



**Epping Forest
District Council**

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EPPING FOREST DISTRICT COUNCIL

HEALTH & SAFETY POLICY

OUR PEOPLE, YOUR SAFETY

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Introduction

This Safety Policy is written not only to comply with the Council's obligation under the Health and Safety at Work etc. Act 1974 and subsequent legislation, but also with the express intention of providing and maintaining a healthy and safe working environment

The Council recognises its obligations under the legislation and will take all reasonable steps to ensure that the work environment is a safe and pleasant place to be.

As members of staff we all have individual responsibilities as well. We must all take reasonable care for each other's health and safety as well as our own and we must co-operate with the Council in its duty to provide a safe way of working. We must never intentionally or recklessly interfere with or misuse anything provided in the interests of health and safety.

It is important for you to understand this document and its attachments.

Policy Review

This policy will be reviewed annually by the Strategic Safety Group, unless there is a significant change or incident that dictates it shall be carried out earlier.

Next review date: February 2023

Statement from the Chief Executive

Dear Colleague,

A positive approach and commitment to Health & Safety is essential to ensure that staff and the public have the highest confidence in all the work we carry out. I am personally committed, with Directors, Managers and Unions, to maintain and where possible improve our approach and actions to every aspect of health, safety and welfare

I recognise that I am accountable to the Council for the implementation of our Health & Safety policy and ensuring adequate financial provision is made available to implement the policy. My Directors and Managers also recognise that they are accountable to me for ensuring that the council's policy is embedded within their areas of responsibility. Health & Safety matters are therefore considered and progressed as a matter of priority through a managed communications structure.

The Health & Safety Policy outlines our commitment and explains what we will do; it details the organisational responsibilities of who will do what and the arrangements that are in place to set out how we will do it.

Please read and understand the Health & Safety Policy which makes it clear how every employee is also responsible for their own health and safety as well as that of others, this being part of our legal duty of care.

In doing this, I would ask that you all think about what you are doing, how and why you are doing it and if you see something that doesn't look right, then report it, do not leave it for someone else. Working together will help to achieve a safer working environment.

Georgina Blakemore
Chief Executive Officer
Epping Forest District Council

Organisational Responsibility for Health and Safety

The Management of Health & Safety (H&S) for Epping Forest District Council

- **Members**

Members need to satisfy themselves that risks are considered as part of their decision-making process. Members need to ensure that resources are put in place to enable risks to be sensibly managed.

- **The Chief Executive**

As the Head of Paid Service the Chief Executive has overall responsibility for ensuring the H&S policy is implemented effectively. Any Strategic Director shall be responsible for all matters of this policy in the absence of the Chief Executive.

- **The Executive Management Team (EMT)**

The EMT:

- Shall provide strategic direction and endorse the corporate safety policy and strategy
- Shall support the Chief Executive in meeting their safety responsibilities for the council as a whole
- Are responsible for ensuring that robust H&S management systems are in place
- Are responsible for facilitating staff consultation on all matters of health, safety & welfare with assistance from Directors, Service Managers, Team Managers and the Corporate Safety Officer

- **Corporate Safety Officer (CSO)**

The CSO

- Advise the Executive Management Team of the statutory obligations imposed by the Health and Safety at Work etc Act 1974 and associated legislation, and update on any significant changes.
- Liaising with the Executive Management Team regarding all matters of H&S that will or may have an impact on any aspect of EFDC employees and Council activities.
- Shall facilitate the review and agreement of H&S policies through the Strategic Safety Group
- Shall provide the support and agreement for all H&S training and how this can best be provided
- Will consider and assist with finding solutions to complex H&S issues arising from the workforce and Council activities

- **Service Directors**

Responsible for:

- The day to day implementation of the arrangement for H&S within their service area. In practice this duty, but not the responsibility, may be delegated to other staff, however, all staff must be made aware when such a delegation has taken place
- Ensuring the relevant legislation applicable for their department's operations are identified and adhered to
- Ensuring the hazards associated with or arising out of their department's operations are assessed and any risks are identified and addressed. This could be through the use of routine inspections,
- Ensuring that the significant findings of risk assessments are recorded and the assessments are reviewed periodically or when change occurs.
- Ensuring all Service Managers and Team Managers are competent in H&S management techniques and aiding resource as required to enable the provision of training.
- Reviewing the health & safety performance of their directorate regularly
- Ensuring accident and near misses are reported in line with the Council's policy

- **Service Managers**

Managers are responsible for:

- Ensuring the relevant legislation applicable for their department's operations are identified
- Ensuring that the significant findings of risk assessments are recorded and the assessments are reviewed periodically or when change occurs.
- Ensuring that the skills and qualifications necessary for maintaining H&S at work are identified for all posts and that appropriate information, instruction, supervision and training is arranged for post holders
- Ensuring that the significant findings of risk assessments are recorded and the assessments are reviewed periodically or when change occurs.

- **Team Managers**

Managers are responsible for:

- Ensuring all work-related hazards are identified and risk assessments undertaken
- Ensuring that adequate control measures are put into place to eliminate or reduce risk to acceptable levels

- Ensuring all personal protective equipment provided is suitable for the task, effective and properly fits the individual to whom it is supplied
 - Developing safe working procedures and practices in line with risk assessments
 - Ensuring that their staff have the skills, competencies, information and supervision necessary to complete their work tasks safely
 - Ensuring that risk assessments and safe working procedures are communicated to and understood by staff and are complied with by staff
 - Ensuring that H&S systems are maintained
 - Ensuring that all accidents, incidents and near misses are recorded, reported and investigated in a timely manner
 - Ensuring that H&S concerns within their areas are addressed
 - Ensuring that the significant findings of risk assessments are recorded and the assessments are reviewed periodically or when change occurs.
- **Employees**

All employees are responsible for:

- Taking reasonable care of their own H&S and that of their colleagues and others who may be affected by their acts or omissions
- Co-operating with management on matters of H&S to enable risks to be controlled and to enable the council to comply with H&S legislation
- Using all work equipment and materials in accordance with the instruction and training received and not to intentionally misuse anything provided in the interest of health, safety and welfare
- Reporting to their, manager or supervisor any health & safety problem that they cannot resolve themselves and any shortcomings they consider to be in the health, safety and welfare arrangements of the council

Each service area should hold regular team meetings and H&S should be a standing agenda item. All issues, concerns or changes should be discussed and if appropriate, any solution should be sought at service level. All H&S matters should be recorded and reported to the Corporate Safety Officer this will ensure an up to date annual picture of how the organisation is managing its H&S and risks.

Their specific functions are set out in their Terms of Reference.

Corporate Safety Group

The role of the Corporate Safety Group (the 'CSG') is to promote the co-operation on safety, health and welfare matters within EFDC. To provide a forum for discussion, ideas and recommendations, improvements and compliance to be reported as necessary and required to the Senior leadership Team (the 'SLT'). To promote and

support normal employee/employer systems for the reporting and control of matters of concern arising from working activities and arrangements.

Their specific functions are set out in their Terms of Reference.

Contractors

Where Contractors are employed, Epping Forest District Council will take all reasonable steps to ensure that Contractors are competent to undertake the assigned work. Epping Forest District Council acknowledges its responsibilities to ensure that Contractors working on its behalf does so in accordance with all relevant health and safety legislation.

Contractors shall be required to comply with all relevant health and safety legislation and with this policy. Epping Forest District Council and Contractors shall co-operate to ensure so far as is reasonably practicable that none of their operations expose staff, of either organization or other people, to risks to their health and safety.

Health and Safety Procedures

This policy is underpinned by a number of procedures. The key ones are listed here.

Risk assessment template	\\efdc.local\data\Common\Corporate_H&S\Manager guidance All 2023\RA-02 Generic Risk Assessment Template V4 171121.docx
Safety training	H&S training will be placed annually on Litmos and all managers notified accordingly
Workplace audits	\\efdc.local\data\Common\Corporate_H&S\Manager guidance All 2023\RA15 Workplace H&S audit and site tours guidance.docx
Electricity at work <i>Information within linked doc.</i>	\\efdc.local\data\Common\Corporate_H&S\Manager guidance All 2023\RA10 Display Screen Equipment Guidance.docx
Manual handling operations	\\efdc.local\data\Common\Corporate_H&S\Manager guidance All 2023\RA-09 Manual Handling Risk Assessment Guidance.docx
Personal Protective Equipment	\\efdc.local\data\Common\Corporate_H&S\Manager guidance All 2023\RA05 Manager Guidance PPE.docx
Display Screen Equipment	\\efdc.local\data\Common\Corporate_H&S\Manager guidance All 2023\RA10 Display Screen Equipment Guidance.docx
Control of Hazardous Substances (COSHH)	\\efdc.local\data\Common\Corporate_H&S\Manager guidance All 2023\RA05 Manager Guidance PPE.docx

Lone working	<u>LONE WORKING 2023\LONE WORKER POLICY APRIL 2023.docx</u>
Noise	<u>\\efdc.local\data\Common\Corporate H&S\Manager guidance All 2023\RA11 Managers Guidance Noise at Work.docx</u>
Vibration	<u>\\efdc.local\data\Common\Corporate H&S\Manager guidance All 2023\RA12 Manager Guidance Control of Vibration at Work.docx</u>
Asbestos	<u>5.1 Asbestos Policy 2020 Approved V0.2.docx</u>
Working at height	<u>\\efdc.local\data\Common\Corporate H&S\Manager guidance All 2023\RA13 Managers Guidance Working at Height.docx</u>
First Aid – Needs assessment template	<u>\\efdc.local\data\Common\Corporate H&S\HANDOVER\First Aid Needs Assessment Template FA 01.docx</u>
Accident reporting and investigation	Reportable via online system on Staff Intranet
Electrical equipment	Inc within DSE guidance above