** to their concerns.
- **Seek** and **Share** views and information.
- **Discuss** issues in good time.
- **Consider** what employees say before decisions are made.

4.7 Training

The Health and Safety at Work etc Act 1974 details the general duties of employers (The Council) to their employees. In regard to training it states that the Employer (The Council) must provide – *the Provision of such information, instruction, training and supervision as is necessary to ensure, so far as is reasonably practicable, the health and safety at work of their (The Council's) employees*. Training will be dependent on role but all employees must complete an induction process and subsequent periodic mandatory training.

Induction and mandatory annual training – Completed as part of the induction process following initial employment and annually thereafter:

Fire Safety – Town Hall or Outstations (dependant on place of employment).

Health and Safety – Induction for Employees.

Health and Safety – Manual Handling.

Health and Safety Role specific Training.

Any training referenced in the associated Risk Assessments.

CMT, Service Heads/Section Managers and People Managers receive specific H&S training, in-line with the responsibilities detailed in this Policy.

4.8. Legionella Management

The Council's *Legionnaires Management Policy* outlines the Council's approach to the management of water systems and its obligations regarding current legislation. The implementation of the Policy is the responsibility of the Head of Housing.